

24th NOVEMBER 2014

Dear Sir/Madam

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE POLICY & RESOURCES COMMITTEE TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY, ON MONDAY 1st DECEMBER 2014 AT 7.00 PM.

Yours faithfully

Town Clerk

Public Forum

Register between 6.50 pm – 7.00 pm
Maximum input per person – Strictly 5 minutes
Forum not to exceed 30 minutes

**Petitions/Depositions to be lodged with the Town Clerk
at least five working days prior to the Meeting.**

A G E N D A

- 1. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**
- 2. DISPENSATIONS.**
- 3. DECLARATIONS OF INTEREST (if any) AND REASONS.**
- 4. MINUTES.** To confirm and sign the Minutes of the Committee Meeting held on the 6th October 2014. (Previously circulated with Town Council Agenda for 3.11.14).
- 5. MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.**

Members Matters Arising.

6. WILTSHIRE COUNCILLORS' REPORTS. Members wishing to ask questions of Wiltshire Councillors are requested to give prior notice to Wiltshire Cllrs R Hawker, D Jenkins and G King, or to the Clerk for onward transmission.

7. NOTICE of MOTION received from Cllr I Cunningham on 18th November 2014.
To recommend amending Standing Order item 41 to read: "Members of Committees and Working Groups shall vote by a show of hands or other public indication" and recommend adoption to Town Council.

8. NOTICE of MOTION received from Cllr M Sutton on 19th November 2014.

Purpose:

To make the following recommendation from the P & R Committee to the Finance Committee.

Background:

There was concern that the services Westbury received from Wiltshire Council were being increasingly reduced due to budget restraints and a growing feeling that Wiltshire Council may wish to reduce or remove many in the future as they look to make even more savings. Rather than Westbury see these services wither or be removed completely the Task and Finish group was formed to see what could or should be sent to Delegation of Services for resolution.

The group was also asked to look at what other activities the council may wish to support and provide and whether available resources matched those requirements

Proposal:

That the P & R committee recommend to the Finance Committee, the adoption of the motion as detailed below.

Motion:

i) That Delegation of Services enter into discussions with Wiltshire Council the feasibility of Town Council taking responsibility for

- Car Parks (A)
- Westbury Leigh Car Park (A)
- Public Conveniences (A)
- Parks and Play Areas (B)
- Flower Borders (B)
- Bus Shelters (B)
- Dog Warden (C)
- Street Cleaning (B)

* A,B, and C represent priority listing where A is the highest and C the lowest.

ii) That reporting limits be set by Council

9. NOTICE of MOTION received from Cllr M Sutton on 19th November 2014.

Purpose:

To consider and recommend to Town Council producing an Annual Report and a Newsletter at a (frequency to be decided).

Background:

The Town Council undertake many tasks and provide many events for the town but not everyone seems to be aware of what the council do on their behalf and where all the money is spent.

It was felt that the profile of the town and council could be increased if a newsletter was issued at a frequency to be agreed and there needs to be a discussion as to what form that newsletter should take.

There should be an Annual Report highlighting and listing all that had been achieved during the year and would also be another means of open and transparent governance. This report is not to be confused with the report given by the Town Clerk at the year end.

The Task and Finish Group were supportive in principle of the Annual Report and Newsletter but referred it to the P & R committee for consideration.

Proposal:

That the P & R committee consider an Annual Report and Newsletter and recommend to Town Council the provision of such if they are supportive.

10. NOTICE of MOTION received from Cllr M Sutton on 19th November 2014.

Purpose:

To recommend to Town Council that they continue with the Sports Road show in 2015.

Background:

The Sports Road show that took place this summer was deemed to be a very successful event that was popular and involved a good number of people. It is felt that this is the type of event Council should be encouraging and supporting.

Proposal:

That the P & R committee recommends to the Finance Committee that this event be supported and encouraged in 2015.

11. RECOMMENDATION received from Cllr S Miles on 21st November 2014.

The Charter Fairs & Markets Task and Finish Group have concluded this is not possible to confirm that the charter is still in force and recommend that having completed its work the group should be wound up.

We further recommend that a Market not under Charter Law be established and referred to the Town Improvement Working Group for further investigation.

12. NOTICE of MOTION received from Cllr M Sutton on 21st November 2014.

Purpose:

To discuss and make a decision as to whether the Town Council should purchase a set of mayoral robes.

Background:

Westbury Town council is one of the few councils that have no mayoral robes and at many functions the mayor is disadvantaged and Westbury shown as the poor relation amongst many which is disadvantageous considering it is one of the larger and more important town councils in the county. It should be considered as to whether the prestige and standing of the town and its mayor could be enhanced by the provision of such regalia.

If recommended, a detailed costing will be provided to Town Council.

Proposal:

That the P & R committee recommend to the Finance Committee that robes be purchased.

13. NOTICE of MOTION received from Cllr M Sutton on 21st November 2014

Purpose:

To discuss whether Town Council should appoint a Town Warden to manage the well-being of the town especially if more responsibility is taken and if so to commission a feasibility study.

Background:

Town council is in the process of undertaking discussions with other bodies in order to see whether it would be feasible to take on certain services and tasks for the benefit of residents. Should there be an increase then there may be a need for a town warden to oversee and monitor and take action when and where necessary depending on authority and job description.

Before any meaningful investigation takes place it is necessary for P & R to recommend further investigation.

Proposal:

That the P & R committee instigates a feasibility study so that Town Council can be fully appraised of the implications and cost of such a post.

14. RECOMMENDATION received from Cllr M Sutton on 25th November 2014

Proposal:

To recommend the recruitment of an Events Coordinator.

Background:

It was agreed there was a need for this role and the current work load would need to be looked at to see if it is too much for the existing staff to undertake within existing duties, especially during the year of the Summer Fayre.

If any additional events are taken on the current situation may not be viable and it would depend on the outcome of the review of workload and duties as to whether there is a need for additional staff.

Conclusion:

To recommend the appointment of an Events Coordinator who would initially work 10 hours per week.

15. REPORT received from Cllr D Tout on 24th November 2014

Cllr Tout will give a verbal report on the progress of the joint “Dog Warden” working group with Warminster Town Council. Additional information is enclosed with this agenda.

16. GRANT FUNDING 2013-14

The following reports have been received:

- Elblag Twinning Association – received from Cllr M Sutton
- Westbury & District Twinning – received from Cllr M Sutton
- Westbury Amateur Swimming Association – received from Cllr D Bradshaw
- Westbury Music & Arts Festival – received from Cllr I Cunningham
- 68 Sqn (Westbury) ATC – Information has been requested by Cllr S Andrew
- Welfare of the Elderly – no report submitted

17. GRANT FUNDING 2014-15

List of applications received for review (list to follow by email), prior to consideration by the Finance committee on 9th December 2014.

18. CHAIRMAN’S MATTERS FOR REPORT

19. BUDGET BIDS

Budget bid received from the Tourism Working Group on 25th November 2014

The amount of £2,750 Working Group's annual budget which includes £750 for continued membership of Visit Wiltshire.

20. CLERK’S CORRESPONDENCE/MATTERS.

21. WORKING GROUP’S REPORTS/RECOMMENDATIONS:

- a. Events Working Group
- b. Website Working Group.
- c. Westbury Tourism Working Group.
- d. Delegation of Services Working Group.

22. TASK & FINISH GROUPS REPORTS/RECOMMENDATIONS:

- a. Charter Fairs & Markets
- b. Great War Commemoration
- c. Future Policy

23. ACCOUNTS:

- a. **List of Payments** (to be circulated).