

27th JANUARY 2015

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 2nd FEBRUARY 2015 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 1st December 2015. (Previously circulated with Town Council Agenda for 5.12.14).
- 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 W D Tout on the 24th October 2014.

Merger of Streetscene & Street Furniture Working Groups.

Purpose

It is proposed that the Streetscene & Street Furniture Working Groups be merged/amalgamated.

Background

Both working groups have their remits, and at times these overlap with workload and membership. Whilst the Street Furniture Group deals with street furniture, over the last few years it has been reporting back to Wiltshire Council about grit bins, seating, road signs and lighting posts – all the responsibility of Wiltshire Council, as Highway Authority and utility companies.

Proposal That the Policy & Resources Committee considers these proposals and makes any recommendations to Town Council.

8. NOTICE of MOTION received from Cllr W D Tout on the 24th October 2014.

Presentations to Council.

Purpose

When a presentation to the Council at Full Council, Highways, Planning & Development, Finance and Policy & Resources meetings is to be made, that Standing Orders are automatically suspended by the Chair of the meeting without a vote immediately prior to the presentation. This allows for the presentation to be made and questions raised afterwards by councillors, the public and press strictly in that order. Reinstatement of Standing Orders to be made before voting on the subject matter.

Proposal That the Policy & Resources Committee considers these proposals and makes any recommendations to Town Council.

9. NOTICE of MOTION received from Cllr M Sutton on the 6th January 2015.

Annual Report and Newsletter

Purpose

To determine the form and style of the Council newsletter and annual report.

Background

At the Town Council meeting on January 5th Council approved in principle the production of an annual report and newsletter but referred it to the P & R committee to decide on the detail.

Proposal That the P & R committee consider how they would wish for this matter to be progressed whether:

- In full committee
- Set up a new Task and Finish Group
- Refer to an existing Working Group
- Any other option

10. NOTICE of MOTION received from Cllr M Sutton on the 14th January 2015.

Delegation of Services Working Group

Purpose

- To consider in view of the importance and time considerations of this group whether the membership should be increased so that undue delay is not caused by illness or absence.
- To consider whether the P & R committee should specify a remit for this task or allow the group to set its own parameters and produce that remit to P & R.

Background

a) Town Council have asked Delegation of Services working group to investigate and discuss with Wiltshire Council where appropriate the possibility of Town Council taking over some services and it is important that the group is fully quorate at all times especially where or when it has discussions with other bodies.

Note: When the Future Policy Task and Finish Group was set up it initially had 7 members but over time struggled to be quorate at some meetings and successfully concluded its remit because of its large membership.

b) Members of P & R have submitted various suggestions that the working group should consider and the committee should consider how they want these suggestions to be considered.

Proposal That the P & R committee consider these proposals and decide accordingly.

11. RECOMMENDATION received from Town Clerk on the 22nd January 2015

To review the following policies and recommend re-adoption to Town Council on 2nd March 2015

- Car Usage Policy
- Complaints Procedure
- Disability Discrimination Policy
- Equalities Inclusion Policy
- Freedom of Information Policy
- Member & Employee Protocol Policy
- Staff Recruitment and Retention Policy

12. RECOMMENDATION received from Town Clerk on the 22nd January 2015

To review the proposed Employee Handbook, provided by Ellis Whittam, and if satisfied, recommend adoption to Town Council in March 2015 (copy of handbook to be sent by email only from Town Clerk).

13. GRANT FUNDING REQUEST Received from Westbury Leigh CE Primary School on January 22nd 2015

The P&R Committee to approve a grant of £500.00 to Westbury Leigh CE Primary School towards their Playtime Buddy Project.

14. CHAIRMAN'S MATTERS FOR REPORT

See attached background documentation.

15. BUDGET BIDS

16. CLERK'S CORRESPONDENCE/MATTERS.

17. WORKING GROUP'S REPORTS/RECOMMENDATIONS:

- a. Events Working Group – no report received from Chair
- b. Website Working Group - no report received from Chair
- c. Westbury Tourism Working Group - no report received from Chair
- d. Delegation of Services Working Group - no report received from Chair

18. TASK & FINISH GROUPS REPORTS/RECOMMENDATIONS:

- a. Great War Commemoration – Report attached

19. ACCOUNTS:

List of Payments (to be circulated).