

30th MARCH 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 TUESDAY 7th APRIL 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 2nd February 2015. (Previously circulated with Town Council Agenda for 2.3.15).
- 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. RECOMMENDATION received from Cllr M Sutton on the 25th March 2015.

Purpose:

To consider how the views of those speaking in the Public Forum prior to meetings should be recorded or noted.

Background:

Town Council at the meeting on 23rd March 2015 voiced their unease at the views and opinions of those speaking in the public forum being included in the minutes and asked the P & R committee to consider an appropriate protocol on the matter.

Proposal:

That the P & R committee consider whether or how comments should be recorded.

8. RECOMMENDATION received from Cllr M Sutton on the 25th March 2015.

Purpose:

To set up a Task And Finish Group to decide on agenda and format of a newsletter and annual report.

Background:

Town Council have already accepted a recommendation from P & R that a newsletter and annual report be produced and P & R were asked to set up a group from those putting their names forward.

Proposal:

That the P & R committee formally constitute the Task and Finish Group and set a time for the report.

9. WESTBURY FRENCH TWINNING ASSOC

To agree a 10th anniversary gift to be presented to guests from Chateau-du-Loir during their visit on April 30th 2015.

10. TOWN CRIER

To agree a process to appoint a new Town Crier, as agreed by Town Council on 3.11.15 (T.3192) and recommend this process to the next Town Council meeting.

11. APPEAL AGAINST TOWING CHARGES

To consider the appeal against towing charges incurred due to illegal parking during the summer fayre in July 2014, received from M E Walpole on 19th February 2015.

12. CHAIRMAN'S MATTERS FOR REPORT

See attached background documentation.

13. BUDGET BIDS

14. CLERK'S CORRESPONDENCE/MATTERS.

15. WORKING GROUP'S REPORTS/RECOMMENDATIONS:

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

16. TASK & FINISH GROUPS REPORTS/RECOMMENDATIONS:

- a. Great War Commemoration – Report attached

17. ACCOUNTS:

List of Payments (to be circulated).