28th April 2015

YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING OF WESTBURY TOWN COUNCIL TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY, ON TUESDAY, 5th MAY 2015 AT 7:00pm.

Yours faithfully

Town Clerk

Public Forum

Register between 6.50 pm – 7.00 pm
Maximum input per person – 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

UPDATE ON THE WHITE HORSE HEALTH CENTRE - BY DR BEALE & MARK DICKSON

A G E N D A

1. **TO ELECT THE CHAIRMAN (TOWN MAYOR) FOR THE ENSUING YEAR, AND RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE.**

2. **THE APPOINTMENT OF THE TOWN MAYOR'S DEPUTY.**

3. **THANKS TO THE RETIRING TOWN MAYOR.**

4. **TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**

5. **DISPENSATIONS.**

6. **DECLARATIONS OF INTEREST (if any) AND REASONS.** (Members must be diligent regarding their interests.)

7. **POLICE REPORT.**

8. **REPORT BY MR SEAN PRICE, TOWN CRIER.**

9. WILTSHIRE COUNCILLORS' REPORT. Members wishing to ask questions of the Wiltshire Councillors are requested to give prior notice to the Clerk for onward transmission.

10. REPORT BY THE TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER. To accept the Clerk's Financial Report.

11. COMMUNICATIONS BY INCOMING TOWN MAYOR. To receive such communications as the Town Mayor may wish to lay before the Council.

12. MINUTES. To approve as a correct record the Minutes of the Town Council Meetings held on the 23rd March 2014 copies of these Minutes have been circulated to each Member and in accordance with Standing Order No.13 may be taken as read. (Copy attached).

13. MATTERS ARISING: Note: no new decisions can be taken.

Members' matters arising from these previous Minutes.

14. GRANT FUNDING REQUEST recommendation received from Policy & Resources Committee dated 2nd February 2015:
The P&R Committee recommended approving a grant of £500.00 to Westbury Leigh CE Primary School towards their Playtime Buddy Project at the meeting held on 2nd February 2015.
Recommendation: Town Council to approve grant

15. NOTICE of MOTION from Cllr Mrs Sue Ezra dated 23rd March 2015:
That the Town Council should approve the appointment of a Part-time Town Warden. The employment of this person should be discussed at the first P/R after this Town Council meeting and the terms of employment laid before the Town Council in July so we may appoint someone ASAP.

16. NOTICE of MOTION from Cllr Mrs Sue Ezra dated 23rd March 2015:
That the Finance Committee should be reinstated into P/R due to the lack of business, but there should be a special P/R meeting with only one item to discuss the Precept where are Accountants attend

17. ANNUAL REPORT AND NEWSLETTER – Recommendation received from Policy & Resources Committee dated 26th April 2015:
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. That committee set up a Task and Finish Group to explore the detail and refer the matter to Town Council for approval.

The group agreed that the newsletter be published quarterly starting on Jan 1st and the October issue should be the Annual report.
Newsletter to be concise and in colour and to represent events concerning the council or town and not focus on individual councillors.

Content and style to be determined by editorial board

A small working group should meet quarterly to oversee production and it is recommended that the Task and Finish group be renamed 'Editorial Working Group'

Recommendation:

1. Town Council to note the production of the report at quarterly intervals
2. Town council approve that the Task and Finish Group be renamed 'Editorial Working Group'

18. PUBLIC FORUM – Recommendation received from Policy & Resources Committee dated 26th April 2015:

Purpose:
P & R to consider the appropriate protocol for the public forum

Background:
There was unease expressed at the previous Town Council meeting that too much information was recorded in the minutes and that not everything said should be noted and included in the minutes. P & R committee were asked to review the process.

Proposal:
It was agreed that the Town Clerk will arrange for guidelines to be made clear to those attending the Public Forum which will clearly explain how their questions will be dealt with at the meeting.

Recommendation
Town Council to note the proposal from P & R committee and set a date for the introduction of said guidelines.

19. NOTICE OF MOTION received from Cllr David Jenkins dated 27th April 2015:
This Council notes that due to continuation and length of the project concerning the Commemoration of the Great War that the Task and Finish Group be changed to a Working Party.

20. ELECTRONIC DISPLAYS IN THE LAVERTON - Recommendation received from the Laverton Institute Trust Management Working Group dated 28th May 2015. Following receipt of the grant from Landfill Communities Fund of £6,150.00, the working group has obtained the following quotes for electrical equipment:

<u>Electronic Displays:</u>
One Digital Solutions £3,414.00 - Preferred Supplier
Chantry £ 2,184.00
Windsor Displays £ 4,368.00

<u>Exterior showcase:</u>
Metroplan £ 852.00
Greenbarns £ 2,332.13 - Preferred Supplier
Arien signs £ 2,670.00

Pavement display:
Fabric pop up £ 152.00
Jansen Display £ 196.50
XL Displays £ 128.40 - Preferred Supplier

Installation of Displays:
Wheelers £ 890
PRW £ 575.90 - Preferred Supplier
Chantry £ 870

Recommendation:
The Town Council to note the working groups decision to go with the preferred suppliers and that any shortfall (approx £300) to be taken from EMR 336, Laverton Improvements.

21. RECRUITMENT OF NEW TOWN CRIER – Recommendation from Policy & Resources Committee dated 7th April 2015:
Sean Price, who has been Westbury's Town Crier for the last 20 years, has notified the Town Council of his wish to stand down from this position June 2015.

Recommendation:
Town Council to approve recruitment of a new Town Crier (see job description attached).

22. APPOINTMENT OF COMMITTEES. To appoint Members to serve on Committees for the ensuing year. The previous Membership was as follows:-

Policy & Resources Committee:
Town Mayor & Deputy Mayor (both ex-officio), Cllrs S Andrews, D Jenkins, G King, M Sutton, I Taylor, D Windess

Highways, Planning & Development Committee:
Town Mayor & Deputy Mayor (both ex-officio), Cllrs D Anderson, I Cunningham, Mrs S Ezra, R Hawker, F Morland, D Tout & P Wakeman

Finance Committee:
Town Mayor and Town Mayors Deputy (ex officio). Three members from each of the General Purposes Committee and Highways, Planning & Development Committee to be elected at the first meetings of these committees.

23. PLACES, DATES AND TIMES OF MEETINGS. To consider and confirm that the dates and times of Meetings should be:

2015

18th May	Highways, Planning & Development Committee.
1st June	Policy and Resources Committee
8th June	Finance Committee.
15th June	Highways, Planning & Development Committee.
6th July	Town Council.
20th July	Highways, Planning & Development Committee.
8th August	Policy and Resources Committee.

17th August	Highways, Planning & Development Committee.
7th September	Town Council.
14th September	Finance Committee
21st September	Highways, Planning & Development Committee.
5th October	Policy and Resources Committee
19th October	Highways, Planning & Development Committee.
2nd November	Town Council.
16th November	Highways, Planning & Development Committee.
7th December	Policy and Resources Committee.
14th December	Finance Committee
21st December	Highways, Planning & Development Committee.

2016

4th January	Town Council.
18th January	Highways, Planning & Development Committee.
1st February	Policy and Resources Committee.
15th February	Highways, Planning & Development Committee.
7th March	Town Council.
14th March	Finance Committee
21st March	Highways, Planning & Development Committee.
4th April	Policy and Resources Committee.
18th April	Highways, Planning & Development Committee.
25th April	Annual Town Meeting.
3rd May	Annual Town Council Meeting (Tuesday due to Bank Holiday)

Meetings are held at The Laverton, Bratton Road, Westbury and start at 7:00pm

24. APPOINTMENTMENT OF REPRESENTATIVES ON OTHER BODIES.

The previous representatives were as follows:

68 (Westbury) Squadron ATC: Cllr Stephen Andrews
Army Liaison Committee: Cllr David Tout
BA13 Community Partnership: Cllrs Ian Cunningham and David Windess
Community Area Transport Group (CATG): Cllrs Mrs Sue Ezra and Ian Taylor Deputy)
Youth Advisory Group (YAG): Cllrs Mrs Sue Ezra and Russell Hawker
Community Operations Board (Campus): Cllrs Mrs Sue Ezra
Elblag Twinning Association: Cllr Mike Sutton
Leigh Park Community Association: Cllr Stephen Andrews
Police Liaison Committee: Cllrs David Bradshaw & David Windess
Warminster & Westbury CCTV Committee: Cllrs Mrs Sue Ezra and David Tout
Westbury Amateur Swimming Association: Cllr David Bradshaw
Westbury Area Board: Cllrs Mrs Christine Mitchell & David Bradshaw
Westbury Chamber of Commerce, Trade & Industry: Cllr David Jenkins
Westbury District Twinning Association: Cllr Mike Sutton
Westbury Heritage Society: Cllr Francis Morland
Westbury (Wilts) Welfare of the Elderly Association: Cllrs Ian Cunningham & Gordon King
Wiltshire Association of Local Councils: Keith Harvey, Town Clerk (Reserve – B Mantle)
Wiltshire Council Rights-of-Way Contact: Keith Harvey, Town Clerk (Reserve - Cllr David Tout)

25. MEMBERSHIP OF WORKING GROUPS:

Working Groups – *all include Town Mayor & Deputy Mayor as ex-officio.*

The previous membership was as follows:

CCTV – Cllrs S Andrews, Mrs S Ezra, R Hawker & D Tout.
Co-opted members: West Wilts Trading Estate (2), Westbury Chamber of Commerce, Police & Warminster CCTV Control Room Supervisor.
Events – Cllrs D Bradshaw, I Cunningham, Mrs S Ezra, Mrs C Mitchell, & D Tout.
Co-opted members: Community Outreach Officer (White Horse Team) - tba, Westbury Churches Together, Westbury Library, Westbury Chamber of Commerce (Cllr D Jenkins),Westbury Police, Lions of Westbury, All Saints Church Christmas Tree Festival, Westbury Primary Schools, Westbury Heritage Centre, Ron Norris (Wheelers of Westbury) & Leighton Sports Centre.
Delegation of Services – Cllrs S Andrews, I Cunningham, S Ezra, G King, I Taylor & D Tout.
The Laverton Institute Trust Management Working Group – Cllrs D Bradshaw, I Cunningham, D Jenkins, M Sutton, I Taylor, D Tout.
Emergency Planning – Cllrs S Andrews, D Bradshaw, I Cunningham, G King & D Tout.
Party in Penleigh Park – Cllrs Mrs S Ezra, R Hawker, D Jenkins, Mrs C Mitchell & D Tout.
Play & Leisure Facilities – Cllrs D Bradshaw, I Cunningham, Mrs S Ezra, Mrs C Mitchell & M Sutton.
Street Furniture – Cllrs S Andrews, I Cunningham, Mrs S Ezra, D Jenkins & D Tout.
Street Scene – Cllrs D Bradshaw, I Cunningham, Mrs S Ezra, R Hawker, D Jenkins & M Sutton.
TIG – Cllrs D Bradshaw, I Cunningham, D Jenkins, G King, F Morland & I Taylor.
Website Working Group – Cllrs I Cunningham, G King & I Taylor.
Westbury Tourism Group – Cllrs I Cunningham, Mrs S Ezra, D Jenkins, D Tout.
Co-opted members: Westbury Heritage Society, Westbury Community Area Manager & Wiltshire Council Archivist.

26. TASK & FINISH GROUPS.

The previous membership was as follows:

Charter Fairs & Markets – Cllrs I Cunningham, R Hawker, G King & S Miles.
Great War Commemoration – Cllrs S Andrews, I Cunningham, D Jenkins & Ian Taylor.
Co-opted members: Mrs S Hendry (Westbury Area Community Board), Mrs M Kneen (Royal British Legion) & L Argent (Heritage/Visitor Centre), M Pearce (Music & Arts Festival).

27. MINUTES OF COMMITTEES. To receive and consider Minutes and recommendations of the following Committees:-

Highways, Planning & Development Committee	- 16.03.2015 (previously circulated)
Highways, Planning & Development Committee	- 20.04.2015 (copy attached)
Policy & Resources Committee	- 07.04.2015 (copy attached)

28. MATTERS ARISING FROM THESE MINUTES (if any). **Note: no new decisions can be taken.**

29. ELECTRONIC AGENDAS, REPORTS & OTHER DOCUMENTATION:
In recent months we have been issuing electronic agendas, reports and other documentation to all members, together with hard copies to those members who requested.
We are now approaching the end of the trial period and a decision needs to be made on whether we continue issuing agendas, reports and other documentation in this manner and if so to amend standing orders accordingly.

30. EXPENDITURE TO BE PUBLISHED ON THE TOWN COUNCIL WEBSITE – TOWN CLERK:
During a recent visit from our accountants it was suggested we should list all payments on the Town Council website rather than the current expenditure over £500 only.

Recommendation:
To publish a list of all payments on the Town Council website

31. RECRUITMENT OF AN EVENTS CO-ORDINATOR – update from Management Team:

Background:
During the Budget process it was identified that with the possible increase in activities/events provided by the Town Council there would be a need to recruit an Events Coordinator.

Proposal:
It was suggested that the role would initially be part time, approximately 10 hours per week commencing midyear, July if possible. The hours would increase from 2016 taking into account two events per year, Summer and Christmas plus anything else the Events Working Group may undertake.

Recommendation:
The Management Team would like the Town Council to note the commencement of the process for the recruitment of an Events Coordinator.

32. TO ADOPT WESTBURY TOWN COUNCIL'S STANDING ORDERS (see attached)

33. TO ADOPT WESTBURY TOWN COUNCIL'S FINANCIAL REGULATIONS - as previously adopted at Town Council meeting held on 2nd March 2015

34. TO RE-APPOINT RBS AUDITING SOLUTIONS LTD AS THE TOWN COUNCIL'S INTERNAL AUDITOR.

35. INTERNAL AUDIT REPORT 2014-15 (SECOND INTERIM)
To receive and consider the Internal Audit Report 2014-2015 (See attached)

36. ANNUAL SUBSCRIPTIONS. To approve, in accordance with Standing Order No. 11, payment of the under-mentioned subscriptions:-

		2015/16	2014/15
Wiltshire Association of Local Councils/NALC	-	£1348.51 inc VAT	£1,316.81
W.Wilts/Elblag Twinning Association	-	to be notified	£10 .00
Community First	-	to be notified	£36.00
Society of Local Council Clerks	-	to be notified	£231.00
Clerks & Councils Direct	-	to be notified	£12.00
Community Matters	-	to be notified	£84.50
Visit Wiltshire (Art & Activites)	-	£151.68 inc VAT	£151.68
Visit Wiltshire (Town Partnership)	-	to be notified	£865.20

37. CLERK'S CORRESPONDENCE:

38. REPORT BY THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP. Cllr D Bradshaw to report.

39. LOCAL COUNCIL RISK SYSTEM. To approve the Town Council's Draft Risk Assessment for 2015-2016. (See attached.)

40. EAR MARKED RESERVES. To approve the following budget transfers to ear marked reserves:

Administration	£858	EMR 356 Computer support and internet. Provision for any future new equipment.
	£500	EMR 358 Newsletter.
Civic & Social	£300	EMR 341 Twinning. Contribution towards gift & reception.
CCTV	£7500	EMR 331. Provision for any new cameras
Grants	£1500	EMR 353. Provision against any new tourism activities.
	£410	EMR 369. Provision for any future grants.
	£1000	EMR 345 Drop Kerbs.
	£1000	EMR 373 Music & Arts.
Floral Displays	£2545	EMR 339. Provision for potential new works.
Play Areas	£2000	EMR 359. Provision against future maintenance costs.
Shows & Fairs	£996	EMR 360. Provision for future events.

41. DIRECT DEBITS. To approve the continuing use of the following variable direct debits:

South West Communications (monthly – WTC Office telephone calls)
South West Communications (quarterly – Service charge)
Vodafone (Town Clerk's mobile phone calls)
Npower (Laverton Hall electricity)
Wiltshire Council (WTC Office Rates)
Marstons (Laverton Bar)
TV Licence (Laverton Hall)
Public Works Loan Board

42. **BACS.** To approve the continuing use of the following BACS payments:

Salaries
PAYE/NI
Wiltshire Pension Fund
Staff Expenses

43. **PAYMENT OF ACCOUNTS.** To authorise lists of payments made since the last Meeting or to be made and to confirm the action of the Clerk, Chairman and one other Member in signing the necessary orders for payment and Bank Transfers:-

May 2015	-	As presented