

30th June 2015

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY, 6th JULY 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.**

***PRESENTATION BY JO SUTTON,
HEAD of PEOPLE & PLACES, CITIZENS ADVICE BUREAU***

A G E N D A

- 1. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**
- 2. DISPENSATIONS (if any).**
- 3. DECLARATIONS OF INTEREST (if any) AND REASONS. (Members must be diligent regarding their interests.)**
- 4. MINUTES. To approve as a correct record the Minutes of the Annual Town Council Meeting held on the 5th May 2015 and Town Council meeting held on 16th June 2015, copies of these Minutes have been circulated to each Member and in accordance with Standing Order No. 13(a) may be taken as read.**

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

Members' matters arising from these previous Minutes.

6. **POLICE REPORT.**

7. **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.

8. **MINUTES of COMMITTEES.** To receive and consider Minutes and recommendations of the following Committees:-

Policy & Resources Committee	-	1 st June 2015 (attached)
Highways, Planning & Development Committee	-	18 th May 2015 (previously circulated).
Highways, Planning & Development Committee	-	15 th June 2015 (attached)

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

10. **RECOMMENDATION received from Policy & Resources Committee, dated 1st June 2015.**

Purpose:

To have a standard format for submissions to committees or Council.

Background:

Motions or recommendations to committees or Council are submitted in various forms some of which have more clarity than others.

Before making informed decisions it would benefit councillors if a standard format was adopted and used and which they could use at their convenience.

Recommendation:

To recommend the adoption of a standard format for submissions to committee or Council, for example: Purpose, Background and Recommendation.

The recommendation will be shown directly on the agenda, with the purpose and background as attachments.

11. RECOMMENDATION from Policy & Resources Committee, dated 1st June 2015.

Protocol for Public Forum.

To recommend to Town Council to accept the attached guidelines, as prepared by Cllr King, which should also be published on our website and made available to anyone attending the public forum. (see attached).

12. NOTICE of MOTION received from Cllr WD Tout, dated 24th June 2015.

Minutes of Committees:

The following minutes are received and noted:

Highways, Planning & Development Committee (Date)

Policy & Resources Committee (Date)

Finance Committee (Date)

Note NO NEW decisions can be made on these minutes.

13. NOTICE of MOTION received from Cllr WD Tout, dated 24th June 2015.

Matters Arising from these Minutes

The resolution is that Matters Rising from these minutes is dropped from the agenda of Full Council meetings as the authoritative or substantive meeting for matters arising is the NEXT meeting of the standing committees named.

(Please see attached extract from page 34 of 'The Good Councillor's Guide, 4th Edition')

14. NOTICE of MOTION received from Cllr WD Tout, dated 24th June 2015.

Minutes of Extraordinary Council Meetings.

The minutes of Extraordinary Full Town Council meetings are summarily dealt with at the NEXT SCHEDULED Full Town Council meeting NOT at any other interim meeting. As this is the current procedure for Extraordinary/Interim meetings minutes of THIS Council's Standing Committees.

(Please see attached extract from page 36 of 'The Good Councillor's Guide, 4th Edition')

15. NOTICE of MOTION received from Cllr I Cunningham, dated 26th June 2015.

Purpose:

To remind councillors of their duty of care to employed staff and to show our support for officers who have been targeted in this way. Also to remind councillors that such behaviour can put the council at substantial financial or reputational risk.

Background:

In the last few years there have been several unfortunate incidents in which councillors have used press, social media and public meetings to criticise council officers or make unfounded allegations. Staff who would have understandable concerns about future employment and professional reputation have no right of reply in these circumstances being bound by employment contracts. Further, staff did not choose to enter into the (often childish) hurly burly of political life and so should not be expected to endure it.

Motion:

This council deplores the use of public media or public meetings to criticize the conduct of council staff. The council reminds councillors that any reasonable complaints or criticisms should be addressed through normal employment protocols.

16. RECOMMENDATION received from Management Team, dated 26th June 2015.

Westbury Town Council do not support or endorse any comments in public criticising council officers as they are not in a position to defend themselves and that if there are any criticisms of officers those complaints should be brought before Town Council so that the matter can be properly pursued and investigated in the correct manner.

This recommendation to be incorporated in standing orders'.

17. RECOMMENDATION received from Cllr S Ezra, dated 29th June 2015.

Proposal

To proceed to instruct our regular contractor to install 2 CCTV cameras covering Leigh Park Local Centre, which would specifically cover between them all the shop fronts, car parks, the front of the community centre, the front of Leigh Park day nursery (currently a site) and the front entrances of the social housing flats at Criollo Court.

Background

Council previously discussed the outline aim of installing new cameras in this location and approved an earmarked reserve of £7,500 towards this cost pending progress on design and obtaining quotes. There is a long history of anti-social behaviour in this area including various illicit activities from time to time which result in police attendance. PCSO Neil Turnbull recently said at a CCTV working group meeting that the proposed CCTV installation in this location was a “fantastic idea” as this is an area where a number of issues have occurred and are recurring. Since then, in just the past few weeks, Tesco Express and the Community Centre have both suffered separate break-ins on different days. It is clear that the community would benefit from this area being added to the council’s CCTV system.

Recommendation

To approve the quotes from our regular approved contractor.

Quote for Camera 1 (with data cable link to CCTV Control Room) £3,735.00 + VAT.

Quote for Camera 2 (with radio link to Camera 1) £1,846.00 + VAT.

Total installation cost would be £5,581.00 + VAT.

As mentioned above, funds of £7,500 are already available in earmarked reserves for this project.

18. NOTICE of MOTION from the CCTV Working Group, dated 29th June 2015.

Proposal:

To proceed to instruct our regular contractors to upgrade the Infrared (IR) Units in the camera in Grass Acre Park to give a better coverage.

Background:

Whilst the camera in Grass Acre Park does give some coverage, the present IR lighting is insufficient to produce excellent pictures. The upgrade with two extra IR unites will give 30-mtr coverage under low light. The working group will be asking for a further quote from our usual contractor to fit another camera at the other end of the park.

Recommendation:

To approve the quote from our regular contractor of £528 + VAT

As mentioned in the previous motion we have sufficient funds in the earmarked reserve for this project

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

		<u>2015/16</u>	<u>2014/15</u>
Community Matters	-	£88.50	£84.50

20. **REPRESENTATIVE FOR WILTSHIRE ASSOCIATION OF LOCAL COUNCILS (WALC)**

At the Town Council meeting in May the Town Clerk was appointed the representative for WALC. Since then we have received correspondence from WALC stating that the representative should be a councillor.

To appoint a councillor to be the representative for the organisation.

21. **TOWN COUNCIL TO NOTE THE PROCESS INVOLVED IN PURCHASING THE MAYOR ROBES.**

Westbury Town Council recently purchased their first set of Mayoral Robes. The item was on the agenda of the Town Council meeting held on 2nd March where members voted in favour of purchasing the robes at a cost of £1349 (see attached). After we placed our order Councillor Marian Hannaford-Dobson who was the Mayor at Marlborough offered her robe at a reduced price. She bought her own robe last year which had fake fur as those owned by Marlborough Town Council had real fur and her daughters did not want her wearing real animal fur.

Councillor Bradshaw went to Marlborough to inspect the robes which had only been worn on six occasions. On his return he mentioned to the Clerk that they looked new and we were aware that if we did not act swiftly another Town would purchase them.

Also we were contacted by a local company, Hire Standards, who offered to sponsor the robes and we are still in discussions with them.

To conclude we paid £979 for the complete outfit with the robe costing £500, the Bicorn hat £380 and the Jabot bib £99, reserves have been allocated for a Tricorn hat for any future female mayors which is the same price as the Bicorn hat.

22. **TO AGREE THE INTERVIEW PANEL FOR THE POST OF EVENTS COORDINATOR**

To recommend that the Interview Panel for the Events Coordinator will consist of:

The Town Clerk, the Mayor and the Chairman of Events Working Group.

23. CHANGE TO ELECTION COSTS – notification from Wiltshire Council

Members are to note that Wiltshire Council has resolved to recharge the cost of parish council elections back to the parish. The precise costs to each council are not yet known and will depend on the number of postal voters and the number of polling stations. This announcement came too late for parishes to include within their budget setting for 2015/2016. It would be appropriate for a sum to be set aside in budget preparations later this year. (see attached).

For NOTING.

24. CLERK'S CORRESPONDENCE/MATTERS:

25. THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP. See attached report.

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

27. ACCOUNTS:

Payment of Accounts. To approve the list of payments made since the last Meeting or to be made and to confirm the action of the Chairman and one other Member in signing the necessary orders for payment, Business Pass Cash/Visa Cards (if any) transactions, and staff remunerations.

June 2015 - (To be circulated at the meeting).