

28th August 2015

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY, 7th SEPTEMBER 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 BILL PARKS, HEAD OF SERVICE - LOCAL
HIGHWAYS (NORTH), WILTSHIRE COUNCIL***

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 Town Council Meeting held on the 6th July 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 note Minutes and recommendations of the following Committees:-
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| Policy & Resources Committee | - | 3 rd August 2015
(attached) |
| Highways, Planning & Development Committee | - | 20 th July 2015
(previously circulated). |
| Highways, Planning & Development Committee | - | 17 th August 2015
(attached) |
- 9. MATTERS ARISING FROM THESE MINUTES** (if any). **Note: no new decisions can be taken.**
- 10. COMMUNICATIONS FROM THE TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council.
- 11 'KEEP WESTBURY CLEAN OF DOG MESS CAMPAIGN' PETITION - Presented By Cllr Hawker** (see attached).
- 12. NOTICE of RECOMMENDATION from Policy and Resources dated 9th August 2015.**

Following the investigations by the Dog Warden Task and Finish Group there recommendations were:

1. We do not recommend the appointment of a dedicated Westbury Town Council Dog Warden or the provision of a Fixed Penalty Notice enforcement patrol.
2. We recommend continuing wide and repeated publication of the ways and means by which residents can report to Wiltshire Council incidents of dog fouling. Further to this, we recommend we arrange for Wiltshire Council to copy to us all reports received from Westbury residents, along with their response, in order to determine whether our publicity is having an effect and whether WCs operatives can respond effectively.
3. We recommend production and wide publication of a large-scale map of Westbury District showing the location of all 153 dog and litter bins provided and emptied by Wiltshire Council. Further to this we recommend carrying out an examination, repair and maintenance exercise of all bins.
4. We recommend wide and repeated publication of the provision of the free dog-poop bags from the Westbury Town Council office and the Heritage/Visitor Centre.

5. We recommend the Council reviews effects of 2, 3 and 4 above in three months' time.

13. NOTICE of MOTION received from Cllr Mrs S Ezra dated 10th August 2015

Recommendation

To instruct the Town Clerk together with a T&F group to estimate the cost of employing a Town Warden on a part time and full time basis, plus a van and equipment to carry out the work. The T&F group to make a report direct to the next Full Town Council in November so a decision can be made for the future and if necessary a cost provision to be included in next year's budget (see attached).

14. NOTICE of RECOMMENDATION received from Events Working Group dated 10th August 2015.

Recommendation

The Events Working Group requests that the Town Council approves the purchase of new lights at a cost of £720.00 + VAT, and for this expenditure to be met from the Rolling Capital Fund (see attached).

15. NOTICE of RECOMMENDATION received from Cllr WD Tout, dated 25th August 2015 (see attached).

Recommendation

That ALL Future Working/Task & Finish Groups report to the Standing Committees of the Council NOT the Full Council.

That the current Working/Task & Finish Groups that currently report to Full Council are allocated to a Standing Committee at the 2016 Annual Full Council meeting

or

Are allocated to a Standing Committee at this meeting

The ONLY EXCEPTION to this resolution being the Management & Staffing Working Group

16. RECOMMENDATION FROM POLICY & RESOURCES COMMITTEE THAT THE TOWN COUNCIL ADOPT THE ATTACHED A DIGNITY AT WORK – BULLYING AND HARASSMENT POLICY (see attached).

Recommendation:

a) Members adopt the attached Dignity at Work – Bullying and Harassment Policy and a reference to this policy is incorporated in Standing Orders, Section 26 "Code of Conduct".

b) Added clause to state:

All members are expected to abide by the Dignity at Work – Bullying and Harassment Protocol

17. **RECOMMENDATION FROM MANAGEMENT TEAM THAT THE TOWN COUNCIL ADOPT THE ATTACHED LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS POLICY** (Current Policy and Amended Policy together with Explanation of each Discretion attached).

Proposal:

To adopt the LGPS Discretions Policy

Background:

Following recent changes to the LGPS we have been approached by the Wiltshire Council Pension Fund to amend our Discretions Policy accordingly.

Recommendation:

Town Council to adopt the revised LGPS Discretion Policy

18. **VACANCY - TOURISM WORKING GROUP.** A vacancy has arisen and the group who will be concentrating on raising the profile of Westbury are looking for one or two new members.

19. **REQUEST FROM WESTBURY AREA FORUM** – (see attached).

20. **NPOWER ELECTRICITY CONTRACT.** Our contract was due to expire and the Clerk investigated the options available and renewed with NPower at a more competitive rate (see attached).

Town Council to note.

21. **CORONA ENERGY GAS CONTRACT.** Our contract was due to expire and the Clerk investigated the options available and renewed with Corona at a more competitive rate (see attached).

Town Council to note.

22. **PRAYERS AT TOWN COUNCIL MEETINGS** – Quote from page 10 of The Clerks Magazine, dated July 2015:

“Conclusion – If there was in any doubt before, there is no doubt now that parish and town councils in England can have prayers as part of their meetings, if they so choose, and their members can organise and attend events such as an annual church service.” (See attached)

Town Council to note.

23. **CLERK’S CORRESPONDENCE/MATTERS:**

- **BLUE PLAQUES UPDATE**

- **BENCHES UPDATE**

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

25. 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.

July 2015 - (Attached)

26. STAFFING.

a) NOTICE of RECOMMENDATION RECEIVED FROM THE MANAGEMENT TEAM ON 26TH AUGUST 2015 IN RESPECT OF MRS S BARKER RECEPTIONIST AND ADMINISTRATION ASSISTANT.

After seeking the comments of councillors and staff the conclusion was that Sarah has performed her tasks well and in a professional and pleasant manner.

As a result at the Management Team meeting held on 26th August 2015 it was agreed to recommend to Town Council that following a successful probationary period Westbury Town Council are confirming that Sarah Barker's role as Receptionist / Administration Assistant will now be confirmed as permanent.

b) RECRUITMENT OF EVENTS COORDINATOR.

Following the recruitment process for an Events Co-ordinator Ms Verity Bartlett was the successful candidate and commenced employment in week commencing 24th August 2015.

Town Council to note.

27. To resolve that, in view of the confidential nature of the business about to be transacted, the public and press be temporarily excluded and instructed to withdraw.

c) STAFFING ISSUES

28. To resolve to return to open Council.