

27th October 2015

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY, 2nd NOVEMBER 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 SARAH CARDY FROM
CITIZENS ADVICE BUREAU***

A G E N D A

TWO MINUTES SILENCE

In remembrance of all those persons who lost their lives during the Great War, Second World War and subsequent armed conflicts.

- 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 Meetings held on the 7th September 2015 and 21st September 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** (see attached).

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:-

Finance Committee		14 th September 2015 (attached)
Policy & Resources Committee	-	5 th October 2015 (attached)
Highways, Planning & Development Committee	-	21 st September 2015 (previously circulated).
Highways, Planning & Development Committee	-	19 th October 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. **NOTICE of MOTION received from the Finance Committee dated 14th September 2015.**

Internal Audit Review Report 2014/15 (Final Update)

Recommendation

Town Council to note the following additional wording to Item 11.1 (g) – “If fewer than 3 tenders are received for contracts above £25,000, or if all tenders are identical, the council may make such arrangements for selecting amongst them or decide to re-tender and record reasons for the decision”.

Also that the Finance Committee agreed following additional amendments:-

Items 11.1 (b, f & g) - Amount of £60,000 to be amended to £25,000 – (see attached draft Finance Committee minutes 14.09.15).

12. **NOTICE of MOTION received from the Finance Committee dated 14th September 2015.**

Purchase of Sales Ledger Software

Recommendation

To proceed with the purchase of the Omega Sales Ledger Software and Training as per the following costs:

- The cost of the sales ledger software £295 + VAT
- Support & maintenance for the additional module £130 + VAT (networked)
- Installation and training costs for a day would be £390 + VAT
(See attached draft Finance Committee minutes 14.09.15)

13. **NOTICE of MOTION received from Policy & Resources Committee dated 5th October 2015.**

Funding of Council Activities

Recommendation

Town Council to mandate that every budget bid contain a statement as to whether any contribution from outside parties has been sought or whether the activity to be wholly council funded.

14. **NOTICE of MOTION received from Policy & Resources Committee dated 5th October 2015.**

Grant Funding Request for BA13 Partnership

Recommendation

Policy & Resources recommend Town Council agree that a grant of £5,000 be paid to BA13 group and should allow for this in the 2016-17 budget

15. **NOTICE of MOTION received from Policy and Resources Committee dated 5th October 2015.**

Grant Funding Request for Matravers School

Town Council to note that a grant of £500.00 be given to Matravers School to subsidise the cost of performances by the Oddsocks Theatre Company

16. **NOTICE of MOTION received from Policy and Resources Committee dated 5th October 2015.**

Town Warden

Recommendation

To note the revised job description (see attached) and to proceed with the recruitment process. (Details previously distributed).

17. NOTICE of MOTION received from the Management Team dated 9th October 2015.

Computer for the Events Coordinator

Recommendation

To purchase a new computer for the Events Co-ordinator as per the following quote from TCA:

Dell OptiPlex 3020 Minitower PC Core i3 (4150) 3.5GHz 4GB 500GB DVD-RW
LAN Windows 7 Pro 64-bit+Windows 8.1 Media (HD Graphics 4400)

£341 + VAT

HannsG HS243HPB HS Series (23.6 inch) LED Backlit Monitor 1000:1 250cd/m2
1920 x 1080 7ms VGA/HDMI

£94 + VAT

Microsoft Office 2016 Home and Business = £175 + VAT

AVG Antivirus = £18 + VAT

1hr installation = £40 + VAT

Total = £668.00 + VAT

18. NOTICE of MOTION received from the Highways, Planning & Development Committee dated 19th October 2015.

Budget Bids

To approve the inclusion of the following increases in the Draft Budget 2016/17, to be considered by the Finance Committee on 14th December 2015:

- **Play Areas Working Group 2016.**
To increase the budget bid by £12,000.00. This is to be on a rolling budget to continue to upgrade and carry out URGENT repairs that Wiltshire Council seem or are unwilling to do, to keep our children safe.
- **Street Scene Working Group**
To increase the budget bids for Street Scene Working Group by £5,000.00 for Furniture etc

And by £6,000.00 for Flowers/Planting.

With regard to the furniture items we will need to ensure that we have provision for benches, finger posts (update) new information signs in High Street Car Park, Grit Bins and maybe replacement or new Dog Bins.

Flowers have now become our responsibility as Wiltshire Council has decided to no longer provide any planting in our town. I am sure the people in Westbury would like to see our town looking its best.

19. NOTICE of MOTION received from the Laverton Institute Trust Management Working Group dated 26th October 2015.

Replacement of Shed and improve Storage facilities

Recommendation

To proceed with the demolition and construction of a new Shed and the enclosed Storage area to the rear of the building and that invitations to tender are sent to local builders.

20. NOTICE of MOTION received from the Policy and Resources Committee dated 26th October 2015.

Budget Bids

To approve the inclusion of the following increases in the Draft Budget 2016/17, to be considered by the Finance Committee on 14th December 2015:

- **Events Working Group** – bid for £5,000 for Christmas in Westbury & £5,000 for maintenance of equipment.

The events working group request the Christmas in Westbury budget be increased by £5,000 from £12,650 to £17,650 to cover the increased cost of printing and delivery of the Event brochure. There has been no increase in these charges over the last few years and as the brochure is now increasing in size, the group feels that the costs next year will increase.

We also request an increase of £5,000 from £14,000 to £19,000 in order to start to replace many of our existing Christmas street lights. Some of these need to be replaced with modern LED bulbs in order to reduce their running costs.

- **Delegation of Services Working Group** – Bid for £20,000 as a starting point as the Town Council is currently in the process of obtaining more accurate figures prior to preparation of the annual budget.
- **Great War Commemoration Working Group** – Bid previously agreed. It was previously agreed at Town Council on 3.12.14 (ref T.3194) to make a sum of £2,500 available to the Great War Commemoration Working Group

to commemorate specific events of the Great War over the remainder of the four year commemoration period which included 2016/17 and 2017/18.

- **Business Plan Working Group** – Bid of £4,500.
Bid of £4,500 to cover the cost of producing an 8 page glossy business plan booklet plus any unknown costs. Costs (approx) for 10,000 copies are:
A4 £1,500 – £2,000
A5 £1,000 - £1,500
- **Editorial Working Group** – bid for £4,000.
To increase the annual budget for producing and distributing the quarterly newsletter from £500 to £4,000

21. INTERNAL AUDIT REVIEW WORKING GROUP

Town Council to note the following councillors were appointed as the members of the working group at the Finance Committee meeting held on 14th September 2015:
Cllrs Stephen Andrews, Ian Cunningham, Mrs Sue Ezra and Mike Sutton.

22. ANNUAL RETURN for the Financial Year Ended 31st March 2015

To note the Annual Return for 2014-2015 and the External Auditor's Report.
(See attached.)

23. ROUNABOUT SPONSORSHIP – WHITE HORSE MEDICAL CENTRE

Town Council to note it was agreed at the Finance Committee meeting held on 14th September 2015 to reduce sponsorship of the Health Centre roundabout to £250 per plot (see attached draft Finance Committee minutes 14.09.15).

24. INTERVIEW PANEL for Town Clerk Vacancy

The Committee to note that the Management Team have agreed the interview panel will consist of the following members: Cllrs Stephen Andrews, David Bradshaw, I Cunningham, Mrs Sue Ezra, Mike Sutton and the current Town Clerk.

25. NAMING CONVENTION POLICY

It was agreed at Policies and Resources Committee Meeting 1st June 2015 for the Town Clerk/officers, along with Cllr I Cunningham to discuss and bring proposals back to Town Council.

No meeting has been held.

26. WESTBURY FREE CAR PARKING DAY

To agree a date to use the second free car parking day allocated by Wiltshire Council.
Town Clerk suggests Saturday 19th December 2015.

27. CLERK'S CORRESPONDENCE/MATTERS:

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

29. 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.

September 2015 - (Attached)

30. 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.

31. STAFFING

32. To resolve to return to open Council.