

30th NOVEMBER 2014

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 MONDAY 7th DECEMBER 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 Meetings held on the 5th October 2015 (previously circulated with Town Council Agenda for 2.11.15) and 26th October 2015 (attached).
- 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 I Cunningham on 2.11.15.

Purpose

To review how the public forum is recorded under the 'Protocol for Public Forum' document.

Background

Recently, Westbury Town Council has tried to make the public forum section of council committees more appealing to the public. Specifically, we have allowed some interaction (when straightforward questions are raised and no decisions are taken) however, with increased interaction some members now feel that minutes are becoming unbalanced. Often there are many lines of comments from the public in minutes that (by convention) do not record what was said by councillors. Anyone not present might wrongly get the impression that the councillors don't speak or do little in meetings.

For example, a suggestion is to consider only recording who spoke and any questions requiring a response. Perhaps another attachment/note document could record more details if this is felt useful (and to be polite to the participant – who might otherwise feel “ignored”). This would be available as an attachment and for inspection but not part of the minutes proper.

Proposal

P&R consider amending the practice for recording contributions from the public in committee minutes and make any recommendations to Town Council.

8. RECOMMENDATION received from the Town Clerk on 10.11.15.

Purpose

To consider allowing Active Trowbridge run their pre-school training programme at The Laverton.

Background

The sessions are 45 minutes per group and are for 2-5 year olds. They are £2.00 per session booked termly in advance.

Options are;

- Tots Tennis
- Dance
- Active Ruggers
- Active Kickers Football

Active Trowbridge will provide booking forms and take all of the bookings and provide marketing and promotion material. Days available are Monday, Wednesday, Thursday and Friday mornings.

Sample marketing posters are attached.

Proposal

P & R to discuss and make any recommendations to Town Council

9. RECOMMENDATION received from M Sutton on 14.11.15.

Submission of Motions to Town Council

Purpose:

To clarify who is responsible for submitting motions that have been recommended by committees to Town Council. Is it the chair of said committees or the Town Clerk?

Background:

There is confusion as to who has the responsibility for submitting motions to Town Council after they have been approved by a committee and in some instances recommendations have been missed or delayed due to the thought that someone else is doing it.

As the committee will have had a proposal produced on the relevant format it would seem a simple process to resubmit that form to Town Council suitable amended and maybe that should fall to the current chair of said committee.

Alternatively it could be left entirely to the Clerk's organisation.

Recommendation:

P & R to decide on the appropriate responsibility and make any recommendations to Town Council.

10. RECOMMENDATION received from M Sutton on 14.11.15.

Details of events and meetings

Purpose:

To assist members by producing a list of the following week's events and meetings and to circulate it prior to that week.

Background:

Although members are diligent in making note of their own commitments we occasionally find that because of other pressures we forget to diary every commitment are sometimes surprised to find we need to attend a meeting in a few days.

Also although very diligent in our own meetings do not always know what meetings or groups are taking place in those groups or committees of which we are not members and which we have an interest or may wish to attend.

It would be helpful therefore if the office could notify all members of the following weeks meetings and events.

Recommendation:

P & R to discuss and make any recommendations to Town Council

11. RECOMMENDATION received from Cllr I Taylor on 08.10.15.

Purpose:

Town Council or the appropriate committee to periodically scrutinise grants of £2000 or more to ensure the grant is appropriate and that it is appropriately used.

Background:

In 2014/15 Town Council donated grants to many community groups and the demand for grants is likely to increase both in terms of the amount and number of organisations if and when Town Council takes on services and responsibilities from Wiltshire Council.

Consequently Town Council should formalise a process to ensure, as a duty of care that monies granted are used for their appropriate purposes.

Recommendation:

1. That bodies receiving regular grants are asked to supply information about themselves and the purpose for which grants are requested.
2. That bodies receiving grants annually report to the Council their activities in the preceding months.
3. The Council may choose to review recipient's activities in a proportionate and transparent manner and publicly report its findings.

12. GRANT FUNDING 2015/16

List of applications received for review, prior to consideration by the Finance committee on 7th December 2015.

13. GRANT FUNDING REQUEST received from Bitham Brook School on 16.10.2015

To consider awarding a grant of £500.00 to Bitham Brook School to provide fun playground markings in the school playground.

If agreed, the P&R Committee should recommend this to Town Council for noting.

14. CHAIRMAN'S MATTERS FOR REPORT

15. BUDGET BIDS

16. CLERK'S CORRESPONDENCE/MATTERS.

17. WORKING GROUP'S REPORTS/RECOMMENDATIONS:

- a. Events Working Group – Report attached
- b. Website Working Group – Group not met
- c. Westbury Tourism Working Group – Report attached
- d. Delegation of Services Working Group – No report submitted
- e. Great War Commemoration Working Group – Report attached

- f. Business Plan Working Group – No report submitted
- g. Editorial Working Group – report attached.

18. ACCOUNTS:

- a. **List of Payments** (to be circulated).