

**24<sup>th</sup> MARCH 2016**

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 4<sup>th</sup> April 2016 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 1<sup>st</sup> February 2016. (Circulated with the Agenda for Town Council on the 7<sup>th</sup> March 2016).
- 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 M Sutton dated 22<sup>nd</sup> March 2016 OFFICE 365**

Proposal:

To consider the options for using Office 365 and cloud technology to improve data handling in the Council's business.

Background:

The provision of information required by councillors and the systems that provide them have not kept pace with the current levels of business being generated by Council with the result that there are difficulties accessing all information for some or all councillors.

The T & F group to also look at the current technology and whether there would be benefits to the council of such technology and to ascertain the likely cost of such technology.

Recommendation:

P & R committee support the setting up of a Task & Finish group to determine the necessary application of said technology and cost.

**8. NOTICE OF MOTION from Cllr G King dated 22<sup>nd</sup> March 2016 – Discuss A Community Governance Review**– Please see attached report

**9. RECOMMENDATION from the Delegation of Services Working Group dated 22<sup>nd</sup> March 2016 – Allotments at the Groves, Westbury** – Please see attached

**10. RECOMMENDATION from Town Clerk regarding Westbury Town Council Policies** – Review the following policies ready to be adopted by Town Council in May:-

- Car Usage Policy
- Complaints Procedure
- Disability Discrimination Policy
- Equalities Inclusion Policy
- Freedom of Information Policy
- Member & Employee Protocol Policy
- Staff Recruitment and Retention Policy

Proposal :

To review Policies every four years rather than annually

Background:

As there are a large number of policies that have not changed it may be worth considering reviewing them every four years rather than annually

Recommendation

That Town Council reviews its policies every two years unless there has been any changes

**11. RECOMMENDATION from the Town Clerk to make the following proposals regarding the Town Caretaker dated 24<sup>th</sup> March 2016**

Proposal

Andrew Thomas has been appointed as the town caretaker following interviews on Tuesday 8<sup>th</sup> March and will join the Town Council on the 3rd May. The Town Clerk will now proceed with organising necessary training and the purchase of suitable PPE and equipment. The cost options and best value recommendation for a commercial vehicle for the town caretaker will be presented to Town Council in May.

The uniform colour requires a decision, I would recommend navy blue with yellow wording to represent the Westbury Town Council shield. This will match The Laverton uniform.

The van will be white with livery representing Westbury Town Council and the Shield in blue and yellow (as per the headed note paper). Does the committee wish to see a "strap line" added to the livery. For example "improving your neighbourhood" "making a difference" or "at the heart of your community"?

**12. RECOMMENDATION from the Town Clerk to make the following amendments to Standing Orders dated 23<sup>rd</sup> March 2016**

1. **Discussions and resolutions affecting employees of the council**

Standing Order 31 referring to items of confidentiality refers you to Standing Order 60, this should read Standing Order 54.

2. **Admission of the Public and Press to meetings.**

Proposal:

Standing Order 55. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

Change to:

The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present. The Openness of Local Government Bodies Regulation 2014 permits any person (including the press) who attends a council (or committee) meeting to report on the proceedings of the meeting. A person may not orally report or comment about a meeting as it takes place but otherwise may:

- a) film, photograph or make an audio recording of a meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

Background:

The Laws changed in 2014 allowing filming, taking of photographs and recording of Town Council meetings however our Standing Orders have not been amended to reflect this change.

3. Add new Standing Order 56:

At all meetings of the Council the Chairman may, at his discretion and at a convenient time in the transaction of the business, adjourn the meeting so as to allow any member of the public to address the meeting in relation to the business to be transacted at that meeting.

4. Renumber Standing Orders 56 -65 following the addition of item 3.

Recommendation from P & R that Town Council notes these changes when adopting the Standing Orders at the Annual Town Council meeting on 3<sup>rd</sup> May 2016.

**13. TWINNING PROJECT.** Request from Mairie de Cuincy in France to launch a Twinning Relationship with Westbury. Please see attached letter

**14. QUEEN ELIZABETH II 90<sup>TH</sup> BIRTHDAY COMMERORATIVE MEDAL from the Town Clerk dated 24<sup>th</sup> March 2016**

The P & R committee to discuss whether they wish to purchase any medals. They should take into account that local schools would also have been issued with a sample medal.

The Town Clerk (KH) has already contacted one local school and they will not be involved in any project requiring the purchase of any medals.

**15. PROPOSAL FROM WESTBURY HERITAGE SOCIETY- To consider Westbury Heritage Society Forward Plan 2016-2019.** Please see attached

**16. RE-PAINTING OF FINGERPOSTS** – Recommendation to Town Council for re-painting of fingerposts. Please see attached

**17. CHAIRMAN'S MATTERS FOR REPORT**

**18. BUDGET BIDS**

**19. CLERK'S CORRESPONDENCE/MATTERS.**

**Grant application for 68 (Westbury) Sqn ATC**

**20. WORKING GROUP'S REPORTS/RECOMMENDATIONS:**

1. Events Working Group – Report attached
2. Westbury Tourism Working Group – No meeting held
3. Delegation of Services Working Group – Report to follow
4. Great War Commemoration Working Group – Report attached
5. Business Plan Working Group – Group not met
6. Editorial Working Group – Group not met – to review the draft newsletter

**21. ACCOUNTS:**

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