

**31st MAY 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 6<sup>th</sup> June 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 ELECT A CHAIRMAN**
- 2. TO APPOINT A VICE CHAIRMAN**
- 3. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**
- 4. DISPENSATIONS.**
- 5. DECLARATIONS OF INTEREST (if any) AND REASONS.**
- 6. MINUTES.** To confirm and sign the Minutes of the Committee Meetings held on the 4<sup>th</sup> April 2016. (Circulated with the Agenda for Town Council on the 3rd May 2016).

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

**Members Matters Arising.**

**8. TO APPOINT THREE MEMBERS TO THE FINANCE COMMITTEE**

9. 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.

**10. NOTICE of MOTION received from Cllr S Ezra on 27<sup>th</sup> May 2016**

Purpose:

To submit a Grant Bid to Westbury Area Board to replace single bayonet light bulbs (15Watt Tungsten) with energy efficient LED bulbs and the replacement of five Christmas lights that are no longer viable for repair, with new Christmas light displays.

Background:

In 2016 all of the existing 15Watt Tungsten lamps are required to be replaced with LED. The benefit of using LED is; lower consumption, less maintenance and replacement resulting in an overall saving. The cost to carry out this work is £1870.00

The cost of repairing five Christmas lights displays is no longer viable, due to age of each piece and the number of repairs previously carried out. The total cost of repair exceeds £700.00. To replace two 12-meter road displays £5800.00 and two column displays £720.00, total £6250.00.

There is £1500.00 in EMR and £2000.00 in the rolling capital fund towards the cost of new Christmas lighting.

Proposal:

To submit a Grant Bid to the Westbury Area Board for £5000.00 towards the cost replacement LED bulbs and the purchase of new Christmas light displays.

**11. NOTICE of MOTION received from Town Clerk on 19<sup>th</sup> May 2016.**

Purpose:

To recommend to Town Council that they continue with the Sports Road show in 2016.

Background:

The Sports Road show that took place last summer was deemed to be a very successful event that was popular and involved a good number of people. It is felt that this is the type of event Council should be encouraging and supporting.

Costs for 2016 are £210 per day and it is proposed to host this activity for 5 Mondays during the school summer holidays at a total cost of £1,050 plus VAT. £1,100 has been set aside in the 2016/17 budget for this event.

Proposal:

That the P & R committee recommends that this event be supported and encouraged again in 2016 and noted at Town Council on July 4<sup>th</sup> 2016.

**12. NOTICE of MOTION received from Cllr M Sutton on 25<sup>th</sup> May 2016.**

Purpose:

To involve the community more in council matters and associated activities.

Background:

Town Council has made great progress over the last 3 years in raising its profile and taking the lead in raising the level of council activity within the town environs. It is now the appropriate time to increase the involvement of the community in council activities in order to increase the cohesion and integration of council and community.

Some activities such as 'Events' and Great War have a wider spread of persons from the community but now is the time to widen the scope to involve other activities. With the increasing pressure and restraints on councillors' time and with a much larger remit than before it is essential as well as desirable that the community become much more involved in council activity.

Recommendation:

That the P & R committee recommend to Town council that in the coming council year the council in conjunction with the Town Clerk identify and promote at least 3 activities where the community could become more involved.

**13. RECOMMENDATION received from Town Clerk on 26<sup>th</sup> May 2016**

To update existing Policies with version control and a review date to meet the suggested schedule in table 1, see attached. To review existing policies as per the schedule at future Policy & Resources meetings. And undertake a review of any gaps in existing Policies.

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

Proposal:

That Westbury Town Council receives and notes the Westbury Heritage Society's Forward Plan 2016-2019 and to consider future funding upon the signing of a new lease for the next 6 years.

**This item was deferred from the P&R meeting of 4<sup>th</sup> April (R.1560), to request further information. A representative of the Heritage Society will be present at the meeting to answer questions**

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

**16. BUDGET BIDS**

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

Please see correspondence attached regarding the Centenary Fields Programme.

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

1. Events Working Group – Report attached

2. Westbury Tourism Working Group – Group not met
3. Delegation of Services Working Group – No report received
4. Great War Commemoration Working Group – Report attached
5. Business Plan Working Group – Group not met
6. Editorial Working Group – Group not met

**19. TASK & FINISH GROUP REPORTS/RECOMMENDATIONS:**

1. Community Governance Review – Report attached

**20. ACCOUNTS:**

**List of Payments** (Not available due to late visit by accountant).