



# Westbury Town Council

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26<sup>th</sup> July 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 1<sup>st</sup> AUGUST 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 6<sup>th</sup> June 2016. (Circulated with the Agenda for Town Council on the 4<sup>th</sup> July 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. NOTICE of MOTION received from Town Council on 4<sup>th</sup> July 2016**

Proposal:

That the standing committees of Westbury Town Council consist of the following membership;

Highways, Planning & Development	- 8 members
Policy & Resources	- 7 members
Finance	- 8 members

The Mayor & Deputy Mayor to be ex officio members of these committees.

Background:

To end the annual free for all at the Annual Town Council meeting.

Recommendation:

To refer this matter to the Policy and Resources Committee for constitution and formation of standing committees and then to bring back to Town Council for approval, as this motion is so complex and has so many issues.

**8. NOTICE of MOTION received from Cllr M Sutton on 8<sup>th</sup> July 2016**

Purpose:

To re write Standing Orders so that they better reflect the nature of Council and all the changes added over time and to make them more easily read and understood.

Background:

Standing Orders have had additions piecemeal over the past years and need to be better structured so that they are more easily understood.

The size of the current document is out of all proportion to the size and business of the council and contains language that in some cases would be barely understood in the legal profession. This complexity of language and the sheer size of the document inhibit proper understanding of what is required and often lead to more confusion regarding the intent of the wording and hence more argument and discussion.

It is proposed that the document be simplified and rewritten to more accurately reflect the current position.

As the revision will by necessity be painstaking and arduous it is suggested that the Chair and Vice Chair of P & R in collaboration with the Town Clerk re-work the document and present it to P & R for their consideration and amendment at the October meeting, the size and nature of the task making it unsuitable for a large group.

Recommendation:

That the P & R committee approve the draft reconstruction of Standing Orders and recommend approve or amend said draft at the October meeting.

**9. NOTICE of MOTION received from Cllr I Taylor on 25<sup>th</sup> July 2016**

Purpose:

To determine whether the Town Council should contribute to the cost of running Westbury Leigh car park once it's been transferred to Westbury Leigh Community Project Ltd.

Background:

Wiltshire Council (WC) has determined the car park has a low strategic asset value and decided to dispose of it. If there is no Community Asset Transfer (CAT), the site will be sold for development (approximate value £380k).

It is understood the proposed CAT will take the form of a long lease or freehold agreement with a covenant to the effect that, should the transferee fail to use it as a community asset, the car park will revert to WC.

The car park has no income and although a permit scheme is available, it has never been implemented.

Westbury Leigh road has 80 properties without a garage or off-street parking, and 62 legal on-street spaces. The car park has 42 spaces, 20 to 30 of which are in regular use overnight; it is relatively quiet during the working day.

Closure of the car park would deprive at least 20 households of legal parking, generate increased illegal parking and cause a significant reduction in local property values.

Westbury Leigh Community Project Ltd (WLCP) will fund, manage, operate and maintain the car park for the foreseeable future. It will make this public amenity available as is, free-to-use 23 out of 24 hours, to any Westbury resident or visitor on a first-come basis.

WLCP has identified expected regular costs, periodic costs and the need, over time to pay annual contributions to a £30k target 'sinking fund' to meet the cost of long term maintenance including re-surfacing. Overall it proposes an annual budget of the order of £3k - see attached a schedule of expected costs and a summary of surveyor estimates.

Although it has a healthy bank balance and operates a well-established, successful enterprise, hiring out the local Community Hall - see attached an edited statement of accounts for 2015/16. WLCP is prosperous at present but in the long term is as vulnerable to risk as any other Limited Company.

Recommendation:

In recognition of the public benefit to, and the support and effort by the local community to Westbury Leigh Community Car Park, commencing one year after Westbury Leigh Community Project's take-on of the car park and receipt of satisfactory financial and management statements from it, this council resolves to contribute to the proposed budget.

**10. NOTICE of MOTION received from Delegation of Services Working Group on 25<sup>th</sup> July 2016**

Proposal

Appoint a Cleaning Contractor for the Westbury Public Conveniences.

Background

The Landscape Group has been cleaning the public conveniences on an ad-hoc basis while the 7-year lease for the public conveniences is negotiated. The Town Council is now close to finalising and signing the lease and now is a good time to firm up the cleaning contract arrangements.

At the Town Council meeting in 4.07.16 it was noted that the draft lease had been approved for signing, subject to minor corrections (T3569). The public conveniences are open and cleaned 7 days each week, 3 hours each day. Having considered the cost of employing cleaners, outsourcing the cleaning contract offers the best value to

Westbury Town Council to save money, transfer risk and protect our staff resources. Having contacted several cleaning companies across the Southwest, two companies came forward with a quotation based on a detailed specification. The contract terms are initially 2 years and 6 months (to tie in with financial year) with an option to extend.

Company 1 £15,288 per year.  
Additional cleans on request £42.00 per visit

Company 2 £12796.00 per year.  
Additional cleans on request £9 per visit per cubicle £13.88 on Saturday and £18.51 Sunday & bank holidays.

#### Recommendation

That the P&R committee recommends to Town Council that Company 2 is given the cleaning contract for Westbury Public Conveniences.

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

To discuss and review the current Car Usage Policy (document 1 attached) along with the suggested changes shown in document 2 attached, and if satisfied, recommend adoption to Town Council in September 2016.

#### **12. CHAIRMAN'S MATTERS FOR REPORT**

#### **13. BUDGET BID received from the Editorial Working Group on 18<sup>th</sup> July 2016**

The Editorial Working Group requests £4,400 in the 2017-18 budget for the continued production of the Town Council newsletter.

The newsletter requires funding for the 4 planned issues in 2017-18 and although there may be savings due to the office producing the format in future there needs to be an increase to cover any unforeseen costs and inflation.

The amount set aside in the balance sheet for 2016-17 is £4,000

#### **14. CLERK'S CORRESPONDENCE/MATTERS.**

#### **15. 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 – See item 10 above
4. Great War Commemoration Working Group – Report attached
5. Business Plan Working Group – Group not met
6. Editorial Working Group – Report attached

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

1. Community Governance Review – Report attached

**17. ACCOUNTS:**

**List of Payments** for the month of May 2016 are attached.