

WESTBURY TOWN COUNCIL

AT THE MEETING OF THE GENERAL PURPOSES COMMITTEE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY ON MONDAY, 6th FEBRUARY 2012 AT 7.00 PM.

PRESENT: Cllr W D Tout (Chairman)

**Cllrs S Ezra, D Jones, G King and S Miles.
Mr K Harvey, Town Clerk, and Mrs A McCann**

G.1722 PUBLIC FORUM. Nil

G.1723 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

Cllr M Cuthbert-Murray	-	Personal
Cllr S Andrews	-	Personal
Cllr M Pope	-	Personal
Cllr D Windess	-	Business

G.1724 DECLARATIONS OF INTEREST. Nil

G.1725 MINUTES. The Minutes of the General Purposes Committee held on the 5th December 2011 were confirmed and signed by the Chairman.

G.1726 MATTERS ARISING FROM THESE MINUTES. Nil.

Members' matters arising. Nil.

G.1727 CHAIRMAN'S MATTERS FOR REPORT. Nil.

G.1728 GREAT WESTERN HOSPITAL NHS FOUNDATION TRUST – Claire Litchfield, Governance Officer for Great Western Hospitals NHS Foundation Trust to talk about the trust.

Unfortunately Claire Litchfield did not attend. The Committee all agreed to invite her to attend the next Town Council meeting on Monday 5th March 2012.

G.1729 SMALL GRANTS – Late application for consideration from Stepping Stones.

£200 Small Grant approved.

G.1730 TASK & FINISH GROUP FOR THE TOWN DIARY – Cllr Miles reported the groups Terms of Reference, as follows:

Contd.....

Purpose:

The Town Diary Working Group is established with the purpose of establishing the cost effective viability and technical possibility of creating a “town diary” that is **open** in terms of visibility, **available** in terms of access and is **reliable**, in terms of the quality of information that it contains. The group will facilitate the central collection and recording of social event data that facilitates planning, avoids where possible clashes of major events and provides benefit for the wider public in terms of quality of information provided and community cohesion.

To do this the working group will:

1. Establish what data is required;
2. Consider simple (traditional) diary management and administration techniques;
3. Consider technical solutions including for instance HTML, JavaScript etc., Email and Social Networking;
4. Work closely with the other working party's (i.e. Web Site), social groups and experts;
5. Work closely with and take advice from organised groups (likely partners) in Westbury
6. Co-opt, whenever necessary, suitably qualified individuals to provide advice in terms of available solutions and technical requirements etc;
7. Establish current best or better practice already in existence elsewhere;
8. Make regular reports on progress and work streams to the relevant standing committee / town council.

Recommendations:

Once the investigations are complete the working party will then make recommendations on the way forward to the relevant standing committee / town council for consideration and adoption.

G.1731 LOCAL SUSTAINABLE TRANSPORT FUND BID – A letter from Cllr Dick Tonge (Cabinet Member for Highways and Transport) requesting the Town Council’s support for the Local Sustainable Transport Fund bid by way of the Town Council providing a letter of support.

Accepted in principal but needs further information. The Clerk will write a letter.

G.1732 DELEGATION OF SERVICES – Town Clerk to report

The Clerk reported that he had been approached by Wiltshire Council with regards Westbury Town Council taking over and protecting Grassacres Park under the Queen Elizabeth II Fields Scheme. The Clerk has received some information on running costs but is still waiting for more information. It was agreed that once the Clerk receives this the Delegation of Services Working Group would meet to discuss it and make recommendations to the next Full Town Council meeting on Monday 5th March 2012.

G.1733 CLERK'S CORRESPONDENCE/MATTERS.

The Clerk read out two thank you letters he had received thanking Westbury Town Council for their Small Grants. The letters were from:
Westbury Art, Craft & Natter Group and Westbury U3A.

G.1734 WORKING GROUP'S REPORTS/RECOMMENDATIONS:

a. Christmas in Westbury Working Group.

The following report by Cllr C Mitchell was distributed:

A review meeting was held on Thursday 19th January 2012.

Everyone agreed that the switch-on was very well attended and we had some very good feed-back from members of the public.

We felt that this year, the elves should join Father Christmas by the Visitors Centre as they had to wait too long in the cold.

There was a problem with Parents invading the area behind the barrier when the children were having their photos taken, this needs to be monitored next and the barriers should be arranged to provide a parking area for the sleigh. There were a couple of other problems encountered regarding the power supply and the sound system as nothing could be heard at the Rotunda end of the High Street, the working group will be looking to resolve these issues for next Christmas.

The mulled wine was very successful and was sold at 50p per serving, thereby paying for itself. It was agreed that a "thank you" letter should be sent to Wheelers for their support with the Christmas Lights.

The feed-back from Keith Brunsten regarding the Children's Party was very good; it was very well attended with 72 tickets sold. Dave Hickory was very popular as usual and the electric go-karts also proved to be very popular and should be booked again.

The Main Events Day went very well and everyone enjoyed it. The Reindeer were very popular but the skating rink was not as popular as in previous years, this could be because there were less people about. A possible alternative should be considered for next time.

The Christmas Tree Festival went well and a good steady flow of people attended but not as many as the previous year. There were over 50 trees this time and there were about 700 votes for the best tree. A total of £1550 was raised.

It was difficult to get any musicians for the Carol Concert because of playing outside in the cold weather. The Market Place was quite busy but there were only about 50 people at the concert, mostly from the churches. It has been suggested that the Carol concert could be moved to the Main Events Day and that an indoor venue should be considered.

Dai Davies thanked the Town Council for the loan of the PA system.

We will be having our next meeting on Thursday 23rd February at 9.30am at the Laverton.

b. Queens Diamond Jubilee Working Group.

Cllr Ezra reported that the next meeting will be on Monday 13th February 2012 at 14:30hrs.

c. Website Working Group.

Cllr D Windess was unable to attend but produced the following report:
The website has been built and the design and the framework has been signed off but we are still trying to come up with content,
We are experiencing a few problems with Burfield (web development company) not wanting to attend meetings and coming up with barriers. These will both be overcome very shortly; we are currently running behind schedule but within budget
We would appreciate any comment on the site so far please contact Amanda for the link to the sneaky peak.
I would expect the site to be up and running and training completed within 1 month

d. Westbury Tourism Group.

Cllr W D Tout had nothing to report as the group has not met since November.
Cllr W D Tout put in a request to call a meeting for the group.

(The Health Working Group is currently inactive.)

G.1735

ACCOUNTS.

a) **List of Payments** – Noted.

b) **Monthly Statement** - Noted.

Cllr Ezra queried the website budget. The Clerk explained that the original budget was £1750, but this was set before a decision was made to build a new website. The balance will be taken from the media ear marked reserve.

20:05hrs

**Signed on behalf of the Meeting
this second day of April 2012**

Chairman