

## WESTBURY TOWN COUNCIL

**At the ANNUAL MEETING of the TOWN COUNCIL held at THE LAVERTON,  
BRATTON ROAD, WESTBURY, on WEDNESDAY 9<sup>th</sup> MAY 2012 AT 7:00PM.**

**PRESENT:** Cllr D Windess (Chairman).  
Cllrs Stephen Andrews, Bill Braid, Mike Cuthbert-Murray, Mrs Sue Ezra,  
Russell Hawker, David Jenkins, G King, Stephen Miles, Mrs Christine  
Mitchell, Charles Pope, and David Tout.

Keith Harvey (Town Clerk) and  
Barbara Mantle, Diana Mansell and Amanda McCann

**Also in attendance:** Two members of the public.

**T.2624 PUBLIC FORUM:**

**Mr E Bridges:** His request to Wiltshire Council for free parking in the town  
car parks over the Jubilee weekend.

**T.2625 ELECTION OF THE CHAIRMAN (TOWN MAYOR) FOR THE  
ENSUING YEAR, AND DECLARATION OF ACCEPTANCE OF  
OFFICE.** Cllr Mrs Sue Ezra was elected as Town Mayor (Chairman) for the  
ensuing year, and immediately assumed the role of Chairman of the Council.

**T.2626 APPOINTMENT OF THE DEPUTY TOWN MAYOR.** Cllr Mike  
Cuthbert-Murray was appointed as the Deputy Town Mayor for the ensuing  
year.

**T.2627 THANKS TO THE RETIRING TOWN MAYOR.** Cllr Mrs Ezra thanked  
Cllr Windess for his hard work during the previous year, and for the charitable  
funds he had raised. She then presented Cllr Windess with his past mayor's  
medal.

Cllr King congratulated Cllr Mrs Ezra and Cllr Cuthbert-Murray on their new  
roles, and wished them the very best for the ensuing year. He congratulated  
Cllr Windess on his charitable work and his exemplary community  
involvement. He had raised a significant amount of money and also raised the  
profile of his charities. Both Cllr Jenkins and Cllr Hawker spoke in support of  
these comments. Cllr Windess thanked councillors and staff for a really good  
year.

The Town Clerk, on behalf of the Westbury Arts Society, presented Cllr  
Windess with a portrait of him wearing the mayoral chain.

**T.2628 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:**  
Cllr Mrs D O'Hara – business commitment.  
Cllr F Morland – clash of meetings.

**T.2629 DECLARATIONS OF INTEREST:**

Cllr S Andrews: Agenda item 19. (Personal) – being the subject of the Code of Conduct complaints.

**T.2630 POLICE REPORT.** Nil.

**T.2631 WILTSHIRE COUNCILLORS' REPORT.**

**Wiltshire Cllr M Cuthbert-Murray** reported on the Diamond Jubilee Celebrations held at Salisbury Cathedral attended by Her Majesty Queen Elizabeth II, who was received in the Westbury Marquee, and showed a great interest in the town.

**Wiltshire Cllr R Hawker** reported on the new ethical standards framework, which will be discussed at the forthcoming Wiltshire Council Meeting. The current standards system is to be cancelled. There is a proposal for a new code of conduct, which all parish councils will be asked to adopt. A new standards committee will judge the behaviour of councillors, but will have no powers to sanction councillors, and there will be no right of appeal. Cllr Hawker then spoke on the new planning policy framework, which should involve more local decision making, even on major infrastructure projects such as railway lines and nuclear power stations, etc. At the Area Board the motion relating to the need for a Westbury By-Pass was supported without specifying any particular route.

**Wiltshire Cllr D Jenkins** reported on the flooding at the railway bridge in Station Road, which was caused by a blocked Wessex Water pipe. He suggested Wessex Water should be requested to check this pipe on a regular basis. Wiltshire Council has issued a briefing note on the allocation of houses. Under the Localism Bill there will be more flexibility. The allocation of housing will be looked at and explained through the area boards to raise awareness of the different ways in which the allocation of accommodation can be made.

**Pelican Crossing, Haynes Road.** Cllr Tout thanked Wiltshire Cllr Cuthbert-Murray and the Town Clerk for pressing Wiltshire Council to set up temporary lights at this important pedestrian crossing to and from the town centre. The works at this crossing are scheduled to take six to eight weeks. Cllr Cuthbert-Murray reported that this is the second busiest crossing in Wiltshire and pedestrian safety is paramount. Similar repairs need to be carried out to the crossing in West End, and if needed, temporary lights will be installed there also.

**T.2632 COMMUNICATIONS BY INCOMING TOWN MAYOR:** Cllr Mrs Ezra gave details of the forthcoming Health Fair organised by Eastleigh Surgery at the Paragon Hall on the 16<sup>th</sup> June.

**T.2633 MINUTES.** Following amendment, the Minutes of the Town Council Meeting held on the 5<sup>th</sup> March 2012 were confirmed and signed by the Chairman.

**T.2634 MATTERS ARISING:**

**T.2614 – Delegation of Services – Grassacres Park/Queen Elizabeth II Field.** Following the decision taken at the last Town Council meeting on the 5<sup>th</sup> March, the Clerk reported he had received a telephone call from Property Services at Wiltshire Council and had been informed that Grassacres Park had been purchased and given to the town in 1937. It is, therefore, protected and is a charitable trust with Wiltshire Council as sole trustee.

**T.2635 APPOINTMENT OF COMMITTEES.** It was resolved that for this coming year **only** the Highways, Planning & Development Committee will consist of the Town Mayor and Deputy Mayor and eight members, and the General Purposes Committee will consist of the Town Mayor and Deputy Mayor and six members. The Committees' membership, therefore, will be as follows:-

**General Purposes Committee:**

Town Mayor and Deputy Mayor (ex officio) and Cllrs Stephen Andrews, Stephen Miles, Charles Pope, David Tout (two vacancies).

**Highways, Planning & Development Committee:**

Town Mayor and Deputy Mayor (ex officio) and Cllrs Bill Braid, G King, Russell Hawker, David Jenkins, Mrs Christine Mitchell, Francis Morland, Mrs Derry O'Hara and D Windess.

**Finance Committee:**

Town Mayor and Deputy Mayor (ex officio) and Cllrs D Jenkins, G King and Mrs Derry O'Hara. The three members from the General Purposes Committee to be appointed on 6<sup>th</sup> June 2012

**T.2636 PLACE, DATES AND TIMES OF MEETINGS.** The following dates were confirmed and Members were reminded to enter them into their diaries as soon as possible:

**2012**

|                            |   |
|----------------------------|---|
| 21 <sup>st</sup> May       | Highways, Planning & Development Committee  |
| 6 <sup>th</sup> June (Wed) | General Purposes Committee.                 |
| 11 <sup>th</sup> June      | Finance Committee                           |
| 18 <sup>th</sup> June      | Highways, Planning & Development Committee. |
| 2 <sup>nd</sup> July       | Town Council.                               |
| 16 <sup>th</sup> July      | Highways, Planning & Development Committee. |
| 6 <sup>th</sup> August     | General Purposes Committee.                 |
| 20 <sup>th</sup> August    | Highways, Planning & Development Committee. |
| 3 <sup>rd</sup> September  | Town Council.                               |
| 10 <sup>th</sup> September | Finance Committee                           |
| 17 <sup>th</sup> September | Highways, Planning & Development Committee. |
| 1 <sup>st</sup> October    | General Purposes Committee.                 |
| 15 <sup>th</sup> October   | Highways, Planning & Development Committee. |
| 5 <sup>th</sup> November   | Town Council.                               |
| 19 <sup>th</sup> November  | Highways, Planning & Development Committee. |
| 3 <sup>rd</sup> December   | General Purposes Committee.                 |
| 10 <sup>th</sup> December  | Finance Committee                           |

17<sup>th</sup> December Highways, Planning & Development Committee.

### **2013**

7<sup>th</sup> January Town Council.  
21<sup>st</sup> January Highways, Planning & Development Committee.  
4<sup>th</sup> February General Purposes Committee.  
18<sup>th</sup> February Highways, Planning & Development Committee.  
4<sup>th</sup> March Town Council.  
11<sup>th</sup> March Finance Committee  
18<sup>th</sup> March Highways, Planning & Development Committee.  
2<sup>nd</sup> April (Tues) General Purposes Committee.  
15<sup>th</sup> April Highways, Planning & Development Committee.  
29<sup>th</sup> April Annual Town Meeting.  
13<sup>th</sup> May Annual Town Council Meeting.

*Meetings are held at The Laverton, Bratton Road, Westbury and start at 7:00pm  
(unless stated otherwise)*

### **T.2637 APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES.**

**68 (Westbury) Squadron ATC:** Cllr S Miles  
**Army Liaison Committee:** Cllr C Pope  
**BA13 Community Partnership:** Cllrs Stephen Andrews and D Windess  
**Elblag Twinning Association:** Cllr Russell Hawker  
**Leigh Park Community Association:** Cllr Bill Braid  
**Leighton Sports Association:** Cllr Mike Cuthbert-Murray  
**Police Liaison Committee:** Cllrs W Braid and David Windess  
**Warminster & Westbury CCTV Committees:** Cllrs Sue Ezra and Dave Tout  
(Cllr Dave Jenkins as reserve)  
**Westbury Amateur Swimming Association:** Cllr Derry O'Hara  
**Westbury Area Board:** Cllrs Stephen Andrews and Mrs Sue Ezra  
**Westbury Chamber of Commerce, Trade & Industry:** Cllr C Pope  
**Westbury District Twinning Association:** Cllr Stephen Miles  
**Westbury Heritage Society:** Cllr Russell Hawker  
**Westbury (Wilts) Welfare of the Elderly Association:** Cllrs Christine Mitchell,  
Sue Ezra and Gordon King  
**Westbury Youth Service Committee:** Cllrs Sue Ezra and Russell Hawker  
(Cllr Gordon King deputises as necessary)  
**West Wilts Rail Users Group:** Cllrs Mike Cuthbert-Murray and David Tout  
**Wiltshire Association of Local Councils:** Keith Harvey, Town Clerk. (Cllr Gordon King deputises in the Clerk's absence)  
**Wiltshire Council Rights-of-Way Contact:** Keith Harvey, Town Clerk.  
(Cllr Dave Tout deputises in the Clerk's absence.)

### **T.2638 MEMBERSHIP OF WORKING GROUPS.**

**Car Parks Working Group** – Cllrs Bill Braid, Sue Ezra, Russell Hawker, Christine Mitchell and David Tout.

**CCTV Working Group** – Cllrs Sue Ezra, Russell Hawker and Dave Tout (Vacancy).

Co-opted members: West Wilts Trading Estate (2), Westbury Chamber of Commerce, Police, Warminster CCTV Control Room Supervisor

**Christmas in Westbury Working Group** (to include Xmas Lights) – Cllrs Mike Cuthbert-Murray, Sue Ezra, Christine Mitchell and Dave Tout, and Keith Harvey. Co-opted Members: Stephen Baggs (Community Outreach Officer - White Horse Team) Westbury Churches Together, Westbury Library, Westbury Chamber of Commerce, Westbury Police, Lions of Westbury, All Saints Church Christmas Tree Festival, Matravers School, Westbury Primary Schools, Westbury Heritage Centre, Ron Norris (Wheeler's (Westbury) Ltd) and Leighton Sports Centre.

**Delegation of Services Working Group** – Cllrs Stephen Andrews, Gordon King, Stephen Miles and David Tout.

**The Laverton Institute Trust Management Committee** - Cllrs Bill Braid, Sue Ezra, Russell Hawker, Derry O'Hara and Charles Pope.

**Flood Relief Working Group** – Cllrs Gordon King, Charles Pope and Dave Tout.

**Health Working Group** – Cllrs Russell Hawker, David Jenkins, Gordon King, Derry O'Hara and David Tout.

**Leisure Facilities Working Group** – Cllrs Sue Ezra, David Jenkins, Derry O'Hara and David Tout. (Vacancy)

**Play Areas Working Group** - Cllrs Bill Braid, Sue Ezra, Christine Mitchell and Derry O'Hara. (Vacancy)

**Queens Diamond Jubilee Working Group** – Cllr Mike Cuthbert-Murray, Sue Ezra, Christine Mitchell and Dave Tout. Co-opted members: Revd Jonathan Burke, Lions of Westbury. Cllr David Windess to replace Cllr Mike Cuthbert-Murray following the Diamond Jubilee celebrations in June.

**Street Furniture Working Group** – Cllrs Bill Braid, Sue Ezra, David Jenkins, Derry O'Hara and David Tout.

**Town Centre Viability Group** – Cllrs Bill Braid, Sue Ezra, Russell Hawker, Christine Mitchell and Dave Windess.

**Website Working Group.** Cllrs Sue Ezra, Russell Hawker, Gordon King, Charles Pope and Dave Windess.

**Westbury Tourism Group** – Cllrs Sue Ezra, Russell Hawker, Dave Jenkins and Dave Tout.

Co-opted members: Westbury Heritage Society, Westbury Community Area Manager and Wiltshire Council Archivist.

**T.2639** **MINUTES OF COMMITTEES.** The following minutes were received and noted:-

|  |   |          |
|--|---|----------|
| Finance Committee                          | - | 12.03.12 |
| Highways, Planning & Development Committee | - | 19.03.12 |
| Highways, Planning & Development Committee | - | 16.04.12 |
| General Purposes Committee                 | - | 02.04.12 |

**T.2640** **MATTERS ARISING.** Nil.

**T.2641** **NOTICE OF MOTION** received from Cllr W D Tout on 10<sup>th</sup> April 2012.

**Council Structure.** Should a Council look at its Structure periodically or once during its electoral term? When did Westbury Town Council last look at its Structure? Looking at your Structure and or Performance does not mean wholesale change or change for change sake. Checking and or revising your Structure and Performance asks the question, can YOU as councillors, Officers and Staff of a Council carry out your roles with minimum change which enhances and improves the running of the Council.

I propose that the Management Working Group is instructed to look into the Structure of Westbury Town Council and report back to Full Council at either January/March 2013 meetings with its findings. Reasoning for this proposal, that some of our Working Groups duplicate the work they do and amalgamation of some of them will free up time of the Council's Officers and Staff. I stress that this proposal is not aimed at reducing the level of public meetings.

The Motion was approved with the following amendments:

Delete: "or once during its electoral term"

Amend: "That the Management Working Group is instructed to look into the Structure of Westbury Town Council and report back to Full Council at either January/March 2013 meetings with its findings."

To: That the Management Team is instructed to look at the structure of our working groups, and report back to Full Council at either January/March 2013 meetings with its findings."

**T.2642** **NOTICE OF MOTION** received from Cllr Mrs S Ezra on 26<sup>th</sup> April 2012.

All committee minutes and working group notes should be circulated within 14 days of the meetings to all Town Council members. This could either be by e-mail or post.

Approved.

**T.2643** **CODE OF CONDUCT COMPLAINTS.**

- a. **WC-34/11, WC-36/11 and WC-37/11.** Cllr Andrews reported further on the complaints made against him by Mr J Cuthbert-Murray, and Cllrs M Cuthbert-Murray and Mrs D O'Hara, which were considered by the Sub-Committee of Wiltshire Council's Standards Committee. Cllr Andrews was exonerated on all counts, and was found not to have treated others with disrespect, or to have brought Westbury Town Council into disrepute.

- b. **WC54/11 and WC57/11.** Cllr Andrews reported that the Sub-Committee had found there was insufficient evidence to warrant further action.

**T.2644 TO ADOPT WESTBURY TOWN COUNCIL'S STANDING ORDERS AND FINANCIAL REGULATIONS.** Approved.

**T.2645 TO RE-APPOINT RBS AUDITING SOLUTIONS AS THE TOWN COUNCIL'S INTERNAL AUDITOR.** Approved

**T.2646 ANNUAL SUBSCRIPTIONS.** The following subscriptions were approved:

|  |   |                |
|--|---|----------------|
| Wiltshire Association of Local Councils/NALC | - | To be notified |
| W.Wilts/Elblga Twinning Association          | - | To be notified |
| Community First                              | - | £36.00         |
| Society of Local Council Clerks              | - | To be notified |
| Clerks & Councils Direct                     | - | £12.00         |
| Community Matters                            | - | To be notified |

Approved.

**T.2647 ANNUAL REPORT BY MR SEAN PRICE, TOWN CRYER.** Defer to the next Town Council Meeting in July.

**T.2648 CLERK'S CORRESPONDENCE:**

- a. **Flooding at the Railway Bridge, Station Road.** This has been investigated by Wessex Water, and the cause of the flooding was found to be roots in one of the main drains.
- b. **Refurbishment of the White Horse.** The Clerk reported on the progress to date, and will give a report on costs when the project is completed.

**T.2649 REPORT BY THE LAVERTON INSTITUTE TRUST MANAGEMENT COMMITTEE (LITMC).** Cllr Hawker reported as follows:

- a. **Premises Assistant – The Laverton Institute.** Mr P Chamberlain has been appointed. Mr Chamberlain is retired from the Ministry of Defence, and is currently the Station Commander (OIC) at Westbury Fire Station.
- b. **Hall Hire Income.** Income for April is £682.20, but bookings for May are £1,239.00. Income is expected to increase by the end of the year as a result of marketing.

- c. **Business Plan.** This has been circulated to members of the LITMC this evening. It is in four parts, the first part being the Business Plan as adopted by the LITMC at its last meeting, and three appendices: Tariff Fees; Marketing Strategy, and Budget Details.
- d. **Project Officer.** John Parker has now finished his contract. He will be retained on an ad hoc basis, working on new grant applications.

**T.2650**

**REPORT BY THE TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER.** Although the precept was not increased for the second year running we still managed to work within the set budget although costs and inflation have continued to rise. This has been achieved by continual monitoring of all expenditure and obtaining competitive rates in all that we do.

Two years ago our General Reserve was around £30,000, far less than our recommended level. Last year we reached £50,000, and this year we are aiming for around £70,000, which will then achieve our recommended general reserve.

The major project this year has been the refurbishment of the Laverton, which carried a budget of £175,000. The final account is imminent and we are currently looking to come in under budget and it looks as though some monies will return to the Capital Projects Fund. The project took four months against a planned three, this was mainly down to asbestos removal, not first envisaged and planning permission for a vent to the rear of the building. Also as the project progressed we were able to introduce several additions including extending the intruder alarm and fire alarm systems.

The downside with these improvements are extra costs in the form of maintenance agreements with the extension of the fire alarm, intruder alarm and emergency lighting systems.

During the year we have paid out over £11,800 in small grants to fifty local organisations.

Three local schools have been awarded grants for various projects, totalling £1,500.

CAB and Heritage Centre between them have received £12,000.

There was no Summer Fayre in 2011, but preparations continued for the Diamond Jubilee celebrations this year. However we still had two very successful events, the Christmas Lights Switch On and the Christmas Main Events day. Both were very well supported and we had some very positive feedback; unfortunately these events do put a great strain on the resources we have. Also the selection of our Christmas tree was excellent, and when decorated it was one of the best in the area. Unfortunately, it had to be monitored on a daily basis due to it splitting the day after it was erected.

The CCTV operation is one of the most expensive operations coming in at around £27,000.



Around the town new seats have been installed at The Mead and Mane Way with replacement seats at the bottom of Haynes Road, Slag Lane, Newtown, Rothe Rise and Chalford. Four more are due to be replaced any day.

New Town Maps have been placed in our eight notice boards.

We moved our insurance from AON to Zurich which resulted in a saving of around £8,000.

Interest rates are very low at the moment and we forecast to earn £500 in interest, but we have achieved over £1,000. We currently have £225,000 invested, of which £100,000 is due back in May. Recently we closed our HSBC account and transferred it to our Lloyds current account. This account held almost £25,000.

For the first time we have ventured into sponsorship on our roundabouts. We had income of £2,000 in 11/12 and so far since the end of March another £1,000. I also spoke to another interested party today.

Prior to the increase in postage we purchased a supply of stamps, which saved the council £252.

We have, however, incurred unexpected costs such as removing the electricity supply from the Town Hall. This was a supply on the outside of the building used on main events days. The owner requested we move it. Estimated under £1,000. There are other areas that were either not budgeted for, or over budget, for example Town Council Website, extra computer software, publicity in connection with the re-launch of The Laverton and associated work carried out by the Project Officer.

Going forward we are looking to have in place a more structured Capital Project Programme over a five year rolling basis.

Hopefully it can be seen that the Town Council office is continuing to improve the processes and service provided. To help this we have purchased several pieces of software: a booking-in system for The Laverton, and two pieces of software for the Town Council - a Mapping system and Asset Management System. The Mapping system should prove useful at H P & D meetings, and it has already been used recently in preparing plans for the Jubilee Street Event. The Asset Management system will satisfy our Auditors and Insurers.

Finally, our accounts are audited both internally and externally, and it is encouraging to see that observations are very few and usually of a minor nature.

**T.2651** **NOTICE OF MOTION** received from the Finance Committee on 26<sup>th</sup> March 2012.

- a. To approve budget transfers to ear marked reserves as submitted.
- b. To approve the Capital Projects Programme 2012-2017 as submitted.

- c. Arising from the First Interim and Interim Update Internal Audit Reports 2011-12 to approve the following:
  - i. that the management of risk and completion/review of annual assessments should be included in the Finance Committee's terms of reference.
  - ii. that the petty cash imprest level be decreased from £200.00 to £100.00.

Approved.

**T.2652**      **MONTHLY STATEMENT – 31<sup>ST</sup> MARCH 2012.** Approved.

**T.2653**      **PAYMENT OF ACCOUNTS.** On report by the Clerk and Responsible Financial Officer, it was resolved to approve the List of Payments made since the last meeting, or to be made, and to confirm the action of the Clerk, the Mayor and one other member in signing the necessary orders for payment and Bank Transfers as follows:

|                            |   |            |
|----------------------------|---|------------|
| 2 <sup>nd</sup> April 2012 | - | £22,057.93 |
| 9 <sup>th</sup> May 2012   | - | £25,189.59 |

**T.2654**      **It was resolved that, in view of the confidential nature of the business about to be transacted, the public and press were temporarily excluded and instructed to withdraw.**

**T.2655**      **NOTICE OF MOTION** received from Cllr s Miles on 26<sup>th</sup> April 2012

**Town Council Website.**

Approved.

**T.2656**      **It was resolved to return to open Council.**

**9.41 pm**

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

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**Chairman**