

WESTBURY TOWN COUNCIL

**AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON,
BRATTON ROAD, WESTBURY ON MONDAY, 5th NOVEMBER 2012 AT 7.00 PM.**

PRESENT: Cllr Mrs S Ezra (Chairman)

**Cllrs S Andrews, D Bradshaw, I Cunningham, M Cuthbert-Murray,
R Hawker, D Jenkins, G King, S Miles, Mrs C Mitchell, F Morland (left
7.08 pm), M Sutton and W D Tout.**

**Mr K Harvey, Town Clerk, and Mrs B Mantle.
PCSO Neil Turnbull
Two members of the public**

T.2722 PUBLIC FORM:

Dr P Biggs:

- Need to improve the efficiency and effectiveness of the Town Council.
- Town Council agendas – placing matters of public interest higher up on the agenda.
- Publication of The Laverton Institute Trust accounts.
- Meeting with the candidates for the role of Police and Crime Commissioner.

Cllr Cuthbert-Murray confirmed that he has arranged a public meeting at which candidates for the Police and Crime Commissioner position will give a short presentation, and this will be followed by a question and answer session.

T.2723 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

- Cllr F Morland (left at 7.08 pm) - clash of meetings.
- Cllr Mrs D O'Hara - business commitment
- Cllr C Pope - business commitment
- Cllr D Windess - personal

T.2724 DECLARATIONS OF INTEREST: Nil.

T.2725 MINUTES. The Minutes of the Town Council Meetings held on the 3rd September 2012 and 24th September 2012 (Part I) were confirmed and signed by the Chairman. It was resolved that the Minutes of the Town Council Meeting (Part II) held on the 24th September 2012 will be discussed and confirmed under Part II.

T.2726 MATTERS ARISING FROM THESE MINUTES. Nil.

Members' matters arising from these minutes. Nil.

T.2727 POLICE REPORT. PC Jo Philpott has been promoted and will take up a new role as shift sergeant on the Trowbridge Response Team. It is hoped her replacement will be in post shortly, but in the meantime, PC Foulger will be covering the town.

There has been an increase in dwelling burglaries, mainly from older person bungalows whilst the occupants have been away. As a result, patrols of the town by both NPT and response officers have significantly increased.

There has been an increase in diesel thefts from the West Wilts Trading Estate. Patrols of the area have been increased, and a Business Watch has been established.

Anti-social behaviour in the High Street, Market Place and Maristow Street has reduced significantly recently, due to the main offender being given a custodial sentence on an unrelated matter.

Members sent PSgt Jo Philpott their best wishes for the future.

T.2728 **MINUTES OF COMMITTEES.** The following Minutes were received and noted:

Highways, Planning & Development Committee	-	17.09.2012
Highways, Planning & Development Committee	-	15.10.2012
Highways, Planning & Development Committee	-	22.10.2012
General Purposes Committee	-	01.10.2012
Finance Committee	-	10.09.2012

The Town Clerk informed members that General Purposes Committee Minute G.1780a. was incorrect and will be amended at the next General Purposes meeting.

T.2729 **MATTERS ARISING FROM THESE MINUTES.** Nil.

T.2730 **WILTSHIRE COUNCILLORS' REPORTS:**

Wiltshire Cllr Cuthbert-Murray reported that the next Westbury Area Board meeting will be held on the 13th December. The subjects under discussion will be young children, families, education and health.

Wiltshire Cllr Hawker reported that Wiltshire Council and Somerset County Council have won their appeal against the B&NES proposed diversion of lorries from the Cleveland Bridge in Bath.

Wiltshire Cllr Jenkins drew the Town Council's attention to Wiltshire Council's Recovery Plan for major incidents, and suggested the Council obtains a copy. He also reported on the Westbury Train Watch Group meeting, which focused on the way forward for bringing influence to bear on the franchise, and the need to support the high speed train service from Westbury and surrounding area.

T.2731 **NOTICE OF MOTION received from the Finance Committee dated 10th September 2012.** To approve any remaining budget from the recent refurbishment of the Westbury White Horse to be placed in an ear marked reserve to contribute to the future upkeep of the White Horse.

T.2732 **Approved.**
NOTICE OF MOTION received from the Management Team dated 29th October 2012. To approve and adopt the following procedures (see attached):

Disciplinary
Grievance
Complaints
Car Usage
Member and employee protocols
Disability discrimination

With the exception of numbering paragraphs, the procedures as submitted were approved.

T.2733 **NOTICE OF MOTION received from the Management Team dated 29th October 2012.**

To approve the following amalgamation of working groups, together with the committee to which each group will report:

Christmas Working Group and Street Fayre Working Group

New name: Events Working Group
Reporting to: GP Committee

Play Areas Working Group and Leisure Facilities Working Group

New name: Play & Leisure Facilities Working Group
Reporting to: HP&D Committee

Flood Relief Working Group and Emergency Planning

New name: Emergency Planning Working Group
Reporting to: HP&D Committee

Car Parks Working Group and TCVG

New name: Town Centre Viability Group
Reporting to: HP&D Committee

It is further recommended that the Health Working Group be suspended, and that CCTV and LITMWG continue to report to Town Council; the Street Furniture Working Group continues to report to Highways, Planning & Development Committee; and Tourism, Website and Delegation of Services continue to report to the General Purposes Committee.

Approved.

T.2734 **APPOINTMENT OF REPRESENTATIVE TO LEIGH PARK**

COMMUNITY ASSOCIATION. Cllr M Cuthbert-Murray expressed some unease over the running of this group, and suggested the Town Council make no appointment. However, as Cllr Andrews was already a member of the group, it was agreed he would also act as the Council's representative.

- T.2735 ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2012. To receive the Annual Return for 2011-2012 and to note the External Auditor's Report.** Noted.
- T.2736 INTERNAL AUDIT REPORT. To receive the Internal Audit Report 2012-13 (Interim), and to note the recommendation under the Action Plan.** Noted.
- T.2737 ANNUAL REPORT AND ACCOUNTS OF THE LAVERTON INSTITUTE. To receive the Annual Report and Accounts for 2011-2012, and to approve these prior to submission to the Charity Commission.** Approved.
- T.2738 FINANCE COMMITTEE MEETING. To change the date of the next Finance Committee meeting from Monday, 10th December to Wednesday, 19th December 2012.** Approved.
- T.2739 CLERK'S CORRESPONDENCE/MATTERS:**
- Remembrance Day Parade.** The Clerk reported the Parade will gather in the Market Place at 10.10 am, and leave the Market Place at 10.30 am. The Parade will then proceed along West End, Haynes Road and into the High Street.
- T.2739 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.** Cllr Mrs Ezra gave an update on funding applications. Various applications have been made to Awards For All to support a proactive programme of events free of charge to raise people's awareness of the potential of the building. The Group is also waiting to hear from the Big Lottery Fund. A Landfill grant application was submitted in September for a disabled parking space and black-out blinds for the Abraham Suite. An application has also been made to the Westbury Area Board for a notice board. The Group will be inviting the Licensing Officer from Wiltshire Council to attend a meeting to review the Hall's licensing. The Group has also reviewed hire rates for the Hall, as some groups historically have not been charged. The Laverton Hall income is improving, with November's income forecast to do particularly well. Mr Richard Traynor has been appointed to the post of Caretaker/Handyman, and he commenced duties on the 1st November 2012.
- T.2740 CCTV WORKING GROUP.** A meeting has been arranged for 9th November to consider quotations received for the upgrade of current cameras in the town and the addition of two more cameras. An additional Town Council meeting will be called to consider the Group's recommendations under Part II.

T.2741 COMMUNICATIONS BY THE TOWN MAYOR. To receive such communications as the Town Mayor may wish to lay before the Council.
Nil.

T.2742 ACCOUNTS:

a. Payment of Accounts. To approve the list of payments made since the last Meeting or to be made and to confirm the action of the Chairman and one other Member in signing the necessary orders for payment, Business Pass Cash/Visa Cards (if any) transactions, and staff remunerations:-

1 st October 2012	-	£20,362.88
5 th November 2012	-	£39,195.06

Approved.

b. Monthly Statement. Noted.

T.2743 It was resolved that, in view of the confidential nature of the business about to be transacted, the public and press be temporarily excluded and instructed to withdraw.

T.2744 MINUTES. Following amendment, the Minutes of the Town Council Meeting held on the 24th September 2012 under Part II were confirmed and signed by the Chairman.

T.2745 PART II – STAFFING

T.2746 PART II - EMPLOYMENT ADVICE.

T.2747 PART II - NOTICE OF MOTION received from Cllr Mrs C Mitchell, Chairman, Play Areas Working Group, dated the 29th October 2012.

T.2748 It was resolved to return to open Council.

8.34 pm