

WESTBURY TOWN COUNCIL

**At the ANNUAL MEETING of the TOWN COUNCIL held at THE LAVERTON,
BRATTON ROAD, WESTBURY, on MONDAY, 13th MAY 2013 at 7:00PM.**

PRESENT: Cllr Mrs S Ezra (Chairman).
Cllrs S Andrews, D Bradshaw, I Cunningham, R Hawker, D Jenkins, G King,
S Miles, Mrs C Mitchell, F Morland, M Sutton (left 8.25 pm), I Taylor,
W D Tout, P Wakeman and D Windess.

Keith Harvey (Town Clerk)
Mrs B Mantle, Mrs A McCann and Mrs J Dyer

Also in attendance: Six members of the public.

T.2826

PUBLIC FORUM:

Rev J Burke: Prayers at the commencement of Town Council meetings.
Rev Burke confirmed that local ministers would be happy to serve as chaplain.

This subject to be discussed by the Management Team, who will make a recommendation to Town Council.

Mr D Bullock: Annual Town Council Minute 2631 had not been amended on the Council's website.

Mr Bullock was assured this would be done.

Dr P Biggs:

Town Council elections – 25% turn out in the only ward contested.

Proposals:

- Improve the town for its citizens.
- Stop public in-fighting.
- Decisions should be evidence-based and not political.
- Joint Strategic Assessment (JSA) published by Wiltshire Council – Westbury is at the bottom in many areas of the JSA.
- Campus – ensure that the campus hub is in the middle of the town.
- High Street – to monitor the effect of the opening of Aldi.
- Westbury Swimming Pool – 125th Anniversary.
- Additional War Memorial in the Market Place.
- Length of Town Council Meetings, structure of agendas and standard of chairmanship.
- Public Forum – request that standing orders are suspended during meetings to allow the public to contribute.
- Cllr Morland's attendance record.

Dr Biggs was informed that standing orders may be suspended during the meeting to allow the public to speak if the Chairman is informed prior to the commencement of the meeting, and if members agree to do so.

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With regard to agendas, notices of motion have to appear on the agenda in the date order they are received by the Clerk.

- T.2827 ELECTION OF THE CHAIRMAN (TOWN MAYOR) FOR THE ENSUING YEAR, AND DECLARATION OF ACCEPTANCE OF OFFICE.** Cllr D Windess was elected as Town Mayor (Chairman) for the ensuing year, and immediately assumed the role of Chairman of the Council.
- T.2828 APPOINTMENT OF THE DEPUTY TOWN MAYOR.** Cllr Mrs C Mitchell was appointed as the Deputy Town Mayor for the ensuing year.
- T.2829 THANKS TO THE RETIRING TOWN MAYOR.** Cllr Windess thanked Cllr Mrs Ezra for all her hard work over the past year – she had been an absolute credit to the town. He also thanked Mike Cuthbert-Murray for doing a fantastic job as Deputy Town Mayor.
- T.2830 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:** Cllr Sutton apologised for having to leave the meeting early for a community event.
- T.2831 DISPENSATIONS.** Nil.
- T.2832 DECLARATIONS OF INTEREST:**
Cllr M Sutton: Agenda item 9. – member of the Woodland Trust (non-pecuniary).
Cllr D Jenkins: Agenda item 24.a. – Governor of Westbury Leigh CE Primary School (non-pecuniary).
- T.2833 POLICE REPORT.** Nil.
- T.2834** It was agreed to bring forward Item 10 to allow the Town Crier to attend another event.
- T.2835 REPORT BY MR SEAN PRICE, TOWN CRYER.** Mr Price congratulated Cllr Windess on becoming Town Mayor, and gave his report (see attached).
- T.2836 WESTBURY AREA FORUM.**
- a. **Presentation by Mr Richard Hatt, Headteacher, Westbury CE Junior School.** The Area forums are a county wide initiative, which came into being in 2009 with Westbury becoming operational in September 2010. The aims of the Forum are to meet the needs of the most vulnerable families and children across the Westbury area, and engage those who are currently disaffected, and also to recognise the need to improve the life chances of the Westbury area to develop a cohesive community for the future. The forum achieves its aims by meeting monthly together as a group of professionals to discuss and solve problems.

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- b. The following proposal was put to members by Mr Hatt for consideration:

“That the Town Council recognises the valuable contribution the Westbury Area Forum makes to the life of the families in its community, and therefore agrees to support financially. The Town Council will receive regular reports on progress made. This arrangement to be reviewed annually.”

Cllr Morland proposed an amendment that this matter be passed to the General Purposes Committee for further consideration, but was not supported by a seconder, and therefore failed.

- i. **It was resolved to suspend standing orders to allow Mrs S Hendry, Westbury Community Area Board Manager, to speak.**

Mrs Hendry spoke in support of this forum, highlighting the important role it plays in bringing together many professionals and agencies, which did not happen in the past.

- ii. **It was resolved to reinstate standing orders.**

Cllr Jenkins proposed that Town Council gives full support to the proposal as made by Mr Hatt for a grant of £2,040 for one year, together with the use of a free room at The Laverton, and for this to be reviewed annually.

APPROVED.

T.2837

WILTSHIRE WEST DISTRICT SCOUT ASSOCIATION.

- a. **Presentation by Mr John Cox, Chairman, Wiltshire West District Scout Association.** Mr Cox gave an update on the Jubilee Scout Camp Site and Youth Activity Centre project, which the Town Council had supported with a grant of £500 in the past. The project is almost complete, but still needed some further grant funding.
- b. **To consider a further grant application to complete the Jubilee Scout Camp Site and Youth Activity Centre.** It was resolved to approve a further grant of £500 towards the completion of this project.

T.2838

WILTSHIRE COUNCILLORS' REPORT.

Wiltshire Cllr R Hawker informed that the next Westbury Community Area Community meeting will be held on the 13th June 2013. The recent extensive spate of graffiti is being dealt with by Wiltshire Council, but keeps reappearing. He will be sitting on the Police & Crime Panel, and will pursue this matter. The chairmanship of the Area Board will continue to be rotated, and Area Board councillors are currently undergoing training.

Wiltshire Cllr D Jenkins anticipated many exciting things happening during the new term of the Council, some of which should be good for Westbury.

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Wiltshire Cllr G King thanked the voters of Westbury for electing him to Wiltshire Council, and supported the reports already given.

- T.2839** **COMMUNICATIONS BY INCOMING TOWN MAYOR:** Cllr Windess welcomed Cllr Taylor and Cllr Wakeman to the Town Council.
- T.2840** **MINUTES.** The Minutes of the Town Council Meeting held on the 4th March 2013 were confirmed and signed by the Chairman, and following amendment the Minutes of the Town Council Meeting held on the 11th March 2013 were also confirmed and signed by the Chairman.
- T.2841** **MATTERS ARISING.** Nil.
- T.2842** **APPOINTMENT OF COMMITTEES.**
General Purposes Committee:
Town Mayor and Deputy Mayor (ex officio) and Cllrs S Andrews, D Bradshaw, Mrs S Ezra, S Miles, M Sutton and I Taylor.

Highways, Planning & Development Committee:
Town Mayor and Deputy Mayor (ex officio) and Cllrs I Cunningham, R Hawker, D Jenkins, G King, F Morland, W D Tout and P Wakeman.

Finance Committee:
Town Mayor and Deputy Mayor (ex officio) and three members from each of the General Purposes Committee and Highways, Planning & Development Committee to be appointed at the first meetings of these committees.
- T.2843** **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:

2013

20th May	Highways, Planning & Development Committee.
3rd June	General Purposes Committee.
10th June	Finance Committee.
17th June	Town Council (6.15pm).
17th June	Highways, Planning & Development Committee.
1st July	Town Council.
15th July	Highways, Planning & Development Committee.
5th August	General Purposes Committee.
19th August	Highways, Planning & Development Committee.
2nd September	Town Council.
9th September	Finance Committee
16th September	Highways, Planning & Development Committee.
30th September	General Purposes Committee.
21st October	Highways, Planning & Development Committee.
4th November	Town Council.
18th November	Highways, Planning & Development Committee.
2nd December	General Purposes Committee.

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9th December Finance Committee
16th December Highways, Planning & Development Committee.

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6th January Town Council.
20th January Highways, Planning & Development Committee.
3rd February General Purposes Committee.
17th February Highways, Planning & Development Committee.
3rd March Town Council.
10th March Finance Committee
17th March Highways, Planning & Development Committee.
7th April General Purposes Committee.
21st April Highways, Planning & Development Committee.
28th April Annual Town Meeting.
6th May Annual Town Council Meeting.

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

T.2844

APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES.

68 (Westbury) Squadron ATC: Cllr S Miles
Army Liaison Committee: Cllr W D Tout
BA13 Community Partnership: Cllrs I Cunningham and D Windess
Community Area Young People's Issues Group (CAYPIG): Cllrs Mrs S Ezra and R Hawker
Community Operations Board (Campus): Cllr Mrs S Ezra
Elblag Twinning Association: Cllr M Sutton
Leigh Park Community Association: Cllr S Andrews
Police Liaison Committee: Cllrs D Bradshaw and David Windess
Warminster & Westbury CCTV Committees: Cllrs Sue Ezra and Dave Tout
Westbury Amateur Swimming Association: Cllr D Bradshaw
Westbury Area Board: Cllrs Mrs C Mitchell and D Windess
Westbury Chamber of Commerce, Trade & Industry: Cllr P Wakeman
Westbury District Twinning Association: Cllr S Miles
Westbury Heritage Society: Cllr S Miles
Westbury (Wilts) Welfare of the Elderly Association: Cllrs I Cunningham, G King and D Windess
West Wilts Rail Users Group: Cllrs I Taylor, W D Tout and P Wakeman
Wiltshire Association of Local Councils: Mr K Harvey, Town Clerk. (Mrs B Mantle deputises in the Clerk's absence)
Wiltshire Council Rights-of-Way Contact: Mr K Harvey, Town Clerk. (Cllr W D Tout deputises in the Clerk's absence.)

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T.2845 MEMBERSHIP OF WORKING GROUPS.

CCTV Working Group – Cllrs S Andrews, Mrs S Ezra, W D Tout and P Wakeman.

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

Events Working Group – Cllrs D Bradshaw, I Cunningham, Mrs S Ezra, Mrs C Mitchell and W D Tout.

Co-opted members: 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 S Andrews, I Cunningham, G King, S Miles and W D Tout.

The Laverton Institute Trust Management Committee - Cllrs D Bradshaw, I Cunningham, M Sutton, I Taylor and W D Tout.

Emergency Planning Working Group – Cllrs S Andrews, D Bradshaw, I Cunningham, G King, S Miles and W D Tout.

Play Areas Working Group - Cllrs D Bradshaw, I Cunningham, Mrs S Ezra, Mrs C Mitchell and W D Tout.

Street Furniture Working Group – Cllrs S Andrews, I Cunningham, Mrs S Ezra, D Jenkins, S Miles and W D Tout.

Town Centre Viability Group – Cllrs D Bradshaw, I Cunningham, R Hawker, G King, F Morland and W D Tout.

Website Working Group. Cllrs I Cunningham, G King, M Sutton and I Taylor.

Westbury Tourism Group – Cllrs I Cunningham, Mrs S Ezra, D Jenkins and W D Tout.

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

T.2846 TASK & FINISH GROUPS.

Charter Fairs & Markets – Cllrs I Cunningham, G King, S Miles and W D Tout.

Communications – Cllrs I Cunningham, G King and W D Tout.

War Memorial – Cllrs I Cunningham, S Miles, M Sutton and W D Tout.

T.2847 MINUTES OF COMMITTEES. The following minutes were received and noted:-

Highways, Planning & Development Committee	-	18.03.13
Highways, Planning & Development Committee	-	15.04.13
Interim Highways, Planning & Development Committee	-	29.04.13
General Purposes Committee	-	02.04.13

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- T.2848** **MATTERS ARISING.** Nil.
- T.2849** **TO ADOPT WESTBURY TOWN COUNCIL'S STANDING ORDERS AND FINANCIAL REGULATIONS.** Following amendment, the Standing Orders and Financial Regulations were approved.
- T.2850** **TO RE-APPOINT RBS AUDITING SOLUTIONS AS THE TOWN COUNCIL'S INTERNAL AUDITOR.** Approved
- T.2851** **ANNUAL SUBSCRIPTIONS.** The following subscriptions were approved:
- | | | |
|--|---|----------------|
| Wiltshire Association of Local Councils/NALC | - | Deferred |
| 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 | - | £74.50 |
| Action for Market Towns | - | £222.00 |
- It was resolved to invite a representative from Wiltshire Association of Local Councils to attend the next Town Council meeting to talk on the benefits of membership and answer questions.
- T.2852** **SCHOOL GRANTS APPLICATIONS 2012-2013.** The following school grant applications were approved:
- a. **Westbury Leigh CE Primary School** - £500 to improve the school library.
 - b. **Westbury CE Junior School** - £500 towards a spiritual garden project.
- T.2853** **WESTBURY SWIMMING POOL – 125th ANNIVERSARY (24th May 2013).** It was agreed to defer consideration until the Swimming Pool has been re-opened.
- T.2854** **CLERK'S CORRESPONDENCE:**
- a. **Westbury Infants School** – thank you for the £500 grant towards outside seating. Noted.
 - b. **The Wiltshire Bobby Van Trust** – thank you for the £400 grant. Noted.
 - c. **Members' interests.** Reminder to register pecuniary interests on the Wiltshire Council website. Mrs McCann will be able to advise members on how to do this.
 - d. **Street Scene Services.** Balfour Beatty will be taking over the contract from the Landscape Group. However, our hanging baskets,

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roundabouts, and planters will continue with The Landscape Group this year. The Clerk will be attending a briefing at Wiltshire Council on these changes going forward.

- e. **Spire FM.** Letter thanking the Town Council for supporting their bid, but Ofcom's decision was to remain with the current licence holder (Breeze).
- f. **Town Council Office.** The Clerk asked new councillors that should they wish to visit the Office, to make an appointment and give an indication of what matters they wish to talk about.

T.2855

REPORT BY THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP – Cllr Mrs S Ezra. Over the last year we have appointed a Marketing Development Officer – David Lawrence, who is in charge of all aspects of the Laverton. The total income for the last year has been just short of £10,000.

In April we held the Laverton Experience Week. This was funded by a grant of £10,000 from Awards for All (Big Lottery Fund). The purpose was to raise the profile of The Laverton within the local community and drive interest in hiring the venue. We had approximately 250 people attend the events during the week, and £280 was raised for the Mayor's chosen charities. Feedback from the Experience Week was useful to help move the project forward, and many of those who arranged events will be using The Laverton again.

In the coming year we will be looking forward to Phases 4 and 5, which will include the launch of the new Laverton website, staging wider events, exhibitions, activities, entertainment, conferences and weddings etc. We also need to involve the community more by setting up a Laverton Development Advisory Group. Major funding will be sought from various lottery funds, ie Big Lottery 'Reaching Communities' (boiler renewal) and Heritage Lottery Fund to support Laverton based projects, and Landfill Community Funds for the disabled parking.

T.2856

REPORT BY THE CCTV WORKING GROUP – Cllr Mrs S Ezra. Over the last year the Town Council planned to renew their ageing CCTV cameras around town. Three companies were asked to give quotes with Electrosec winning the contract. Seven cameras were replaced with two new ones to be installed, one in Grassacres Park and one outside the Methodist church in Station Road. There has been a slight delay with the two new cameras, as the lighting column in Station Road needs to be replaced, and the one in Grassacres requires planning permission. The redundant pole at the corners of the Market Place was utilised for one of the replacement cameras, resulting in both ends of West End and Fore Street being fully covered.

The total cost of this project will be £31,000.

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The Group is also looking at the possibility of installing a camera to cover the Leigh Park shops/community hall area and the drive entrance of the new doctor's surgery. Electrosec has been approached to submit a quote.

Warminster Town Council is currently reviewing the maintenance contract. Three companies will be invited to tender.

T.2857

REPORT BY THE TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER. The majority of you would have already seen the Monthly Statement for March. However, I will spend a little time expanding on a few points.

Last year's precept 12/13 was increased by just under 4% to £349,332. The end of year accounts have not yet been produced, but I will give you an overview on where I think we are. As with previous years we have still managed to work within the set budget, although costs and inflation have still continued to rise. This is achieved by continual monitoring of all expenditure and obtaining competitive rates in all that we do.

Working through the Monthly Cost Summary I will start with Administration. Currently we are £25,000 below budget, and a few areas of note are a savings of almost £13,000 in salary cost, £1,523 on Computer Support, £982 saving on postage, this was due to bulk buying the previous year, which saved the council £252, £1500 provision for a Newsletter and Audit and Accountancy fees at £1,500 and £626 respectively. Interest rates are very low at the moment and we forecast to earn £1,000 in interest, but we have achieved £2605. Civic and Social activities will result in a saving of almost £1500. CCTV maintenance has a saving of £2,800.

Grants & Donations - During the year we have paid out over £11,750 in small grants to around 50 local organisations. Four local schools have applied for grants for various projects totalling £2,000. £1,500 will go to EMR and one school has already received their £500. CAB and Heritage Centre between them have received £12,000.

Street Furniture a saving of £774 having installed new seats outside The Library, Newtown, top of Haynes Road and opposite Elkins garage. Floral Displays had a saving of £500 and income from roundabouts show a shortfall of £564 due to two outstanding invoices of which one has been paid, but in the new financial year. When the second invoice is paid the shortfall will turn to a profit. We currently receive £3,000 per annum in roundabout sponsorship.

Christmas came in £817 under budget, and although the main event was cancelled, we still had to pay for a number of activities. Also this includes our Christmas lights and tree.

TCVG did not use its budget, but may be allocated to EMR as a couple of the new Town Maps placed in our eight notice boards are in need of attention due to slipping inside the frames. Play Areas was over budget due to repair costs to the Skate Park.

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Shows and Fairs broke even in what was a very busy four day period for the Queens Diamond Jubilee weekend. With the main event on the Saturday, Tea Dance Sunday and Children's tea party and Music Concert on the Monday evening ending at 3.00am following the clean up operation.

The Laverton we budgeted £62,500 this year and are currently £10,000 below this figure, but I expect this to reduce to £8,000 when the accounts are finalised. There is a saving of £7,000 on salaries and savings on Insurance, Advertising, Water, Electricity and Gas. Water was due to the introduction of water saving devices in the Gents and renegotiating of Electricity and Gas agreements. There was, however, unexpected costs with recruitment and the professional fees for the project officer were higher than anticipated. We were ambitious last year to put the income at £15k and revisited this figure deciding on £9,000. We actually achieved £9,653, which included a few months of non marketing, but it is still the highest income for a number of years. When we look at the income you must remember we provide the building free for CAB and Credit Union. Wiltshire Council use meeting rooms free of charge for CATG and recently the COB. Twinning recently held a reception for the French with almost 100 guests, and again we provided the facilities FOC. The Town Council use the main hall at least 30 Mondays throughout the year, and then there are all the working group and task and finish group meetings – all free of charge. The aim each year is to reduce the Town Council's grant to The Laverton and going forward I will be discussing possible options with the LITMWG.

For the last couple of years we have prepared a five year rolling programme on Capital Projects in an effort to improve our planning of future needs. As mentioned before nothing is cast in stone, these figures cover regular expenditure and are purely a guide. This can be discussed further at Item 32.

Just to summarise, three years ago our General Reserve was around £30,000, far lower than our recommended reserve. The following year we increased this to around £50,000 and last year to £74,620, which is slightly higher than our Recommended General Reserve. This year we hope to improve on this figure again. However, last year the Town Council agreed on my recommendation that we should make a provision of £20,000 for legal fees in EMR. As this was not budgeted the only place to source was the General Reserve. I am hoping any surplus in this year's budget will contribute to this amount, but failing this we will have to eat into the existing General Reserve.

We currently have £250,000 invested having received £50,000 last week putting our bank balance at £108,000.

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, and it was interesting to see the only observation we received on our latest audit was subsequently withdrawn. (EMR Policy)

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T.2858 **EAR MARKED RESERVES.** The following budget transfers to ear marked reserves were approved:

TCVG	-	£1,000 to reserve code 365
Legal Fees	-	£20,000 to a new reserve
Section 137 grants	-	£1,500 to a new reserve

T.2859 **DIRECT DEBITS.** The following continuing variable direct debits were approved:

South West Communications (monthly – WTC Office telephone calls)
South West Communications (quarterly – Service charge)
Vodafone (Town Clerk’s mobile phone calls)
Npower (Laverton Hall electricity)
Wiltshire Council (WTC Office Rates)
British Telecom (Hall telephone and broadband)
Action for Market Towns (Annual subscriptions)
TV Licence (Laverton Hall)

T.2860 **CAPITAL PROJECTS PROGRAMME 2012/13 TO 2016/17.** Approved.

T.2861 **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 nd April 2013	-	£20,489.85
13 th May 2013	-	£34,674.68

9.44 pm

**Signed on behalf of the meeting
this first day of July 2013**

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Chairman

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