

WESTBURY TOWN COUNCIL

At the ANNUAL MEETING of the TOWN COUNCIL held at THE LAVERTON, BRATTON ROAD, WESTBURY, on TUESDAY, 6th MAY 2014 at 7:00PM.

PRESENT: Cllr D Windess (Chairman).

Cllrs Stephen Andrews, David Bradshaw, Ian Cunningham, Mrs Sue Ezra, Russell Hawker, David Jenkins, Mrs Christine Mitchell and Francis Morland.

Keith Harvey (Town Clerk) and Mrs Barbara Mantle.

Also in attendance: Three members of the public.
Police Inspector Alan Webb
Mr W Parks, Wiltshire Council
Mr D Anderson

T.3061 PUBLIC FORUM: Nil.

T.3062 ELECTION OF THE CHAIRMAN (TOWN MAYOR) FOR THE ENSUING YEAR, AND DECLARATION OF ACCEPTANCE OF OFFICE. Cllr Mrs Christine Mitchell was elected as Town Mayor (Chairman) for the ensuing year. Cllr Mrs Mitchell then signed the Statutory Declaration of Acceptance of Office and immediately assumed the role of Chairman of the Council.

T.3063 APPOINTMENT OF THE DEPUTY TOWN MAYOR. Cllr David Bradshaw was appointed as the Deputy Town Mayor for the ensuing year.

T.3064 THANKS TO THE RETIRING TOWN MAYOR. Cllr Mrs Mitchell thanked Cllr Windess for all his hard work in raising the profile of the town, and congratulated him on all the fund raising he had carried out on behalf of his nominated charities.

T.3065 It was agreed to suspend standing orders to allow Mr Bill Parks, Wiltshire Council, covering the Westbury community area, to give an overview of the current situation in regards to the new highways maintenance contract, and to answer questions from members. This matter then to be further discussed later on the agenda under a notice of motion from Cllr Hawker (T.3077).

Mr Parks explained that Wiltshire Council wishes to develop closer working relationships with town and parish councils, and to encourage each parish to create a point of contact to meet with its community co-ordinator, to arrange community days and improve the understanding of the concerns of the local community. The community co-ordinator for the Westbury community area is Mr Norman Burgess, who is keen to build a good relationship with this Council. He suggested the point of contact could be either the Town Clerk or a councillor. Community days are an opportunity for Wiltshire Council staff and the contractor to tackle issues over and above the contract, such as general

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tidying up. He further highlighted the importance of a single point of contact, as the wishes of a local community, coming from its various groups, can often conflict. Cllr Mrs Mitchell thanked Mr Parks for attending.

T.3066 It was agreed to reinstate standing orders.

T.3067 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

Cllr G King	-	Personal
Cllr S Miles	-	Unwell
Cllr P Wakeman	-	Business commitment
Cllr D Windess	-	Business commitment (left 7.03 pm)

T.3068 DISPENSATIONS: Nil.

T.3069 DECLARATIONS OF INTEREST: Nil.

T.3070 POLICE REPORT. This month saw the introduction of a revised geographic policing model and further flattening of the management structure. The ranks of Chief Superintendent and Chief Inspector have been removed. Salisbury Hub, which incorporates Salisbury, Amesbury and Warminster policing sectors (each of which comprising of three community areas) sits under the command of Superintendent Charlie Armstrong. She now has control of all policing resources within that geographic area. We are currently working together to pilot a new scheme of service demand reduction at Salisbury Hub, which will see a particular focus upon repeat callers, prolific offenders and repeat victims of crime within the neighbourhood teams; the clear aim being crime prevention and improved service delivery through effective local problem solving.

The overall performance picture is encouraging for all crime categories at what is the start of a new performance year. There is an overall reduction in crime, and overall for the Westbury area there are reductions across most crime categories.

However, burglary offences remain a focus for the Warminster and Westbury areas, with significant specialist resources having been provided, including neighbourhood tasking teams and priority crime teams. There has been a marked improvement since last year with regards to detections of dwelling burglaries.

Cllr Mrs Mitchell thanked Police Inspector Webb for his report.

T.3071 REPORT BY MR SEAN PRICE, TOWN CRYER. Mr Price is very happy in his role as Town Crier, and will be celebrating his 20th anniversary in 2015. His family is also very supportive of him and frequently join him at the events he attends. Looking forward to the future, he is keen to link his website with that of the Town Council. He has had a very busy 2013/2014, and hopes local community groups and charities will take advantage of his services, which are free of charge. Some of the events he attended include:

White Horse Health Centre opening	Westbury Wellbeing Group
Official starter and MC at AVR Wiltshire Half Marathon	Official starter at Imber Ultra Marathon
Westbury's French Market	Westbury Junior School
Westbury Infants School	Westbury Leigh Primary School
Trowbridge Lodge	Westbury Civic Reception
Mayor's charity Auction	Trowbridge Civic Reception
Remembrance Day Parade	Westbury Music & Arts Festival
Probus Christmas Dinner	Guide Dogs for the Blind
Westbury Christmas Event & Lights Switch On	Plus other engagements

T.3072

WILTSHIRE COUNCILLORS' REPORT.

- **Cllr R Hawker.** The Community Area Transport Group, part of the Area Board, meets approximately every two months. There are a number of ongoing highway issues, but there are two in particular. With many roads in poor condition, Wiltshire Council has announced a new investment project, and has asked towns and villages to submit their local priorities. Cllr Hawker will be adding this matter to the next Highways, Planning & Development Committee agenda, and asked councillors for their input. The second issue is that of careless driving and speeding in Eden Vale. This is thought to be related to the increase in parked vehicles, and in particular the stretch between the zebra crossing at Springfield Road and the bend at the junction with Penleigh Road. Wiltshire Council will be reviewing the entire road, and options may include speed bumps, chicanes, and double yellow lines to calm traffic down.
- **Cllr D Jenkins.** The Car Parking plan will be reviewed this year. The Children's Select Committee has been studying the issues concerning youth services, and will be making its recommendation to Wiltshire on the options put forward for consultation. He also attended an event at Tidworth in connection with the Great War Commemorations, which gave an opportunity to those attending to speak to various organisations and gain information on possible funding.

T.3073

COMMUNICATIONS BY INCOMING TOWN MAYOR. Nil.

T.3074

MINUTES. The Minutes of the Town Council Meetings held on the 3rd March 2014, 10th March 2014 and 14th April 2014 were confirmed and signed by the Chairman.

T.3075

MATTERS ARISING: Nil.

Members' matters arising from these previous Minutes. Cllr Sutton reminded members of the Council's commitment to keep those members of the public raising matters in the public forum, involved and informed, and asked that the resident, who raised concerns about disabled parking in the Market Place (T.3014) be kept informed of any progress in this matter.

T.3076 NOTICE of MOTION received from the General Purposes Committee dated 7th April 2014.

Review of Committee Structure.

To consider the attached report and approve the following recommendations:

1. Rename GP Committee as Policy and Resources Committee.
2. Accept revised terms of references for committees and management team.
3. Consider the option to designate long term working groups as sub committees/committees.
4. Committees to review and scrutinise each meeting those Working Groups that report to it.
5. Working Groups and Task and Finish groups to be populated from full council rather than be restricted to relevant committee members.
6. Standing orders to be revised to reflect these changes.

APPROVED.

Cllr Cunningham asked for his wish to be appointed to the Policy and Resources Committee to be minuted.

T.3077 NOTICE of MOTION received from the General Purposes Committee dated 7th April 2014. As part of the motion last November to commemorate the 100th anniversary of the Great War, it was agreed by Council that remembrance of the second World War be included, though there is no specific anniversary to commemorate. Even though this was the case, the group realised this was a mistake, and the focus of the group should be on the 100th commemoration.

It was agreed at the Great War Task & Finish meeting on Dec 16th 2014 that the Group aims to recommend an appropriate legacy to commemorate The Great War (1914-1918), working with and seeking advice from other organisations and individuals as appropriate.

To approve the renaming of the Working Group to "Great War Commemoration".

APPROVED.

T.3078 It was agreed to suspend Standing Orders to allow Mr David Anderson to speak on the following.

T.3079 NOTICE of MOTION received from Cllr R Hawker dated 25th April 2014.

To set up a working group called "Party in Penleigh Park Working Group" comprising no more than seven councillors, plus co-opted members, who will

include Kevin Oliver (Wiltshire Council officer in charge of advising on and giving permission for the use of Penleigh Park Recreation Ground), David Anderson (local resident), Leander Morales, a representative to be nominated by Hearts and Minds and other local people with relevant skills who wish to help. The working group to be tasked with exploring the possibilities, providing support and progressing the matter as far as possible with a view to possibly handing over the management of the event eventually to a suitable third-party committee comprised mostly of local people.

Mr Anderson was invited to speak. He has been a member of the charity Hearts and Minds, which supports families with autistic children, for two years. Funds raised go towards giving iPads to autistic children and towards the construction of a centre for autism. He has already held several local fund raising events, and is proposing an event at Penleigh Playing Field in order to raise funds and build up community support. The all-day event will include a funfair, a BMX/Skate Board competition run by professionals, free music with bands, stalls selling crafts, food and drink (including a beer marquee) etc, and a 100 mile cycle race is also proposed. He hopes this event will also encourage other organisations to use the playing field.

Cllr Hawker informed members that Hearts and Minds was a well established charity, and the event should attract other members of the charity from across the country.

APPROVED.

T.3080 It was agreed to reinstate standing orders.

T.3081 **NOTICE of MOTION received from Cllr R Hawker dated 29th April 2014.**

To form a working group comprised of no more than seven councillors called the "Streetscene Working Group" which will work with the Town Clerk or nominated staff to organise and run a system for collecting issues from the public and local town and Wiltshire councillors relating to litter-picking, road maintenance, dog mess, grass cutting etc and passing prioritised issues to the Westbury Community Area Co-ordinator at Wiltshire Council. The group will need to co-operate with Wiltshire Council's new highways and streetscene maintenance system and designate a regular link person (possibly staff or a councillor on the group) to liaise regularly with the working group and WC's Area Co-ordinator. The group / link person will also need to keep the relevant Wiltshire Council Division members informed about the issues raised and priorities given to these issues in their Divisions.

APPROVED.

T.3082 **NOTICE of MOTION received from the Delegation of Services Working Group dated 29th April 2014.**

Following recent meetings with Wiltshire Council Officers in connection with taking over Allotments, the Delegation of Services Working Group are recommending that Westbury Town Council show an expression of interest to Wiltshire Council by completing the necessary Community Asset Transfer forms.

Westbury Town Council has a Duty to provide Allotments and this is something the council has been pursuing for the last two years. By completing the CAT form it does not commit Westbury Town Council in any way.

APPROVED.

T.3083 **APPOINTMENT OF COMMITTEES.** The following Members were appointed to serve on Committees for the ensuing year:

Policy & Resources Committee:

Town Mayor and Town Mayors Deputy (ex officio) and Cllrs Stephen Andrews, Mrs S Ezra, D Jenkins, G King, Stephen Miles, M Sutton, I Taylor and David Windess.

Highways, Planning & Development Committee:

Town Mayor and Town Mayors Deputy (ex officio) and Cllrs I Cunningham, R Hawker, F Morland, W D Tout and P Wakeman.

Finance Committee:

Town Mayor and Town Mayors Deputy (ex officio). Three members from each of the Policy & Resources Committee and Highways, Planning & Development Committee to be elected at the first meetings of these committees.

T.3084 **PLACES, DATES AND TIMES OF MEETINGS.** The dates and times of meetings for the forthcoming year were approved as follows:

2014

19th May	Highways, Planning & Development Committee.
2nd June	General Purposes Committee.
9th June	Finance Committee.
16th June	Highways, Planning & Development Committee.
7th July	Town Council.
21st July	Highways, Planning & Development Committee.
11th August	General Purposes Committee.
18th August	Highways, Planning & Development Committee.
1st September	Town Council.
8th September	Finance Committee
15th September	Highways, Planning & Development Committee.
6th October	General Purposes Committee.
20th October	Highways, Planning & Development Committee.
3rd November	Town Council.
17th November	Highways, Planning & Development Committee.
1st December	General Purposes Committee.
8th December	Finance Committee
15th December	Highways, Planning & Development Committee.

2015

5th January	Town Council.
19th January	Highways, Planning & Development Committee.
2nd February	General Purposes Committee.
16th February	Highways, Planning & Development Committee.
2nd March	Town Council.
9th March	Finance Committee
16th March	Highways, Planning & Development Committee.
7th April	General Purposes Committee (Tuesday due to Bank Holiday).
20th April	Highways, Planning & Development Committee.
27th April	Annual Town Meeting.
5th May	Annual Town Council Meeting (Tuesday due to Bank Holiday) .

Meetings are held at The Laverton, Bratton Road, Westbury and start at 7:00pm

T.3085 APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES.

68 (Westbury) Squadron ATC: Cllr S Andrews
Army Liaison Committee: Cllr W D Tout
BA13 Community Partnership: Cllrs I Cunningham and D Windess
CatG: Cllr Mrs S Ezra (Cllr I Taylor deputises in Cllr Ezra's absence)
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 S Ezra and W D Tout
Westbury Amateur Swimming Association: Cllr D Bradshaw
Westbury Area Board: Cllrs D Bradshaw and Mrs C Mitchell
Westbury Chamber of Commerce, Trade & Industry: Cllr D Jenkins
Westbury District Twinning Association: Cllr M Sutton
Westbury Heritage Society: Cllr F Morland
Westbury (Wilts) Welfare of the Elderly Association: Cllrs I Cunningham and G King
West Wilts Rail Users Group: Cllr W D Tout
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.)
YAG: Cllrs Mrs S Ezra and R Hawker

T.3086 MEMBERSHIP OF WORKING GROUPS.

CCTV Working Group – Cllrs S Andrews, Mrs S Ezra, R Hawker and W D Tout
Co-opted members: West Wilts Trading Estate (2), Westbury Chamber of Commerce, Police, Warminster CCTV Control Room Supervisor.

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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, Mrs S Ezra, G King, I Taylor and W D Tout.

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

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

Party in Penleigh Park Working Group - Cllrs Mrs S Ezra, R Hawker, D Jenkins, Mrs C Mitchell and W D Tout.

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

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

Streetscene Working Group - Cllrs I Cunningham, D Bradshaw, Mrs S Ezra, R Hawker, D Jenkins, and M Sutton.

Town Improvement Group – Cllrs D Bradshaw, I Cunningham, D Jenkins, G King, F Morland and I Taylor.

Website Working Group - Cllrs I Cunningham, G King 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.3087 TASK & FINISH GROUPS.

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

Great War Commemoration – Cllrs S Andrews, D Jenkins, Mrs C Mitchell and I Taylor.

T.3088 MINUTES OF COMMITTEES. The following minutes were received and noted:

Highways, Planning & Development Committee	-	17.03.2014
Highways, Planning & Development Committee	-	14.04.2014
General Purposes Committee	-	07.04.2014
Finance Committee	-	10.03.2014

T.3089 MATTERS ARISING FROM THESE MINUTES. Nil.

T.3090 CARTER JONAS – FEE PROPOSAL. Members considered the following fee proposal submitted by Carter Jonas to undertake a feasibility study in respect of:

- a. An enclosed storage area to the rear of the existing storage space adjacent the new boiler room.
- b. A multi-functional space for an emergency planning centre, meeting rooms and resources/IT centre located in the derelict store building to Snappersnipes elevation.
- c. A standalone storage unit located outside the kitchen door rear entrance to replace the existing corrugated iron shed.

Applications for grant aid will be made by Mr John Parker, Consultant, towards the cost of these works.

Fee Proposal:

Items a. and c.

A feasibility study fee of £750

Item b. Snappersnipes emergency centre

A fee of £3,750 to include architectural design, a structural appraisal and options with budget costs.

It was RESOLVED to approve the fee proposal, as submitted by Carter Jonas.

T.3091

WESTBURY AREA FORUM. 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.

It was RESOLVED to approve the continuing free hall hire for the Westbury Area Forum, as previously agreed at the Annual Town Council meeting on 13th May 2013 (T.2836).

T.3092

LOCAL COUNCIL RISK SYSTEM. The Town Council's Risk System for 2014-2015 was approved as submitted.

T.3093

WESTBURY TOWN COUNCIL'S STANDING ORDERS AND FINANCIAL REGULATIONS.

- a. Following approval of the recommendations made under T.3076 Review of Committee Structure, it was agreed that the Committee Criteria Task & Finish Group will amend Standing Orders to reflect the changes agreed. It is not anticipated that this Task & Finish Group will continue following completion of this task. The Standing Orders

2014 will then be submitted to the next Town Council meeting for formal adoption.

b. The Town Council's Financial Regulations 2014 were duly adopted.

T.3094 INTERNAL AUDIT. RBS Auditing Solutions Ltd was appointed as the Town Council's internal auditor for 2014-2015.

T.3095 ANNUAL SUBSCRIPTIONS. In accordance with Standing Order No. 11, the payment of the under-mentioned subscriptions was approved:-

	<u>2014/15</u>	<u>2013/14</u>
Wiltshire Association of Local Councils/NALC	-	£1,240.32
W. Wilts/Elblag Twinning Association	-	£10.00
Community First	-	£36.00
Society of Local Council Clerks	-	£227.00
Clerks & Councils Direct	-	£12.00
Community Matters	-	£74.50
Action for Market Towns	-	£222.00

Continuing membership of Action for Market Towns to be reviewed in a year's time.

T.3096 CLERK'S CORRESPONDENCE:

Westbury Music & Arts Festival. Letter of thanks for the grant and support received. Noted.

T.3097 REPORT BY THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP. Cllr Bradshaw reported as follows:

Lilly Bale, the new Laverton Marketing & Development Officer, gave her first report and presentation on the 28th April, which was, in his opinion, very impressive and encouraging. The Laverton had twelve private community bookings in February, twenty in March and fourteen in April, and to date we have twenty potential bookings for May. He considered that The Laverton is moving in the right direction, and he has every confidence in a bright future for The Laverton.

T.3098 CCTV WORKING GROUP. Cllr Mrs S Ezra reported as follows:

The project to update our cameras and install two extra has been a long and sometimes very frustrating due to various problems with BT, Planning and the replacement of a lighting column.

The end of March came and at last all the cameras are working and previous water problems solved.

Warminster Town Council, Westbury Town Council and West Wilts Trading Estate signed the new Partnership Memorandum of Understanding and all is working well.

The Group will now pursue other sites for new cameras, and is waiting for costs for a new camera/BT connection at Leigh Park Local Centre. The next CCTV meeting is called for Wednesday, 7th May at 2.30pm.

T.3099

REPORT BY THE TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER. The year started with the first main elections for six years which saw Westbury's Wards increase from two to three and the councillors reduce from 16 to 15.

Also a major change this year was the awarding of the Road repairs, Street Lighting and Gardening works to Balfour Beatty Living Places. Almost a year into the contract and we are still receiving numerous calls from local residents complaining about grass, rubbish, street lights etc.

In the office day to day enquiries/tasks seem to be on the increase but we are still progressing with updating various documents, Asset Register, and Risk Assessment. Wiltshire Council seem to be in consultation mode which occupies both staff and councillors time.

Members of the public will be aware of our main committees, HP & D, GP and Finance but will not be aware of the number of working groups we have which include, Town Improvement Group, Street Furniture, Events, Play Areas, Tourism, Emergency Planning, Delegation of Services, Website, CCTV and several Task and Finish groups including the Great War. I must say this year each group has been very proactive which results in an increased workload for our staff. I must thank Barbara, Amanda and Julie for the support they give me and the councillors throughout the year.

With regards the finances you have all received a copy of the Interim March Monthly Statement. Our end of year close down is due on May 16th where Ear Marked Reserves will be transferred in and out but there will be little difference with the majority of the figures. As normal I will spend a little time expanding on a few points.

Working through the Monthly Cost Summary:

Administration Currently we are £24000 below budget and a few areas of note are savings of almost £12000 in salary cost, £1500 provision for a Newsletter and Legal Fees £2500. We are over on postage because we purchased a large amount before the price increase.

Interest rates are very low at the moment and we doubled our forecast to £2000 but I only managed to achieve £1752 compared with £2605 last year.

Civic and Social activities will result in a saving of £673.

CCTV Managed a £11500 savings against budget due to a £5000 grant from Area Board as contribution towards our new installation and over £5000 from WWTE due to renegotiations.

Grants & Donations - During the year we have paid out over £13400 in small grants to around 50 local organisations and local schools.

CAB, Heritage Centre and Crosspoint between them also received £16000 Street Furniture a saving of £800 this being on Bus Shelter maintenance, the shelter has been vandalised four times, I repaired it twice and BBLP once, it is

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currently in need of repair. 5 new seats have been installed at the following locations, White Horse viewing area Bratton Road, outside The Cemetery, bottom of Newtown, Top of Edward Street and top of Eden Vale, all funded from Capital Projects.

Four years ago we programmed to replace all the aging seats in the town, this project should be completed within the next two years.

Floral Displays had a saving of £5500. This is mainly due to the sponsorship on roundabouts, we have 22 plots available of which 17 are occupied, we forecast income of £3000 but actually raised £6200. Currently the roundabouts are being prepared for the summer planting.

Christmas Another successful year with the Main events day and Lights Switch on all coming in under budget. Going forward we will need to be looking at replacing some of our older light displays.

Town Improvement Group This group has a very small budget but is working on the towns major issues. It is involved in the Benchmarking exercise with regards town centres, they have attended numerous meetings and seminars in relation to Neighbourhood Plans. They are also working with the Tourism group on producing new Town Maps.

Play Areas Very active year with the addition of new play equipment in several of our play areas around the town. Majority of which was funded from S106 monies.

Shows and Fairs Although no street event last year Amanda and Barbara are working hard on the actions from the Events Working Group to ensure everything is ready for this year's event.

Website Continually being updated by a member of staff but time restraints are currently preventing the site from being populated with as much information as they would like. However we are looking at ways of overcoming this issue.

Tourism This group has held meetings with Visit Wiltshire to explore ways of increasing Westbury presence in their published literature and Website. The Blue Plaque trail is progressing slowly mainly due to difficulties in getting responses from owners of the chosen buildings. Also they are working with TIG in connection with the Town Maps. They are also looking to replace all the existing out of date Finger Posts around the town.

Delegation of Services Although no cost centre at present in the coming months Delegation of Services (Community Asset Transfer) will become a more active group with the discussions on Allotments progressing and the imminent Car Parking consultation.

The Laverton we budgeted £62595 this year showing a grant from WTC of £30595. I am anticipating this to be around £27000 when the accounts are finalised. Taking account of unexpected recruitment costs and extra input from John Parker we could have been nearer to £25000. Overall this has been a very good year for the Laverton with usage increasing however a large portion has been free usage. Such a small grant would be the envy of some of the other Wiltshire towns.

This year's major project has been the installation of the new boiler which should provide savings in the coming years due to our zonal system of heating. Currently we are working on the next stages of development firstly with the Disabled Car Parking space to the front of the building and then going through feasibility studies to improve storage facilities at the rear of the offices,

looking at the possibility of creating office/ emergency planning area to the side of the building in Snappersnipes and finally replacing the old tin shed at the top of the rear ramp with a container or purpose built store room. The majority of these works will be covered by grants. Community First and BLF Reaching Communities Fund.

The completion of these works would be a great asset as storage is a major issue at the Laverton and the area near Snappersnipes is becoming dangerous due to the state of the brick walls.

Following completion of these tasks the only remaining project would be the painting of the outside of the building.

The big talking point this year has been the Precept and the gradual loss of our support grant from Wiltshire Council. A decision was made to clear the whole amount saving the council several years of hardship. Therefore going forward the council will be in a far healthier position should they be capped in the years ahead. Warning the residents of a 13p per week increase rather than saying the precept will increase by over 11% passed by with only a few lines in the local paper.

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.

Just to summarise four years ago our General Reserve was around £30000, far lower than the recommended reserve. We have continued to increase the General reserve at a rate of £20000 per annum and last year were at over £90000. I am anticipating similar figures this year and have already invested £100000 for one year. This will give us around £25000 in excess of the recommended reserve.

To calculate the reserve it is equal to 3 months net revenue expenditure. Recently we have allocated £40000 each year to the Capital Projects fund and for the last few years we have prepared a five year rolling programme of Capital Projects in an effort to improve our planning of future needs. Nothing is cast in stone but we have recently allocated monies to Street Furniture, Play Equipment, CCTV and Laverton improvements. When the accounts are finalised I hope to come back to council to suggest our General Reserve has a surplus and we may want to consider moving it to Capital Project Fund giving members the opportunity to further invest in the Town.

We currently have £300000 on deposit and our bank balance is £115000.

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

T.3100 **EAR MARKED RESERVES.** The following budget transfers to ear marked reserves were approved:

Administration	£5000	New reserve to cover handover from Assist Town Clerk to new member of staff
	£500	New reserve to cover recruitment costs
Grants	£1500	School Grants EMR 369
	£2000	Drop kerbs EMR 345
Street Furniture	£500	New reserve Bus Shelter Maintenance

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Floral Displays	£2000	New reserve Roundabouts Maintenance
Christmas	£1500	New reserve Christmas Lights replacement
TIG	£400	TIG EMR 365
Shows & Fairs	£7,643	Westbury Summer Celebration EMR 360
The Laverton	£423	New reserve Staff Training
	£428	New reserve Advertising publicity
	£2374	EMR 336 Laverton Hall Imps/Repairs

T.3101 **DIRECT DEBITS.** The continuing use of the following variable direct debits was 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)
- Action for Market Towns (Annual subscriptions)
- TV Licence (Laverton Hall)

T.3102 **PAYMENT OF ACCOUNTS. 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:

3 rd March 2014	-	£17,500.82
7 th April 2014	-	£32,844.75
6 th May 2014	-	£24,663.22

Signed on behalf of the meeting
this seventh day of July 2014

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Chairman