

**WESTBURY TOWN COUNCIL**

**AT THE MEETING OF THE POLICY & RESOURCES COMMITTEE HELD AT  
THE LAVERTON, BRATTON ROAD, WESTBURY ON MONDAY 11<sup>th</sup> AUGUST  
2014 AT 7.00 PM.**

**PRESENT:** Cllrs M Sutton (Chair), S Andrews, D Bradshaw, D Jenkins,  
G King, Mrs C Mitchell, Ian Taylor, Mr K Harvey, Town Clerk, &  
Mrs J Dyer.

**Also in attendance:** Cllr R Hawker (arrived 7.55pm), F Morland &  
D Tout

**R.1325 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**  
Cllr S Miles Personal  
Cllr D Windess Business

**R.1326 DISPENSATIONS.** None

**R.1327 DECLARATIONS OF INTEREST (if any) AND REASONS.** None

**R.1328 MINUTES.** The Minutes of the Committee Meeting held on the 2<sup>nd</sup> June  
2014. Were confirmed and signed by the Chair.

**R.1329 MATTERS ARISING FROM THESE MINUTES.** None.

**Members Matters Arising.** None.

**R.1330 PRESENTATION BY ADRIENNE WESTBROOK OF myENVOLVE:**  
It was agreed that Westbury Town Council sign up to myEnvolve.

**R.1331 TO APPOINT A VICE CHAIR.** Cllr I Taylor was appointed.

**It was agreed to bring the next item forward on the agenda.**

**R.1332 TASK & FINISH GROUPS REPORTS/RECOMMENDATIONS:**

- a Charter Fairs & Markets Not met.
- b Great War Commemoration Cllr Jenkins reported that after many  
months planning, both the event of August 2<sup>nd</sup> and the talk on August  
8<sup>th</sup> were a great success and both were well supported within the  
community.

The new plaque was installed on the refurbished War Memorial prior  
to the special service by The Royal British Legion on August 4<sup>th</sup>.  
However we have since been informed of a discrepancy which the  
group will meet to resolve.

- R.1334 NOTICE OF MOTION RECEIVED FROM Cllr I CUNNINGHAM ON 25<sup>th</sup> JUNE – GREAT WESTERN RAIL FRANCHISE.**  
Agreed. The Town Clerk will write to The Minister of Transport advising them of the Town Council's disappointment at not being included in consultations.
- R.1335 RECOMMENDATION RECEIVED FROM Cllr I CUNNINGHAM ON 2<sup>nd</sup> JUNE – REVIEW OF STANDING ORDERS ITEM 41.**  
Agreed that Standing Orders will be reviewed.
- R.1336 RECOMMENDATION RECEIVED FROM FINANCE COMMITTEE ON 9<sup>TH</sup> JUNE - AUDIT REPORT 2013-14 (final update).**  
Agreed that the auctioned plan from the Audit Report be placed on the website.
- R.1337 RECOMMENDATION RECEIVED FROM Cllr G KING ON 20<sup>th</sup> JUNE- TO CONSIDER THE TOWN COUNCILS RESPONSE TO WILTSHIRE COUNCILS KERBSIDE GARDEN WASTE CONSULTATION (Cllr KING TO REPORT).**  
Agreed that the Town Clerk will write to Wiltshire Council to confirm Westbury Town Council supports proposal 1 being a 3 month suspension of the garden waste service with no collections in December, January & February.
- R.1338 RECOMMENDATION RECEIVED FROM Cllr M SUTTON 21<sup>st</sup> JUNE - WRITTEN REPORTS FROM WORKING AND TASK & FINISH GROUPS.**  
Agreed that Working Groups and Task & Finish Groups would submit written reports to be circulated with agenda for consideration. Nil returns will not be accepted and Chairs of groups which have not met should respond by stating "Group not met".
- R.1339 RECOMMENDATION RECEIVED FROM Cllr M SUTTON 27<sup>th</sup> JULY – REVIEW AND MONITORING OF GRANTS.**  
It was recommended to review the process for monitoring grants.
- R.1340 RECOMMENDATION RECEIVED FROM Cllr M SUTTON 27<sup>th</sup> JULY – CO-OPTION OF COUNCILLORS.**  
Withdrawn.
- R.1341 RECOMMENDATION RECEIVED FROM Cllr M SUTTON 27<sup>th</sup> JULY – FORMAL PLANNING AHEAD FOR TOWN COUNCIL.**  
It was agreed that the Town Clerk will email all councillors asking for volunteers for a new Task & Finish Group to be called "Future Policy Task & Finish Group".
- R.1342 RECOMMENDATION RECEIVED FROM TOWN CLERK ON 31<sup>st</sup> JULY: TO OUTSOURCE HUMAN RESOURCES AND HEALTH & SAFETY FUNCTIONS.**

To recommended to full Town Council that, from October 1<sup>st</sup> 2014, the function of HR and H&S be outsourced to Ellis Whittam.

- R.1343 RECOMMENDATION RECEIVED FROM TOWN CLERK ON 31<sup>st</sup> JULY: TO INCREASE THE AMOUNT TRANSFERED INTO THE CLERKS IMPREST ACCOUNT TO £11,000 PER MONTH.**  
Agreed.
- R.1344 RECOMMENDATION RECEIVED FROM TOWN CLERK ON 31<sup>st</sup> JULY: TO REVIEW THE FREEDON OF INFORMATION POLICY.**  
To recommend to the Town Council the Freedom of Information Policy be adopted following the removal of the Information & Security, Records Management and Data Protection policies and that any information request copies will be provided free of charge.
- R.1345 RECOMMENDATION RECEIVED FROM TOWN CLERK ON 31<sup>st</sup> JULY: TO REVIEW EQUALITIES AND INCLUSION POLICY.**  
To recommend that the Town Council adopt the Equality & Inclusion Policy.
- R.1346 RECOMMENDATION RECEIVED FROM TOWN CLERK ON 31<sup>st</sup> JULY: TO REVIEW STAFF RECRUITMENT AND RETENTION POLICY.**  
To recommend that the Town Council adopt the Staff Recruitment & Retention Policy.
- R.1347 RECOMMENDATION RECEIVED FROM TOWN CLERK ON 31<sup>st</sup> JULY: TO REVIEW ITEM 3.2 OF THE COMPLAINTS PROCEDURE POLICY.**  
This was deferred to the next meeting.
- R.1348 RECOMMENDATION RECEIVED FROM TOWN CLERK ON 31<sup>st</sup> JULY: FLY A FLAG FOR THE COMMOMWEALTH.**  
Agreed but the Town Clerk will to check flag size option prior to ordering.
- R.1349 RECOMMENDATION RECEIVED FROM Cllr D BRADSHAW ON 5<sup>th</sup> AUG: PLANT A TREE AT JUBLIEE WOODS.** Recommended that Westbury Town Council donates £30 for 10 trees.
- R.1350 CHAIRMAN'S MATTERS FOR REPORT.**  
Written reports from Wiltshire Councillors – if any councillors want this matter to be taken forward, they need to submit a recommendation.
- R.1351 BUDGET BIDS.**  
£2,573 for outsourcing HR and H&S functions to Ellis Whittam.
- R.1352 CLERK'S CORRESPONDENCE/MATTERS.**  
None.
- R.1353 WORKING GROUP'S REPORTS/RECOMMENDATIONS:**

a Events Working Group.  
The group met on July 31<sup>st</sup> for a de-brief after the Summer Event & Evening Concert however, as two members were unable to attend for personal reasons, no new decisions were made. We understand from both Wiltshire Council Licensing Department and the Police that they were happy with the way the event had been planned and controlled throughout the whole event. Next meeting is planned for August 28<sup>th</sup>.

b Website Working Group. Not met.

c Westbury Tourism Working Group. Not met.

d Delegation of Services Working Group. Not met

**R.1354**

**ACCOUNTS:**

**List of Payments**

Agreed.

**8.50pm**