

WESTBURY TOWN COUNCIL

**AT THE MEETING OF THE POLICY & RESOURCES COMMITTEE HELD AT
THE LAVERTON, BRATTON ROAD, WESTBURY ON MONDAY 6th OCTOBER
2014 AT 7.00 PM.**

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

Also in attendance: Cllr D Tout

R.1355 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.
Cllr S Miles Business
Cllr I Taylor Personal

R.1356 DISPENSATIONS. None

R.1357 DECLARATIONS OF INTEREST (if any) AND REASONS.
Cllr D Jenkins & Town Clerk – relatives residing at Westbury Court Care Home.

R.1358 MINUTES. The Minutes of the Committee Meeting held on the 11th Aug 2014 were confirmed and signed by the Chair.

R.1359 MATTERS ARISING FROM THESE MINUTES. None.

Members Matters Arising. None.

R.1360 WILTSHIRE COUNCILLORS REPORTS: No questions.

R.1361 NOTICE of MOTION received from the Events Working Group on 28th August 2014.

New Christmas Lights in the Market Place. The Events Working Group requests that the Town Council approves the purchase of 8 new Stars & Crosses Column Motif lights, £280 each, at a total cost of £2240 + VAT, and for this expenditure to be met from the Rolling Capital Fund.

Agreed.

R.1362 NOTICE of MOTION received from Cllr M Sutton on 17th September 2014.

Electronic Agenda, reports and other documentation. That Standing Orders be amended to give councillors the option of an electronic agenda if they so wish and a recommendation for acceptance be put to the next full Town Council meeting.

Agreed to recommend to Town Council a trial period until the end of April 2015, in line with the new Town Council. If agreed at Town Council, the

Town Clerk will be asked to devise a form for councillors to confirm their preferences.

R.1363 NOTICE of MOTION received from Cllr M Sutton on 17th September 2014.

Town Crier. That this committee considers whether the Town Crier should be replaced and, if so, whether the costs could be reduced by sharing with other councils.

It is further proposed that any recommendations be put to the next full Town Council meeting.

Agreed to recommend to Town Council to appoint a new Town Crier for the town of Westbury.

R.1364 NOTICE of MOTION received from Cllr M Sutton on 17th September 2014.

Community Grants. In line with the current Grants Policy, this committee needs to identify those organisations that they would like to visit, but at least a minimum of three, and select councillors who apply to make those visits.

Those councillors to give a brief report at the December meeting of the P & R committee.

Agreed to ask all councillors who have links to community groups that have been awarded grants during 2013-2014 financial year, to submit a brief written report to the next P&R meeting, on how the grant money was spent.

R.1365 NOTICE of MOTION received from Cllr M Sutton on 18th September 2014.

Standing Order Item 29c. That the wording of Standing Order item 29c be amended to better reflect the original intent and that amendment submitted to the next full Town Council meeting for acceptance.

“Standing Order 29a only refers to decisions made by Town Council and does not apply to Working Groups, Task and Finish Groups or Committees which can revisit any decision prior to submission to Town Council”

Agreed to recommend to Town Council that the wording of Standing Orders item 29c be changed.

R.1366 NOTICE of MOTION received from Cllr M Sutton on 18th September 2014.

Addition of item 33g to Standing Orders. That this committee recommend to Town Council at the January 2015 meeting the adoption of the motion as detailed below.

That an extra clause, 33g, be added to Standing Orders stating “When Town Council or a committee wishes to set up a new Working Group or Task and Finish Group The Town Clerk to notify all members of Council prior to that meeting requesting any applications to sit on that group and at that meeting those applications to be considered.

If there are more applications than there are places decisions should be made on the suitability of the applicants based on availability and suitability.”

Agreed to recommend to Town Council to remove the word “suitability” from Standing Orders item 33g.

R.1367 NOTICE of MOTION received from Cllr G King on 28th September 2014.

Notice of Motion – Revision of Standing Order 38. The Policy & Resources is asked to consider the following revision to Standing Order 38:

Current Wording & Structure

No Committee / Working Group shall appoint a member of such a committee to negotiate with an Authority if that member is currently a member of that Authority. The minimum membership of each working group shall be 4 with a maximum of 7 members which includes two ex-officio members.

Revised Wording & Structure

- a. No Committee / Working Group shall appoint a member of such a committee to negotiate with an Authority if that member is currently an executive member of that Authority.
- b. The minimum membership of each working group shall be 4 with a maximum of 7 members which includes two ex-officio members.

Recommendation: The Policy & Resources Committee approves the revised wording and structure of Standing Order 38 and resolves to recommend the adoption of this change to the Town Council meeting on 3rd November 2014.

Item a rejected. Item b remains unchanged in current Standing Orders.

R.1368 RECOMMENDATION received from Cllr D Tout on 1st September 2014

Merge/name change of two working Groups. The following motion by Cllr D Tout was referred to this committee by Town Council on 1st September 2014 (T.3161 motion 2) for consideration and recommendation.

“It is proposed to merge the Street Furniture & Delegation of Services Working Groups and call the new combined working group the Assets & Resources Working Group. This combined working group to report to the Policy & Resources Committee.”

Withdrawn. A revised motion will be put to the next Town Council meeting.

R.1369 RECOMMENDATION received from Town Clerk on 25th September 2014.

Amendment to NALC 2013 model Standing Orders (England). To discuss the amendments to the openness of Local Government Bodies Regulations 2014, (see attached).

Extract from legal briefing L02-14 (full copy attached):

On 6th August 2014, the 1960 act was amended by the Openness of Local Government Bodies Regulations 2014 (“the 2014 Regulations”). The amended 1960 Act provides that a person may not orally report to comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) film, photograph or make an audio recording of the meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

Recommendation: To further consider updating Standing Orders to incorporate the new provisions in the Public Bodies (Admissions to Meetings) Act 1960.

Agreed.

R.1370 RECOMMENDATION received from Town Clerk on 25th September 2014.

Grants Policy. To review the current Grants Policy and recommend any changes to the next full Town Council meeting.

Reviewed and no changes recommended.

R.1371 FOUR SEASONS HEALTH CARE – letter in response to Care Quality Commission Report, dated 23rd September 2014.

Westbury Court Care Home. To discuss the response received from Four Seasons Health Care in relation to the recent inspection and report by the Care Quality Commission, and recommend any response from the Town Council.

Agreed that the Town Clerk would write a response on behalf of the Town Council.

R.1372 GRANT REQUEST received from Westbury Infant School on 6.2.14.
The school has requested the sum of £500 to be used to buy Jigsaw Puzzles, Board Games and Construction sets.

Agreed.

R.1373 GRANT REQUEST received from Bitham Brooke Primary School on 6.9.14.

The school has requested the sum of £500 to be used to improve the all weather footpaths and buy seeds for the Global Garden.

Agreed.

R.1374 CHAIRMAN'S MATTERS FOR REPORT. None

R.1375 BUDGET BIDS

Received from Great War Commemoration Group, 28th September 2014.

To agree, in principle, to make a sum of £2,500 available to the Great War Commemoration Group in order that the group may continue to commemorate specific events of the Great War over the remainder of the 4 year period.

Agreed to recommend to Town Council.

Received from The Events Working Group on 29th September 2014.

To increase the current budgets for both Christmas in Westbury and Maintenance of Equipment (lights) by 10%. Christmas in Westbury budget is currently £11,500 and would increase by £1,150 to £12,650. The Maintenance of Equipment budget is currently £13,000 and would increase by £1,300 to £14,300.

Agreed to recommend to Town Council.

R.1376 CLERK'S CORRESPONDENCE/MATTERS. None.

R.1377 WORKING GROUP'S REPORTS/RECOMMENDATIONS:

a. Events Working Group

At our last meeting, held on Thursday 25th Sept, it was reported that the street event and light switch on were on track. A market has been booked along with Santa, Miniature Railway and our usual stalls and fairground rides during the day. Also during the day, there will be two Historical Walks around town.

During the Light switch on we will once again serve tea, coffee, mince pies and mulled wine and there will be sweets and wrist bands (which will flash Christmas colours) for the children.

The Mayor and the Town Clerk will be choosing a Christmas Tree from Longleat shortly.

Sabina plans to visit the schools to promote our Christmas Card and Model Making Competition. There will be a card making session on the 28th October at the library.

Both the Children's Party at Leighton Recreation Ground and the Pool Party for the older children have also been booked.

The Christmas Booklet will be going to press this week and there will be a note on the front cover stating that the Town is open for business even during the road works.

- b. **Website Working Group** – group not met
- c. **Westbury Tourism Working Group** – group not met

d. Delegation of Services Working Group

The Town Clerk reported verbally that Wiltshire Council were currently allocating plots in the allotments at The Grove in Queens Road. Following this process, both Westbury Town Council and Wiltshire Council will discuss legal arrangements.

R.1378

TASK & FINISH GROUPS REPORTS/RECOMMENDATIONS:

- a. **Charter Fairs & Markets** – group not met

b. Great War Commemoration

The group met recently to begin discussing and planning future events.

It was agreed that we would put together a programme of events, working alongside community & voluntary groups within the town, to cover the remainder of the 4 year commemorative period. It was further agreed that the Town Council would bid for Heritage Lottery Funding collectively for the whole project. It was felt that, given Warminster Town Council's recent success at securing £36,000 of Heritage Lottery Funding, we would stand a good chance of a successful bid if we worked together as a community. Cllr S Andrews will be asked to take a lead role in any future bids and the Town Clerk would be asked to contact Heather at Warminster to see if she would let us have further information about their bid.

Projects currently under consideration are:

- A map of Westbury in 1914, with an overlay of 2014, to see how the town has changed. It would also show where those who served and enlisted from the town had lived. This project would explore and conserve the heritage of the Town. This would be a Family History Group project.
- Poetry & reading evenings – Church Street Book Club.
- Pull-up boards of Westbury at War.
- Westbury Women at War – role of women during the war. A project by the Heritage Centre.
- How local industry contributed to the war effort.

- Art Exhibition.
- Further talks. Andrew Field has agreed to do further talks provided subjects can be agreed. Prisoners' of war was suggested. Andrew will also be asked if he would be able to give any talks in local schools.
- Commemorative tin containing WW1 goodies – this could be a business sponsored project.
- Letters to the Unknown Soldier.
- The War on Salisbury Plain.
- Involvement with local schools. This would have to be planned in advance and fit with the national curriculum; however it may be possible to come up with an “Edutainment” project that would just take an assembly.
- To mark the end of the war – 11.11.18 – with a full reading of all names on the war memorial and by laying either a single poppy or sprig of rosemary in memory of each person who died. It is hoped that each name could be read by an individual child or relative of the deceased.

The group will be meeting again shortly to decide which projects we will take forward and to begin collecting information for our Heritage Lottery Funding bid.

c. Future Policy

By the time of the October meeting of the Policy and Resources Committee the Task and Finish Group will have met 3 times and has set up a programme of meeting every 2 weeks where possible. It was also decided that it should complete and report back to Town Council by the meeting in January 2015.

The group decided that in view of the reduction in services in particular those provided by Wiltshire Council and the probability of there being further reductions in the future that Westbury Town Council should actively investigate the possibility of taking on more responsibility where it is financially viable.

Having made that decision the group are looking at all the areas which could be devolved and where services are identified as having potential the Delegation of Services Working Group will be asked to take these forward if approved by the P & R Committee.

Other subjects such as the provision of a Town Warden are being considered and it is intended that the P & R committee will recommend a course of action to Town Council.

R.1379 **ACCOUNTS:**
List of Payments - Agreed

8.15pm