

WESTBURY TOWN COUNCIL

**AT THE MEETING OF THE POLICY & RESOURCES COMMITTEE HELD AT
THE LAVERTON, BRATTON ROAD, WESTBURY ON
MONDAY 1st DECEMBER 2014 AT 7.00 PM.**

PRESENT: Cllrs M Sutton (Chair), D Bradshaw, D Jenkins, G King, S Miles,
I Taylor, D Windess, Mr K Harvey, Town Clerk, & Mrs J Dyer.

Also in attendance: Cllrs Mrs S Ezra & D Tout

PUBLIC FORUM

Cllr Mrs S Ezra Information regarding forthcoming press release in relation to the sale of the freehold of the White Horse Health Centre.

Cllr D Tout Christmas Street Fayre – congratulations to all involved.
Closure of A350/Public Transport – Problems with busses during road works and lack of information regarding re-routing of bus services and temporary bus stops.

R.1380 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.

Cllr S Andrews – Personal
Cllr Mrs C Mitchell – Personal

R.1381 DISPENSATIONS. None.

R.1382 DECLARATIONS OF INTEREST (if any) AND REASONS.

Grant Applications 2014/15

Cllr M Sutton - Westbury Mid Week Skittles
Cllr S Miles - Westbury & District Twinning, Westbury Music & Arts Festival
Cllr D Windess - Alzheimer's Support,
Cllr D Jenkins - Westbury Rugby Club, Westbury & District Twinning, Alzheimer's Support
Cllr G King - Westbury & District Twinning, Westbury & District Link Scheme
Town Clerk – Westbury United Football Club

R.1383 MINUTES. Minutes of the Committee Meeting held on the 6th October 2014 were agreed and signed by the Chairman.

R.1384 MATTERS ARISING (if any) FROM THESE MINUTES. None.

R.1385 WILTSHIRE COUNCILLORS' REPORTS. No questions.

R.1386 NOTICE of MOTION received from Cllr I Cunningham on 18th November 2014.

To recommend amending Standing Order item 41 to read: "Members of Committees and Working Groups shall vote by a show of hands or other public indication" and recommend adoption to Town Council.

AGREED

It was agreed to move item 15 of the agenda to this point of the meeting

R.1387 REPORT received from Cllr D Tout on 24th November 2014

Cllr Tout gave a verbal report on the progress of the joint “Dog Warden” working group with Warminster Town Council.

Cllr Tout reports that this position could not be called a “dog warden” as it would not hold the same enforcement powers as a dog warden and is therefore more appropriately being referred to as a Parish Warden. It is expected that Wiltshire Council would continue to deal with the enforcement side of dog and litter fouling along with education in schools particularly in relation to dog on dog and dog on person attacks, and stray dogs.

Wiltshire Council have also said that there would not be any funding for a parish warden but they may be prepared to help with guidance and training.

Warminster Town Council is in support of a Parish Warden for their town however Cllr Tout feels Westbury Town Council lacks the commitment to show their support however the Chair responded by saying that there would be further discussions on this during the next item on the agenda.

R.1388 NOTICE of MOTION received from Cllr M Sutton on 19th November 2014.

Purpose:

To make the following recommendation from the P & R Committee to the Finance Committee.

Background:

There was concern that the services Westbury received from Wiltshire Council were being increasingly reduced due to budget restraints and a growing feeling that Wiltshire Council may wish to reduce or remove many in the future as they look to make even more savings. Rather than Westbury see these services wither or be removed completely the Task and Finish group was formed to see what could or should be sent to Delegation of Services for resolution.

The group was also asked to look at what other activities the council may wish to support and provide and whether available resources matched those requirements

Proposal:

That the P & R committee recommend to the Finance Committee, the adoption of the motion as detailed below.

Motion:

i) That Delegation of Services enter into discussions with Wiltshire Council the feasibility of Town Council taking responsibility for

- Car Parks (A)
- Westbury Leigh Car Park (A)
- Public Conveniences (A)
- Parks and Play Areas (B)
- Flower Borders (B)
- Bus Shelters (B)
- Dog Warden (C)
- Street Cleaning (B)

* A,B, and C represent priority listing where A is the highest and C the lowest.

ii) That reporting limits be set by Council

Item i) - AGREED with the removal of Westbury Leigh Car Park & Dog Warden

Item ii) - REJECTED

R.1389 NOTICE of MOTION received from Cllr M Sutton on 19th November 2014.

Purpose:

To consider and recommend to Town Council producing an Annual Report and a Newsletter at a (frequency to be decided).

Background:

The Town Council undertake many tasks and provide many events for the town but not everyone seems to be aware of what the council do on their behalf and where all the money is spent.

It was felt that the profile of the town and council could be increased if a newsletter was issued at a frequency to be agreed and there needs to be a discussion as to what form that newsletter should take.

There should be an Annual Report highlighting and listing all that had been achieved during the year and would also be another means of open and transparent governance. This report is not to be confused with the report given by the Town Clerk at the year end.

The Task and Finish Group were supportive in principle of the Annual Report and Newsletter but referred it to the P & R committee for consideration.

Proposal:

That the P & R committee consider an Annual Report and Newsletter and recommend to Town Council the provision of such if they are supportive.

AGREED

R.1390 NOTICE of MOTION received from Cllr M Sutton on 19th November 2014.

Purpose:

To recommend to Town Council that they continue with the Sports Road show in 2015.

Background:

The Sports Road show that took place this summer was deemed to be a very successful event that was popular and involved a good number of people. It is felt that this is the type of event Council should be encouraging and supporting.

Proposal:

That the P & R committee recommends to the Finance Committee that this event be supported and encouraged in 2015.

AGREED

- R.1391 RECOMMENDATION received from Cllr S Miles on 21st November 2014.**
The Charter Fairs & Markets Task and Finish Group have concluded this is not possible to confirm that the charter is still in force and recommend that having completed its work the group should be wound up.

We further recommend that a Market not under Charter Law be established and referred to the Town Improvement Working Group for further investigation.

AGREED

- R.1392 NOTICE of MOTION received from Cllr M Sutton on 21st November 2014.**

Purpose:

To discuss and make a decision as to whether the Town Council should purchase a set of mayoral robes.

Background:

Westbury Town council is one of the few councils that have no mayoral robes and at many functions the mayor is disadvantaged and Westbury shown as the poor relation amongst many which is disadvantageous considering it is one of the larger and more important town councils in the county. It should be considered as to whether the prestige and standing of the town and its mayor could be enhanced by the provision of such regalia.

If recommended, a detailed costing will be provided to Town Council.

Proposal:

That the P & R committee recommend to the Finance Committee that robes be purchased.

AGREED

For the motion = 4 Against the motion = 2

- R.1393 NOTICE of MOTION received from Cllr M Sutton on 21st November 2014**

Purpose:

To discuss whether Town Council should appoint a Town Warden to manage the well-being of the town especially if more responsibility is taken and if so to commission a feasibility study.

Background:

Town council is in the process of undertaking discussions with other bodies in order to see whether it would be feasible to take on certain services and tasks for the benefit of residents. Should there be an increase then there may be a need for a town warden to oversee and monitor and take action when and where necessary depending on authority and job description.

Before any meaningful investigation takes place it is necessary for P & R to recommend further investigation.

Proposal:

That the P & R committee instigates a feasibility study so that Town Council can be fully appraised of the implications and cost of such a post.

AGREED

R.1394 RECOMMENDATION received from Cllr M Sutton on 25th November 2014

Proposal:

To recommend the recruitment of an Events Coordinator.

Background:

It was agreed there was a need for this role and the current work load would need to be looked at to see if it is too much for the existing staff to undertake within existing duties, especially during the year of the Summer Fayre.

If any additional events are taken on the current situation may not be viable and it would depend on the outcome of the review of workload and duties as to whether there is a need for additional staff.

Conclusion:

To recommend the appointment of an Events Coordinator who would initially work 10 hours per week.

AGREED

R.1395 GRANT FUNDING 2013-14

The following reports were accepted:

- Elblag Twinning Association – received from Cllr M Sutton
- Westbury & District Twinning – received from Cllr M Sutton
- Westbury Amateur Swimming Association – received from Cllr D Bradshaw
- Westbury Music & Arts Festival – received from Cllr I Cunningham

R.1396 GRANT FUNDING 2014-15

The list of applications received were reviewed and it was recommended to increase the amount awarded to Splitz Support Services prior to referring all applicants to the Finance committee on 9th December 2014 for further consideration.

R.1397 CHAIRMAN'S MATTERS FOR REPORT

Cllr Sutton reminded all councillors that deadlines in relation to agenda items must be adhered to.

R.1398 BUDGET BIDS

Budget bid received from the Tourism Working Group on 25th November 2014.

The amount of £2,750 for the Working Group's annual budget which includes £750 for continued membership of Visit Wiltshire.

AGREED

R.1399 CLERK'S CORRESPONDENCE/MATTERS. None.

R.1400 WORKING GROUP'S REPORTS/RECOMMENDATIONS

Events Working Group

As Chairman of the events working group I would first like to thank the Staff and all those Councillors who gave up their time to make the day a success. (Shame the BBC still got the weather wrong and we had a few showers).

I spoke to many of the stallholders and visitors who said that the day was very enjoyable and the town should be proud of its efforts. One gentleman said it was even better than the efforts made by larger towns. The music and dance were really popular during the day.

The events working group will be meeting again in the New Year for our wash-up meeting, from then on we will be working towards getting ready for next year's event and light switch on. If councillors have any suggestions for next year, we would be pleased to receive them. The year passes very quickly.

Once again thank you to everyone.

Website Working Group – Group not met

Westbury Tourism Working Group

The Working Group met on 20th November 2014 to discuss the Westbury Blue Plaques following concerns over the durability of the intended materials to be used in the manufacture of the plaques.

It was intended to use the same specification as employed by the Warminster Civic Trust, but it had been drawn to the Group's attention that the Warminster plaques were deteriorating after only six or seven years.

Having researched the English Heritage website on commemorative plaques, it was decided to proceed with cast aluminium plaques with raised lettering finished in conventional enamels, and to seek quotes on this basis from appropriate manufacturers.

Listed Building Consent applications for nine of the planned ten plaques are currently being prepared. However, permission for the plaque to be placed on All Saints Church gate piers has to be obtained from the Salisbury Diocese, and not through Wiltshire Council.

Delegation of Services Working Group – no return submitted

R.1401 TASK & FINISH GROUPS REPORTS/RECOMMENDATIONS:

Charter Fairs & Markets

The Group to investigate the return of Charter Fairs and Markets to Westbury have reviewed all of the details and reports received from Wiltshire Council's Legal Department and have agreed that it is not feasible to confirm that the charter is still in force, due to the time and high costs involved. As consequence it was decided that it is not possible to return the Charter Fairs and Market to Westbury and therefore having completed its work, the group should be wound up.

The Group have recommended a Market not under Charter Law be established and referred to the Town Improvement Working Group for further investigation.

Great War Commemoration

The Group met recently and updates on some of the projects we are currently considering are below:

Twining – Cllr Bradshaw has contacted Jean Dew to ask if Chateau du Loir commemorated the Great War. Jean did not know if they did anything. Cllr Bradshaw has emailed Chateau du Loir direct but has not yet had a response.

Music & Arts Festival – have not yet met however Cllrs Andrews & Cunningham continue to investigate display boards & lighting.

Family History Group - there are now between 500 – 600 soldiers being investigated after visits to local records office. The group is also looking into the use of Heywood House as a hospital.

German prisoner of war records are now available – Liz Argent speaks German and offered to help translate.

The group needs funding for more hard drive storage and Sally Hendry suggested applying to the Area Board for funding.

Heritage Society – not met.

Press release – to be re-worded & circulated. Cllr Andrews to take photo of war memorial with poppies to be included with press release.

Finance & HLF

£2,500 funding agreed by Town Council for 2015-16.

£395 balance from this year's funding, which can be carried over to 2015-16.

Cllr Andrews has had a discussion with the Lottery Board regarding the proposed Arts Project. It was felt that on its own the art project would not meet the criteria for grant funding. It was agreed to get more school & community involvement along with increased research.

Recruitment Event – 10 & 11 July 2015

Proposed event to take place in a central location (tbc) in the town centre. Details still being investigated.

Future Policy

This group have completed their task and all recommendations are on the agenda for this meeting.

R.1402 ACCOUNTS:
List of Payments accepted

20.27pm