

WESTBURY TOWN COUNCIL

**AT THE MEETING OF THE POLICY & RESOURCES COMMITTEE HELD AT
THE LAVERTON, BRATTON ROAD, WESTBURY ON
MONDAY 2nd FEBRUARY 2015 AT 7.00 PM.**

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

Also in attendance Cllr D Tout

PUBLIC FORUM

None

R.1403 APOLOGIES (if any) AND REASONS FOR ABSENCE.

Cllr D Windess	Business
Cllr I Taylor	Personal
Cllr C Mitchell	Personal
Cllr D Jenkins	Clash of Meetings

R.1404 DISPENSATIONS. None

R.1405 DECLARATIONS OF INTEREST (if any) AND REASONS. None

R.1406 MINUTES. Minutes of the Committee Meeting held on the 1st December 2015 were agreed and signed by the Chair.

R.1407 MATTERS ARISING (if any) FROM THESE MINUTES. None

R.1408 WILTSHIRE COUNCILLORS' REPORTS. No questions.

R.1409 NOTICE of MOTION received from Cllr W D Tout on the 24th October 2014.

Merger of Streetscene & Street Furniture Working Groups.

Purpose

It is proposed that the Streetscene & Street Furniture Working Groups be merged/amalgamated.

Background

Both working groups have their remits, and at times these overlap with workload and membership. Whilst the Street Furniture Group deals with street furniture, over the last few years it has been reporting back to Wiltshire Council about grit bins, seating, road signs and lighting posts – all the responsibility of Wiltshire Council, as Highway Authority and utility companies.

Proposal That the Policy & Resources Committee considers these proposals and makes any recommendations to Town Council.

Signed & dated by Chair.....

AGREED To propose to Town Council the Merger of Streetscene & Street Furniture Working Groups.

R.1410 NOTICE of MOTION received from Cllr W D Tout on the 24th October 2014.

Presentations to Council.

Purpose

When a presentation to the Council at Full Council, Highways, Planning & Development, Finance and Policy & Resources meetings is to be made, that Standing Orders are automatically suspended by the Chair of the meeting without a vote immediately prior to the presentation. This allows for the presentation to be made and questions raised afterwards by councillors, the public and press strictly in that order. Reinstatement of Standing Orders to be made before voting on the subject matter.

Proposal That the Policy & Resources Committee considers these proposals and makes any recommendations to Town Council.

AGREED To recommend to Town Council that any presentations be placed at the start of the agenda, after Public Forum and before Apologies.

R.1411 NOTICE of MOTION received from Cllr M Sutton on the 6th January 2015.

Annual Report and Newsletter

Purpose

To determine the form and style of the Council newsletter and annual report.

Background

At the Town Council meeting on January 5th Council approved in principle the production of an annual report and newsletter but referred it to the P & R committee to decide on the detail.

Proposal That the P & R committee consider how they would wish for this matter to be progressed whether:

- In full committee
- Set up a new Task and Finish Group
- Refer to an existing Working Group
- Any other option

AGREED To set up a new Task & Finish Group to consider the format of an Annual Report and Newsletter. The new group is to decide its own remit and report this back to P&R committee at the April meeting.

Signed & dated by Chair.....

R.1412 NOTICE of MOTION received from Cllr M Sutton on the 14th January 2015.

Delegation of Services Working Group

Purpose

- a). To consider in view of the importance and time considerations of this group whether the membership should be increased so that undue delay is not caused by illness or absence.
- b). To consider whether the P & R committee should specify a remit for this task or allow the group to set its own parameters and produce that remit to P & R.

Background

a) Town Council have asked Delegation of Services working group to investigate and discuss with Wiltshire Council where appropriate the possibility of Town Council taking over some services and it is important that the group is fully quorate at all times especially where or when it has discussions with other bodies.

Note: When the Future Policy Task and Finish Group was set up it initially had 7 members but over time struggled to be quorate at some meetings and successfully concluded its remit because of its large membership.

b) Members of P & R have submitted various suggestions that the working group should consider and the committee should consider how they want these suggestions to be considered.

Proposal That the P & R committee consider these proposals and decide accordingly.

REFUSED This group has enough members at present.

R.1413 RECOMMENDATION received from Town Clerk on the 22nd January 2015

To review the following policies and recommend re-adoption to Town Council on 2nd March 2015

- Car Usage Policy
- Complaints Procedure
- Disability Discrimination Policy
- Equalities Inclusion Policy
- Freedom of Information Policy
- Member & Employee Protocol Policy
- Staff Recruitment and Retention Policy

AGREED Re-adoption of all of the above policies agreed without any changes.

R.1414 RECOMMENDATION received from Town Clerk on the 22nd January 2015

To review the proposed Employee Handbook, provided by Ellis Whittam, and if satisfied, recommend adoption to Town Council in March 2015.

Signed & dated by Chair.....

AGREED Further comments or suggested amendments to be forwarded to the Town Clerk who will re-circulate the draft employee handbook, ready for adoption by Town Council in March 2015.

R.1415 GRANT FUNDING REQUEST Received from Westbury Leigh CE Primary School on January 22nd 2015

The P&R Committee to approve a grant of £500.00 to Westbury Leigh CE Primary School towards their Playtime Buddy Project.

AGREED

R.1416 CHAIRMAN'S MATTERS FOR REPORT

Electronic Agenda A form will be prepared ready for Town Council meeting in March, when councillors will be asked to confirm how they would like to receive agenda in the future.

R.1417 BUDGET BIDS None

R.1418 CLERK'S CORRESPONDENCE/MATTERS. None

R.1419 WORKING GROUP'S REPORTS/RECOMMENDATIONS:

Events Working Group

Our last meeting was held on the 8th January 2015, and reviewed the Event Day and Lights Switch-on in November 2014.

The group discussed the booklet and agreed that next year 10,000 copies will be printed and a new cover designed. The idea of including the useful numbers pages should be continued and the report from the Town Clerk included, unless we are producing a news letter by then.

The two competitions, card and model making, will continue next year and the Library would be happy to promote them again.

The children's party at Leighton Recreation Centre and the Pool Party will continue, but the pool party will be for children up to 12 years of age. For older children (12-16yrs) we are considering holding a Roller Disco at Leighton Recreation Centre.

We also discussed where to locate the market stalls but relocation has yet to be decided.

The group is also looking at replacing the lights in Maristow Street and possible having more lights in the High Street.

We came in slightly under budget.

The next Light Switch-on event will be held on Saturday 28th November

Website Working Group - Group not met

Signed & dated by Chair.....

Westbury Tourism Working Group – Group not met

Delegation of Services Working Group – Group not met

R.1420

TASK & FINISH GROUPS REPORTS/RECOMMENDATIONS:

Great War Commemoration

The plan of activities for this year is developing well and includes events such as :-

WW1 Recruitment Day - to be held on 10th and 11th July which will show, illustrate and allow people to experience what happened when members of the local community decided to enlist in 1914. We are hoping this will be of particular interest to local schools as well as the rest of the community. The location has yet to be confirmed.

Wall of Remembrance – this is currently on display in County Hall and is a display of crosses made by the school children across Wiltshire and shows all of the names of those who fell during the Great War. They are depicted by a small cross on a panel, with each town having its own panel. The plan is to have an exhibition using the wall remembrance later this year in the Laverton.

Heritage Lottery Fund – we are also planning to bid for a lottery grant.

R.1421

ACCOUNTS:

List of Payments None available

19.58

Signed & dated by Chair.....