

WESTBURY TOWN COUNCIL

**AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON,
BRATTON ROAD, WESTBURY ON MONDAY, 2nd MARCH 2015 AT 7.00 PM.**

PRESENT: Cllr Mrs C Mitchell (Chairman)

**Cllrs D Anderson, S Andrews, D Bradshaw, I Cunningham, Mrs S Ezra,
R Hawker, D Jenkins, G King, F Morland (left 10.15 pm), M Sutton,
I Taylor (left 8.45 pm), and W D Tout,
Mr K Harvey, Town Clerk, Mrs B Mantle and Mrs A McCann.**

T.3237 PUBLIC FORM.

Mr B Evans:

- Prayers prior to commencement of meeting.
- Public Forum – time limits and failure to reply to questions raised.
- Mayoral Robes.
- Voting – Councillors, who abstain.
- Increase in Precept, and non essential expenditure.
- Public consultation on increase in Precept for 2015-16.
- Hospital site and adjacent land.
- New extension and outbuildings at The Laverton.
- Resignation of Cllr S Miles.
- Town Council newsletter.
- Town Council accounts 2013-2014.

Dr P Biggs:

- Report on proposed dog warden contained within agenda.
- Warminster Road Car Park.
- Mayoral Robes – life expectancy of robes.
- New extension and outbuildings at The Laverton – grant application and Town Council contribution.
- Voting in Council meetings.
- Housing development opposite Swimming Pool, Church Street.
- Business opportunity - Lafarge quarry.
- Hospital site.

Mr Evans and Dr Biggs were asked to e-mail their questions to the Town Clerk.

T.3238 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

Cllr P Wakeman	-	Personal
Cllr D Windess	-	Business
Cllr I Taylor	-	To leave meeting at 8.45 pm.

T.3239 DISPENSATIONS: Nil.

- T.3240** **DECLARATIONS OF INTEREST:**
Cllr I Cunningham: Agenda item 26 - Non pecuniary - Governor, Westbury Junior School.
Cllr R Hawker: Agenda item 26 - Non pecuniary - Governor, Westbury Junior School.
- T.3241** **MINUTES.** Following amendment, the Minutes of the Town Council Meeting held on the 5th January 2015 were confirmed and signed by the Chairman.
- T. 3242** **MATTERS ARISING FROM THESE MINUTES:** Nil.

Members' matters arising from these Minutes: Nil.
- T.3243** **POLICE REPORT.** Report since the last meeting being the 5th of January 2015. Nothing major to note has occurred since the aforementioned date.

There have been the following reported incidents in Westbury:
- 1 Anti Social Behaviour incident.
 - 4 Burglary incidents.
 - 10 Parking issues.
 - 3 Criminal Damage Incident.
 - 19 Domestic Violence incidents.
 - 4 Assault Incidents.
 - 26 Traffic Incidents.
 - 6 Animal incidents.
 - 8 Disorder incidents.
 - 1 Theft Incident.
 - 3 Cold Calling incidents.
 - 2 Neighbourhood disputes.
- T.3244** **WILTSHIRE COUNCILLORS' REPORTS.**

Wiltshire Cllr R Hawker: Nothing to report.
Wiltshire Cllr D Jenkins: The Westbury Campus will be discussed further at the next Westbury Area Board meeting in April.
Wiltshire Cllr G King: Wiltshire Council approved its budget, which remains frozen for 2015-2016. This has been achieved through cuts in some frontline services. However, the Wiltshire hopper service will remain until November when a review will take place, which will be negotiated with the Royal United Hospital and the Clinical Commissioning Group in Wiltshire.
- T.3245** **MINUTES OF COMMITTEES.** The following Minutes were received and noted:
- | | | |
|--------------------------------------------|---|------------|
| Highways, Planning & Development Committee | - | 05.01.2015 |
| Highways, Planning & Development Committee | - | 19.01.2015 |
| Highways, Planning & Development Committee | - | 16.02.2015 |
| Policy & Resources Committee | - | 02.02.2015 |
| Finance Committee | - | 09.02.2015 |

- T.3246 MATTERS ARISING FROM THESE MINUTES.** Cllr Tout queried the necessity for this item to appear on Town Council agendas.
- T.3247 NOMINATIONS RECEIVED FOR MAYOR FOR THE ENSUING YEAR:** Cllr D Bradshaw was nominated.
- T.3248 NOMINATIONS RECEIVED FOR DEPUTY MAYOR FOR THE ENSUING YEAR:** Cllrs S Andrews and Mrs S Ezra were nominated.
- T.3249 ELECTION OF MR DAVID ANDERSON TO THE WESTBURY NORTH WARD. (Vacancy arising from the resignation of Cllr Stephen Miles due to ill health.)** The Mayor welcomed Cllr David Anderson to Westbury Town Council. Cllr Anderson was appointed to the Highways, Planning & Development Committee, and a list of working groups with vacancies will be forwarded to him for his consideration.
- T.3250 RED BT TELEPHONE BOX, MARKET PLACE.** It was resolved to adopt the Red BT Telephone Box in the Market Place at a cost of £1.00 for an alternative community use. The Market Place was considered to be an ideal place to retain one of these old telephone boxes, and possible uses could include a community book exchange, information point, or even to store a defibrillator. It was agreed to refer this matter, in the first instance, to the Street Furniture Working Group.
- T.3251 DOG WARDEN and DOG FOUL PROPOSALS. Recommendations received from the Joint Dog Warden Working Group (Warminster and Westbury Town Councils) and the Delegation of Services Working Group.** It was agreed to defer Agenda items 14. and 15., and for these matters to be considered in greater detail at a further Town Council meeting to be held before the end of March, when further information and detailed costs will be available.
- T.3252 STREETSCENE & STREET FURNITURE WORKING GROUPS. Recommendation by the Policy & Resources Committee dated 2nd February 2015.** To merge the Streetscene & Street Furniture Working Groups. As the Street Furniture Working Group meets only once or twice a year, it was resolved that the Streetscene Working Group will take on responsibility for street furniture.
- T.3253 PRESENTATIONS TO TOWN COUNCIL & COMMITTEES. Recommendation by the Policy & Resources Committee dated 2nd February 2015.** To place any presentations at the start of agendas, after the Public Forum and before Apologies. Cllrs Morland and Hawker expressed concerns that this may adversely affect the Highways, Planning & Development Committee in relation to pre-application consultations. However, it was considered that by placing presentations before the start of the agenda, this would allow members of the public to express views and ask questions of those making a presentation, leaving members to debate and decide later at the pertinent agenda item.

It was resolved to place any presentations to Town Council or committees after the Public Forum and before Apologies. Cllrs R Hawker and F Morland voted against.

T.3254 EMPLOYEE HANDBOOK AND NEW CONTRACT OF EMPLOYMENT. Recommendation by the Policy & Resources Committee dated 2nd February 2015 and Management Team dated 13th February 2015. To approve the Employee Handbook and new Contract of Employment.

It was resolved to approve the Employee Handbook and new Contract of Employment.

T.3255 TOWN COUNCIL POLICIES. Recommendation by the Policy & Resources Committee dated 2nd February 2015. To re-adopt the following Town Council policies:

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

These policies had not been amended since their initial adoption by the Town Council, and it was resolved to re-adopt them.

T.3256 FINANCIAL REGULATIONS - BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS. Recommendation of the Finance Committee dated 9th February 2015. Following the repeal of Section 150(5) of the Local Government Act 1972 – Implementation (England), the option was given to abandon the two signature rule. As a result the National Association of Local Councils (NALC) agreed that further consideration should be given to what effective systems and arrangements need to be put in place for banking and authorisation of payments for recommendation to Town Councils for further consideration and adoption. Every council that wishes to take advantage of this option must formally put in place effective systems and arrangements compliant with the proper practices before it seeks to abandon the two signature rule. This effectively means adopting new Financial Regulations and internal procedures. To this end NALC had issued Draft Financial Regulations to assist councils that wish to make electronic payments.

The Clerk carried out a detailed review of the Council's current Financial Regulations and the Draft Financial Regulations issued by NALC, and his recommendations were then considered by the Finance Committee on the 9th February 2015, and with proposed amendments, the Draft Financial Regulations were presented to Town Council for adoption.

Under "Annual Estimates (Budget) and Forward Planning", it was agreed to replace the Council's Financial Regulation 3.1 with that proposed by NALC as follows:

3.1 Each Committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.

Under “Banking Arrangements and Cheques” 5.1, it was agreed to remove the last sentence – “The Council shall seek credit references in respect of members or employees, who act as signatories”. Cllr I Cunningham voted against.

It was then resolved to adopt the Financial Regulations as presented and amended.

T.3257 **WARMINSTER ROAD (ZONE B) CAR PARK – Recommendation of the Delegation of Services Working Group dated 23rd February 2015.** That Council grants permission for the WG to register an expression of interest with Wiltshire Council, regarding a potential transfer of this asset at a future date, subject to a fully costed proposal and the formal resolution of the Town Council. This will enable the WG to begin talks with Wiltshire Council and investigate alternative ways in which the Town Council might/or might not own & manage the car park.

In Wiltshire Council’s Report on the Consultation Outcomes on Car Parking, Warminster Road (Zone B) has been identified for ‘Property Asset Review’ as it is considered to be either of non-strategic importance and/or of low viability. The Working Group was concerned about the potential impacts resulting from the loss of Warminster Road (Zone B) car park, particularly on local residents, and sought to investigate alternatives.

It was resolved that the Delegation of Services Working Group be permitted to register an expression of interest with Wiltshire Council, regarding a potential transfer of this asset at a future date, subject to a fully costed proposal and the formal resolution of the Town Council, to enable the Working Group to begin talks with Wiltshire Council and investigate alternative ways in which the Town Council may own and manage the car park.

Cllr W D Tout abstained from the vote, as he had previously been lobbied by three members of the public.

T.3258 **MAYORAL ROBES (T.3224).** The purchase of Mayoral robes in Wool Panama was approved as per the following quote from Michaels Civic Robes:

£

Trimmed Black with Fake Fur	
Options:	Wool Panama 820.00 or Wool Mix 787.00
Tricorn Hat with Gold Mayoral Loops	380.00
Bib Jabot	99.00
Robe Cover	18.00
All prices exclusive of VAT	

In addition, approval was given to the purchase of a bicorn hat, as appropriate for female mayors.

Cllrs F Morland and W D Tout voted against.

- T.3259 APPOINTMENT OF A RECEPTIONIST/ADMIN ASSISTANT.** The appointment of Mrs Sarah Barker to the position of Receptionist/Admin Assistant was approved. It is anticipated that Mrs Barker will commence duties at the beginning of April.
- T.3260 HEALTH & SAFETY POLICY STATEMENT.** The Health & Safety Policy, as prepared by Elliswhittam, was adopted.
- T.3261 ENVIRONMENTAL POLICY STATEMENT.** The Environment Policy, as prepared by Elliswhittam, was adopted.
- T.3262 SCHOOL GRANTS 2014-2015.** The grant application from Westbury C of E Junior School for £500 towards the cost of four video cameras and associated equipment was approved. (Local Government Act 1972 Section 137.)
- T.3263 SMALL GRANTS 2014-2015.** The grant application from Westbury Wheelers for £500 towards the cost of a club gazebo and flags was approved. (Local Government Act 1972 Section 137.)
- T.3264 CLERK’S CORRESPONDENCE/MATTERS:**
- a. Incorrect signage – Footpath 64, Morrisons Supermarket.** The Clerk reported on signage, which stated “This development is not dedicated as a public right of way”. It was resolved to refer this matter to the Highways, Planning & Development Committee, and as the Wiltshire Councillor for that ward, Cllr King asked to be kept informed.
 - b. “Fly a Flag for the Commonwealth” – Monday, 9th March 2015 at 10 am.** Noted.
 - c. Small Grants 2014-2015.** Thank you letters from the following organisations were noted:

Westbury & District Link Scheme	Wiltshire Bobby Van Trust
Arts, Crafts and a Chat Group	1 st Westbury Scout Grup
Victim Support	Imperial Charity
West Wilts Elblag Twinning Assoc	Wiltshire Portage
Wiltshire Music Centre	Welfare of the Elderly (Westbury)
White Horse Day Centre	Assoc
 - d. The Post Office – The Ham Post Office Branch.** The Ham Post Office is due to re-open on 24th March 2015.
- T.3265 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.** Cllr Bradshaw reported that four new organisations have booked the Hall on a weekly or fortnightly basis, and bookings for December, January and February have shown a marked improvement over 2013-2014, both in community and paying bookings.

The grant to the Landfill Communities Fund for the Interpretation Projects (outdoor and indoor display boards) has been successful; the grant application for The 'Laverton Factor' Project has been sent to the Heritage Lottery Fund; and the grant for the Multi-Purpose Room/Storage Facilities is being prepared.

T.3266 THE LAVERTON PROJECT PHASE 6 GRANT APPLICATION.

Following the approval of Planning and Listed Buildings applications for the proposed works on the Multi Purpose Room and Storage Facilities, Carter Jonas has now produced a feasibility report on expected costs as follows:

Multi-Purpose/Emergency Planning Room	72,500
Enclosed Storage to side	5,000
Replace shed at rear	12,000
Contingency	10,500
Total	£100,000
Consultancy Fees	
Structural Engineering	5,800
Technical Drawings & Specification	7,000
Contract Administration	5,750
Building Regs Requirements	1,600
Health & Safety CDM	1,900
Total	£22,050

The Laverton Institute Trust Management Working Group (LITMWG) has recommended that the Town Council gives permission for John Parker, Consultant, to pursue Grant opportunities in connection with these works. Following his investigations the LITMWG will come back to Town Council with further recommendations.

APPROVED.

T.3267 COMMUNICATIONS BY THE TOWN MAYOR. Cllr Mrs Mitchell thanked everyone, who had attended her Civic Reception, and made it such a success.

T.3268 BUDGET 2015-2016 – PRESS RELEASE. The Town Clerk, together with the Chairmen of the Finance and Policy & Resources Committees, were instructed to draft an appropriate press release giving the background to and reasons for, the Council's Budget and increase in Precept for 2015-2016.

T.3269 TRANSFERS FROM EAR MARKED RESERVES (EMR). Approval was given to the transfer of £672 from the Street Furniture EMR to the Street Furniture budget 2014-2015 to fund additional costs incurred in replacing damaged "Welcome to Westbury" banners.

T.3270 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:

9 th February 2015	-	£21,302.76
2 nd March 2015	-	£18,271.94

T.3271 It was resolved that, in view of the confidential nature of the business about to be transacted, the public and press be temporarily excluded and instructed to withdraw.

THE LAVERTON PROJECT – PHASE 6

T.3272 STAFFING MATTERS:

T.3273 It was resolved to return to open council.

10.20 pm