

WESTBURY TOWN COUNCIL

**AT THE MEETING OF THE POLICY & RESOURCES COMMITTEE HELD AT
THE LAVERTON, BRATTON ROAD, WESTBURY ON
TUESDAY 7th APRIL 2015 AT 7.00 PM.**

**PRESENT: Cllrs I Taylor (Acting Chair), D Bradshaw, G King & D Jenkins
Mr K Harvey, Town Clerk, & Mrs J Dyer.**

**PUBLIC FORUM
None**

R.1422 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.

Cllr Andrews Personal
Cllr Mitchell Personal
Cllr Sutton Business
Cllr Windess Business

R.1423 DISPENSATIONS. None

R.1424 DECLARATIONS OF INTEREST (if any) AND REASONS. None

R.1425 MINUTES. To confirm and sign the Minutes of the Committee Meeting held on the 3rd February 2015. (Previously circulated with Town Council Agenda for 2.3.15).

R.1426 MATTERS ARISING (if any) FROM THESE MINUTES. None.

Members Matters Arising. None

R.1427 WILTSHIRE COUNCILLORS' REPORTS. No questions.

R.1428 RECOMMENDATION received from Cllr M Sutton on the 25th March 2015.

Purpose:

To consider how the views of those speaking in the Public Forum prior to meetings should be recorded or noted.

Background:

Town Council at the meeting on 23rd March 2015 voiced their unease at the views and opinions of those speaking in the public forum being included in the minutes and asked the P & R committee to consider an appropriate protocol on the matter.

Proposal:

That the P & R committee consider whether or how comments should be recorded.

Signed by the ChairmanDate.....

AGREED

The Town Clerk will arrange for guidelines to be made clear to those attending the public forum, so they are clear as to how their questions will be dealt with during a meeting.

R.1429 RECOMMENDATION received from Cllr M Sutton on the 25th March 2015.

Purpose:

To set up a Task And Finish Group to decide on agenda and format of a newsletter and annual report.

Background:

Town Council have already accepted a recommendation from P & R that a newsletter and annual report be produced and P & R were asked to set up a group from those putting their names forward.

Proposal:

That the P & R committee formally constitute the Task and Finish Group and set a time for the report.

AGREED

Cllrs Sutton, Cunningham, Jenkins and King have agreed to join this Task & Finish Group and a meeting has been arranged for Monday 13th April 2015.

R.1430 WESTBURY FRENCH TWINNING ASSOC

It was agreed to ask the Twinning Association to decide what should be given as a gift, to a maximum of £500.

R.1431 TOWN CRIER

Cllr Taylor and the Town Clerk will meet and draft a job description for the replacement Town Crier ready for the next Town Council meeting.

R.1432 APPEAL AGAINST TOWING CHARGES

It was agreed that the Town Clerk would write to Mr Walpole stating that there was sufficient information available to him to have made alternative parking arrangements. The current charges would stand and if not paid, would be pursued via the small claims court.

R.1433 CHAIRMAN'S MATTERS FOR REPORT. None

R.1434 BUDGET BIDS. None

R.1435 CLERK'S CORRESPONDENCE/MATTERS.

The Town Clerk reported those members who have expressed their interest in joining the following Task & Finish Groups

Dog Warden – Cllrs Taylor, King, Jenkins, Ezra, Bradshaw & Cunningham

Future Budget - Cllrs Taylor, King, Jenkins, Bradshaw, Cunningham, Sutton & Tout

Signed by the ChairmanDate.....

Meetings for these groups will be arranged shortly.

R.1436 WORKING GROUP'S REPORTS/RECOMMENDATIONS:

a. Events Working Group

The Events Committee are progressing well with their plans for this year's Christmas Event, on the 28th November.

Most items have now been booked. The Group have agreed to print 10,000 copies of the Christmas Booklet and there will be the usual Christmas Card Competition & Children Party. The format for the Pool Party has changed and will now be for ages 12-16, while the younger children, aged 9-11, will have a roller disco. We are waiting for the costing for the two parties.

The group are planning to hold a Model Competition again this year and hope to encourage more participation through local groups.

We have already started to work on the Summer Event/Concert 9th July 2016.

We have also agreed to hold the summer street event on the second Saturday in July and the Christmas Event & Light Switch on to be held on the last Saturday in November. We settled on these date so we could be sure of always getting our events listed in the Visit Wiltshire publication.

As part of the VE Day celebrations on May 8th 2015, The Mayor will light the beacon at The White Horse at 9.30pm. The Town Clerk will contact the White Horse News to inform them that the church bells will be ringing at 9.30 to coincide with the lighting of the beacon

b. Website Working Group – Group not met

c. Westbury Tourism Working Group

Westbury Blue Plaque Trail. - Listed Building applications have been submitted to Wiltshire Council for 9 of the 10 sites and the Church Faculty for the other site. The sites are as listed:

- All Saints Church - Gatepiers
- The Lopes Arms Hotel
- The Old Town Hall
- The Library
- The Swimming Pool
- Angel Mill Facade - Church Street
- Bitham Mill
- Prospect Square
- Pinniger Finch - Medieval Window (viewed from the churchyard)
- The Laverton Hall

Signed by the ChairmanDate.....

Installation of the plaques will be done by Nick Johnston Stonemasons, total cost £270 excluding VAT.

It was agreed to continue membership of Visit Wiltshire costs £750 per annum. Articles about the 2016 Summer Event & Christmas Lights switch on to be submitted for publication soonest.

Future Projects

To recommence the idea of Westbury Walks. A leaflet listing & describing Walks around Westbury.

To produce a leaflet for the Blue plaques Trail giving a brief description of each site.

To look into the possibility of a joint meeting with TIG Working Group about Coach & Caravan Parking in Warminster Road B Car Park.

d. Delegation of Services Working Group

Cllr King verbally reported that the Town Council has expressed an interest in taking over the Warminster Road “B” car park and the Bratton Road car park and that a response is awaited from Wiltshire Council

R.1437 TASK & FINISH GROUPS REPORTS/RECOMMENDATIONS:

e. Great War Commemoration

The group is currently focusing on applying for a Heritage Lottery Fund our event this year - Westbury Remembers: The Chosen the Fallen.

The project is concerned to portray the heady atmosphere and jingoism at the commencement of the war centering on the re-enactment of a recruitment/enlistment event, the start of the story for so many you men. This is tempered also by reflecting on the tragic loss of so many young men.

The core activity - the Recruitment enactment will take place at the Laverton in July, which will also be taken as a road show to several local schools. There will also be an artefact display, a family history event, Wall of Remembrance and Education Display (provided by Wiltshire Council) all at The Laverton over a two week period.

In addition to this, our HLF application also includes provision for an art display, a self guided walking tour leaflet and an education leaflet.

As part of applying for a grant a fall back plan is being developed just in case HLF decline our request.

R.1438 ACCOUNTS:

List of payments not available.

7.55pm

Signed by the ChairmanDate.....