

**WESTBURY TOWN COUNCIL**

**At the ANNUAL MEETING of the TOWN COUNCIL held at THE LAVERTON,  
BRATTON ROAD, WESTBURY, on TUESDAY, 5<sup>th</sup> MAY 2015 at 7:00PM.**

**PRESENT:** Cllr Mrs C Mitchell (Chairman).

Cllrs David Anderson, Stephen Andrews, David Bradshaw, Ian Cunningham,  
Mrs Sue Ezra, Russell Hawker, David Jenkins, Gordon King,  
Francis Morland, Mike Sutton, Ian Taylor, David Tout, Philip Wakeman and  
David Windess

Keith Harvey (Town Clerk) and Mrs Amanda McCann

**Also in attendance:** Eight members of the public.

**T.3292 PUBLIC FORUM:**

- **Alex Prowse** – On behalf of STOP (Sensible Thinking on Patients) he thanked councillors for agreeing to a parish poll at the Annual Town Meeting held on 27<sup>th</sup> April, and to ask for the support of full Town Council in the fight to save Westbury Hospital.
- **Michael Pearce** – Asked to have a councillor as a representative to attend STOP meetings and report on the progress back to full town council.

**Cllr King was confirmed as the representative for STOP.**

**T.3293 UPDATE ON THE WHITE HORSE HEALTH CENTRE BY DR  
BEALE AND MARK DICKSON**

**T.3294 ELECTION OF THE CHAIRMAN (TOWN MAYOR) FOR THE  
ENSUING YEAR, AND DECLARATION OF ACCEPTANCE OF  
OFFICE.** Cllr Mr David Bradshaw was elected as Town Mayor (Chairman)  
for the ensuing year. Cllr David Bradshaw then signed the Statutory  
Declaration of Acceptance of Office and immediately assumed the role of  
Chairman of the Council.

**T.3295 APPOINTMENT OF THE DEPUTY TOWN MAYOR.**  
There were two nominations: Cllr Mrs Sue Ezra and Cllr Stephen Andrews.

Cllr David Tout asked for a recorded vote.



**T.3298           DISPENSATIONS:** Nil.

**T.3299           DECLARATIONS OF INTEREST:**

Cllr Mrs Sue Ezra	-	Agenda item 41 (Direct Debits) – Npower - Personal.
Cllr I Cunningham	-	Agenda item 14 - Westbury Leigh CE Primary School – School Governor
Cllr D Jenkins	-	Agenda item 14 - Westbury Leigh CE Primary School - School Governor

**T.3300           POLICE REPORT.**

From the 5<sup>th</sup> of January to 16:00 hrs on the 1st of May 2015, Police have dealt with 794 reports/incidents for Westbury.

A 45 year old male was arrested within the Grassacre Park for spray painting a wall. He was arrested for committing Graffiti and being in possession of a small amount of cannabis. He is currently on bail pending further enquiries.

Two teenagers were attacked with a bladed instrument near to Dilton Marsh and Police are still actively investigating. One male is currently on remand for attempted murder.

The current Police Priorities, as set at the last Neighbourhood Tasking Group in March are: (1) Anti Social Behaviour in the High Street and surrounding areas. (2) Parking problems in Primmers Place. In relation to both of these priorities Westbury Town NPT are conducting regular patrols of both areas, engaging with people seen, giving words of advice regarding behaviour, and if appropriate dispersing groups from the areas. They are also placing polite notices on vehicles at Primmers place to advise to park with courtesy for other road users.

NPT are currently focussing on Fell Road areas, Grassacres Park and Oldfield Park areas due to a rise in reported ASB due to the lighter nights and better weather.

A successful warrant was carried out in Westbury by Westbury NPT under the misuse of drugs act.

**T.3301           REPORT BY MR SEAN PRICE, TOWN CRIER.**

As at the 19<sup>th</sup> June 2015 I have been Town Crier of Westbury for 20 years. That day is also my intended resignation date. On 19<sup>th</sup> August 2014 I handed my resignation to Town Clerk, Keith Harvey, and gave ten months' notice.

Some events attended include:-

- Official starter and MC at AVR Wiltshire Half Marathon
- Official starter at Imber Ultra Marathon
- Official starter and MC at Over the Hills race.
- Westbury Civic reception
- Remembrance Day parade
- Guide Dogs for the Blind
- Westbury Christmas and Lights switch on
- Lions Quiz
- Westbury Running group Quiz
- Plus many more other engagements.

My interests have changed and I have now taken on other roles in cycling and running which take up much of my time. The role of Town Crier needs someone who is dedicated to the position and able to spare more time than I have available.

It has been an honour and a privilege to serve this great town and it is with heavy heart I feel I must resign. The people I have met and become friendly with are the backbone of our town and for that I am truly grateful.

The press reported my resignation and notice correctly but people tend to forget that I gave ten months' notice so many Westbury folk think I have already finished, which is a shame.

In the published words of Mark Twain, "reports of my demise have been greatly exaggerated", ironically he never said those words but in my case they are true.

I am prepared to carry on as Town Crier after 19<sup>th</sup> June until a replacement is found, if required. I am sure that the post of Town Crier is a great asset to the town especially if we found an enthusiastic, dedicated character willing to embrace the role.

**T.3302**

**WILTSHIRE COUNCILLORS' REPORT.**

**Cllr D Jenkins:**

- The weight restriction in Brook Lane has been approved.
- Next Area Board meeting is being held at The Laverton on on 4<sup>th</sup> June and starts at 7pm.
- Wiltshire Council is holding its annual meeting on Tuesday 12<sup>th</sup> May at County Hall and starts at 11am.

**Cllr G King:**

- Attending a meeting next Friday regarding the car park at Westbury Leigh and hope to progress to an asset transfer.

**Cllr R Hawker:**

- On the agenda for the next Area Board meeting is the planning issue of the designated site in Leigh Park for a nursery/day care centre. The recent child care needs survey identifies Westbury as having a high need.

**T.3303**

**REPORT BY THE TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER.**

Each year seems to get busier and with this it brings its problems mainly time and resources of both staff and members. Unfortunately it puts pressure on those members who are retired and those able to manage their jobs around meetings because these appear on most working groups.

We continue to receive the usual calls from members of the public in relation to Litter, Dog Mess and Grass cutting and the state of footpaths generally. We are hoping the grass cutting should improve as Balfour Beatty has subcontracted the Grass Cutting and Grounds maintenance to the Landscape Group, a company who provide our hanging baskets and who we have a good working relationship, therefore I would expect an improvement in the condition of our grass cutting and flower borders this year.

The Town Council has been encouraged to forward plan by looking at where they want to be in the next few years because the years ahead are going to be very interesting times for Town and Parish councils. Dependant on Wiltshire Council's budget going forward will determine what services they may cut and therefore leave town and parish councils with the decisions of what and whether they wish to continue providing these services. As a result the town council are thinking more seriously about their business plan going forward, incorporating services and finances.

In the office there has been some restructuring, we have outsourced the Human Resources and Health and Safety functions although this has initially created more work. Barbara Mantle has retired after fifteen years and there has been a redistribution of work within the office with Amanda McCann taking on the Town Council meetings. Part of Barbara's function was looking after the accounts software system; we have initially outsourced this function. The salaries have also been outsourced. The HR, H & S and Salaries were all dealt with by the Town Clerk but it was thought best to outsource prior to the recruitment of a new Town Clerk, should the new person wish to bring them back in house that is a future decision for members. Julie Dyer prepares our documentation ready for the accountants who then input the details and produce our monthly reports. Sarah Barker has recently joined us as our Receptionist / Admin Assistant.

During the year Wiltshire Council have been in continuous consultation mode which is necessary but we do sometimes question the outcomes as these take up a tremendous amount of both staff and councillors time.

Our committees and working groups have continued to be very busy. HP & D meets on the third Monday of each month and reviews Planning Applications

and replies to Wiltshire Council consultations in several instances this year through one of its working groups Town Improvement Group. General Purposes has been changed to Policy and Resources and they have been very busy and proactive helping to restructure the Town Council and encourage active involvement from members to discuss the way ahead and forward planning, only recently the committee has taken on three quite major tasks, production of a Newsletter and Annual Report, Creating a Business Plan and investigating the needs of a Dog/ Town Warden.

**Town Improvement Group**, This group is looking at the towns major issues. I previously mentioned the involvement in consultations, these included car parking and Community infrastructure levy. They have just finished the latest version of the Town Map and this is currently being printed. It is involved in the Benchmarking exercise with regards town centres, they are still pursuing the possibilities of starting a Neighbourhood Plans.

**Street Furniture** working group continues to replace our old benches around the town and hopefully this and next year should finalise that project. This years replacements have been at the Play Areas in Elm Grove and Timor Road plus Top of Chalford, Wellhead Lane and outside the Garden House, opposite the Library.

**Events** working group together with staff, members and volunteers must be congratulated on the success of two great events, in July with the Street Event and Music Concert and at Christmas events day and Christmas Lights Switch on.

**Play Areas** working group has continued inspect and add equipment where necessary.

**Tourism** working group are nearing the end of a very long task of creating a Blue Plaque trail in Westbury, we hope to hear shortly that we have permission to erect a plaque on the entrance to the Church yard, we have already had permission for the other 9. I am currently in discussions with Steve Hobbs the archivist tweaking the wording on some of the plaques. Also looking at updating the Fingerposts around the town.

**Delegation of Services** has been in discussion with Wiltshire Council for almost two years in respect of Allotments in Queens Road. The majority of these have not been used for almost 30 years but the sites have now been cleared making around 20 plots available and I understand they have all been allocated. Westbury Town council will be discussing the legal aspects with WC shortly to finalise the handing over to Westbury Town Council should members decide to do so. The group are also gathering information from Wiltshire Council in respect of Car Parks.

**Website** Continually being updated and are we are striving to populate the site with as much useful information as possible.

**The Great War** is a very active group with several activities already taken place and many more are planned over the next three years.

Following our end of year close down I will quickly run through the Draft March Monthly Statement. I must emphasise this is still a draft.

Working through the Monthly Cost Summary:

**Administration** Overall we are just over £1800 below budget and a few areas of note are Postage 4022, purchased several books prior to price increase.

Maintenance costs 4044, this will be transferred to the Laverton, HR and H & S £2500, this was not budgeted. You will note the salary budget came in £188 under budget, I would like to say that is very good budgeting.

Interest rates are very low at the moment but we forecast £2000 and actually achieved £2510.

**Civic and Social** activities will result in a saving of £2121.

**CCTV** Managed a £9000 saving due to a realignment of payment period.

**Grants & Donations** - During the year we have paid out over £16000 in small grants to around 50 local organisations and local schools.

CAB, Heritage Centre and Crosspoint between them also received £16000

**Street Furniture** Overspent on this budget due to replacement of several Welcome to Westbury Banners. Also increase in Dog Bags purchased almost £1500. Since the reprimand of two individuals for damage to our bus shelter in the High Street to date there has been no further damage. Replacement benches would have come from Capital Projects.

**Floral Displays** had a saving of £4962. This is mainly due to the sponsorship on roundabouts, we have 22 plots available of which 16 are occupied, we forecast income of £4000 but actually raised £6572 and savings on Planters. Personally I think the floral displays on the roundabouts have been very good and this has been backed up with some very positive comments.

**Christmas** Another successful year with the Main Street events day and Christmas Lights Switch. We have replaced some of our older displays with new and going forward we may need to purchase a couple more for Lampposts outside ALDI. Slightly over Budget.

**Town Improvement Group** This group has a very small budget but this year obtained a more detailed report from the Benchmarking exercise.

**Play Areas** Very active year with the addition of new play equipment in several of our play areas around the town. Majority of which was funded from S106 monies.

**Shows and Fairs** Very successful Summer event coming in under budget. 4014 £510 should be charged to the Laverton.

**The Laverton** we budgeted £59260 (2013-14 £62595) this year showing a grant from WTC of £27260. I am anticipating this to be around £26575 when

the accounts are finalised. Taking account of the extra input from John Parker of £2240 and the damage to our outside water tap which increased our water charges by £773, our five year electrical hard wiring inspections which cost £750 we could have been nearer to £22800. As I mentioned last year such a small grant would be the envy of some of the other Wiltshire towns. It can be seen that the new boiler has certainly reduced our Gas costs, a saving against budget of over £1800. Overall this has been a very good year for the Laverton with usage increasing with such a varied customer £9547 (2014 £7824). Free use of the hall equated to £7382 which compared to £8536 last year. I was also impressed with coming inside the salary budget of £31500 by £17. The Bar was an unknown but ended up with a profit of £940, this after taking into account the purchase of a new Cooler for £399.

During the year we did not get the planning permission for the Disabled Car Parking space to the front of the building.

We are currently seeking funding from the Big Lottery Fund Reaching Communities Fund to improve storage facilities at the rear of the offices, looking at the possibility of creating office/ emergency planning area to the side of the building in Snappersnipes and finally replacing the old tin shed at the top of the rear ramp with a purpose built store room.

The completion of these works would be a great asset as storage is a major issue at the Laverton and the area near Snappersnipes is becoming dangerous due to the state of the brick walls.

Following completion of these tasks the only remaining project would be the painting of the outside of the building.

With regards the Precept there was very few comments on the increase of 11.64% which equates to 18p per week on a Band D property.

As with previous years we have still managed to work within the set budget. Just to summarise five years ago our General Reserve was around £30000, far lower than the recommended reserve. I have suggested transferring some amounts to EMR and the balance of around £9k to general reserve which I anticipate will be around £132000.

To calculate the reserve it is equal to 3 months net revenue expenditure but our accountant is recommending this increase to 4.5 times due to the size of the council.

Recently we have allocated £40000 each year to the Capital Projects fund and for the last few years we have prepared a five year rolling programme of Capital Projects in an effort to improve our planning of future needs. Nothing is cast in stone but we have recently allocated monies to Street Furniture, Play Equipment, CCTV, Laverton improvements, and more recently Neighbourhood Plan, Finger posts, Mayoral Robes, Christmas Lights and Community Asset Transfers (CAT). At the end of March there was £38602 in the RCF but with this year's budgeted figure it is currently £98602. (this year we increased from £40k to £60k to take into account CAT)

At the end of March we had £275k invested as of today's date we have £400000 on deposit and our bank balance is £108671.

At the end of March:	
General Reserve	£132979
Rolling Capital Fund	£38602
EMR	£138741
Total	£310322

Finally our accounts are audited both internally and externally and as previously it is encouraging to see that observations still remain very few and usually of a minor nature.

Cllr Ezra thanked the Clerk for all his hard work over the last five years.  
Cllr Bradshaw thanked the Clerk for a comprehensive and clear report.

- T.3303      COMMUNICATIONS BY INCOMING TOWN MAYOR.**  
The Mayor thanked the Town Council for the honour of being elected Mayor and was looking forward to working alongside fellow councillors to achieve the best for Westbury. He announced his two charities were Crosspoint and Welfare of the Elderly (Westbury).
- T.3304      MINUTES.** The Minutes of the Town Council Meeting held on the 23<sup>rd</sup> March 2015, were confirmed and signed by the Chairman.
- T.3305      MATTERS ARISING:** Nil.
- Members' matters arising from these previous Minutes.**
- T.3306      GRANT FUNDING REQUEST recommendation received from Policy & Resources Committee dated 2<sup>nd</sup> February 2015:**  
The P&R Committee recommended approving a grant of £500.00 to Westbury Leigh CE Primary School towards their Playtime Buddy Project at the meeting held on 2<sup>nd</sup> February 2015.
- Recommendation:** Town Council to approve grant
- APPROVED**
- T.3307      NOTICE of MOTION from Cllr Mrs Sue Ezra dated 23<sup>rd</sup> March 2015:**  
That the Town Council should approve the appointment of a Part-time Town Warden. The employment of this person should be discussed at the first P/R after this Town Council meeting and the terms of employment laid before the Town Council in July so we may appoint someone ASAP.
- Cllr Ezra withdrew her motion.**

- T.3308 NOTICE of MOTION from Cllr Mrs Sue Ezra dated 23<sup>rd</sup> March 2015:**  
That the Finance Committee should be reinstated into P/R due to the lack of business, but there should be a special P/R meeting with only one item to discuss the Precept where are Accountants attend

Cllr Ezra proposed the following amendment:

To keep the Finance Committee but to reduce the frequency of the meetings from four to two per year and to call an extra meeting if and when required.

**APPROVED**

- T.3309 ANNUAL REPORT AND NEWSLETTER – Recommendation received from Policy & Resources Committee dated 26<sup>th</sup> April 2015:**

**Purpose:**

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

**Background:**

At the Town Council meeting on January 5<sup>th</sup> 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. That committee set up a Task and Finish Group to explore the detail and refer the matter to Town Council for approval.

The group agreed that the newsletter be published quarterly starting on Jan 1<sup>st</sup> and the October issue should be the Annual report.

Newsletter to be concise and in colour and to represent events concerning the council or town and not focus on individual councillors.

Content and style to be determined by editorial board

A small working group should meet quarterly to oversee production and it is recommended that the Task and Finish group be renamed 'Editorial Working Group'

**Recommendation:**

1. Town Council to note the production of the report at quarterly intervals
2. Town council approve that the Task and Finish Group be renamed 'Editorial Working Group'

**APPROVED**

- T.3310 PUBLIC FORUM – Recommendation received from Policy & Resources Committee dated 26<sup>th</sup> April 2015:**

**Purpose:**

P & R to consider the appropriate protocol for the public forum

**Background:**

There was unease expressed at the previous Town Council meeting that too much information was recorded in the minutes and that not everything said should be noted and included in the minutes. P & R committee were asked to review the process.

**Proposal:**

It was agreed that the Town Clerk will arrange for guidelines to be made clear to those attending the Public Forum which will clearly explain how their questions will be dealt with at the meeting.

**Recommendation**

Town Council to note the proposal from P & R committee and set a date for the introduction of said guidelines.

Cllr Sutton withdrew his motion to take back to the P&R Committee to get the correct wording.

**T.3311 NOTICE OF MOTION received from Cllr David Jenkins dated 27th April 2015:**

This Council notes that due to continuation and length of the project concerning the Commemoration of the Great War that the Task and Finish Group be changed to a Working Party.

**APPROVED**

**T.3312 ELECTRONIC DISPLAYS IN THE LAVERTON - Recommendation received from the Laverton Institute Trust Management Working Group dated 28<sup>th</sup> May 2015.** Following receipt of the grant from Landfill Communities Fund of £6,150.00, the working group has obtained the following quotes for electrical equipment:

Electronic Displays:

**One Digital Solutions £3,414.00** - **Preferred Supplier**  
Chantry £ 2,184.00  
Windsor Displays £ 4,368.00

Exterior showcase:

Metroplan £ 852.00  
**Greenbarns £ 2,332.13** - **Preferred Supplier**  
Arien signs £ 2,670.00

Pavement display:

Fabric pop up £ 152.00  
Jansen Display £ 196.50  
**XL Displays £ 128.40** - **Preferred Supplier**

Installation of Displays:

Wheelers £ 890  
**PRW £ 575.90** - **Preferred Supplier**

Chantry £ 870

**Recommendation:**

The Town Council to note the working groups decision to go with the preferred suppliers and that any shortfall (approx £300) to be taken from EMR 336, Laverton Improvements.

**APPROVED.** Cllr Hawker asked for his abstention from voting to be noted.

**T.3313 RECRUITMENT OF NEW TOWN CRIER – Recommendation from Policy & Resources Committee dated 7<sup>th</sup> April 2015:**

Sean Price, who has been Westbury’s Town Crier for the last 20 years, has notified the Town Council of his wish to stand down from this position June 2015.

**Recommendation:**

Town Council to approve recruitment of a new Town Crier (see job description attached).

**APPROVED**

**T.3314 APPOINTMENT OF COMMITTEES.** The following Members were appointed to serve on Committees for the ensuing year:

**Policy & Resources Committee:**

Town Mayor and Deputy Mayor (both ex officio), Cllrs R Hawker, D Jenkins, G King, M Sutton, I Taylor and David Windess.

**Highways, Planning & Development Committee:**

Town Mayor and Deputy Mayor (both ex officio), Cllrs D Anderson, I Cunningham, Mrs S Ezra, Mrs C Mitchell, F Morland, W D Tout and P Wakeman.

**Finance Committee:**

Town Mayor and Deputy Mayor (both ex officio). Three members from each of the Policy & Resources Committee and Highways, Planning & Development Committee to be elected at the first meetings of these committees.

**T.3315 PLACES, DATES AND TIMES OF MEETINGS.** The dates and times of meetings for the forthcoming year were approved as follows:

**2015**

18th May	Highways, Planning & Development Committee.
1st June	Policy and Resources Committee
15th June	Highways, Planning & Development Committee.
6th July	Town Council.
20th July	Highways, Planning & Development Committee.
3rd August	Policy and Resources Committee.
17th August	Highways, Planning & Development Committee.
7th September	Town Council.

14th September	Finance Committee
21st September	Highways, Planning & Development Committee.
5th October	Policy and Resources Committee
19th October	Highways, Planning & Development Committee.
2nd November	Town Council.
16th November	Highways, Planning & Development Committee.
7th December	Policy and Resources Committee.
14th December	Finance Committee
21st December	Highways, Planning & Development Committee.

**2016**

4th January	Town Council.
18th January	Highways, Planning & Development Committee.
1st February	Policy and Resources Committee.
15th February	Highways, Planning & Development Committee.
7th March	Town Council.
21st March	Highways, Planning & Development Committee.
4th April	Policy and Resources Committee.
18th April	Highways, Planning & Development Committee.
25th April	Annual Town Meeting.
3rd May	Annual Town Council Meeting (Tuesday due to Bank Holiday)

*Meetings are held at The Laverton, Bratton Road, Westbury and start at 7:00pm*

**T.3316**

**APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES.**

**68 (Westbury) Squadron ATC:** Cllr Stephen Andrews  
**Army Liaison Committee:** Cllr David Tout  
**BA13 Community Partnership:** Cllrs Ian Cunningham and David Windess  
**Community Area Transport Group (CATG):** Cllrs Francis Morland  
**Youth Advisory Group (YAG):** Cllrs Gordon King and Russell Hawker  
**Elblag Twinning Association:** Cllr Mike Sutton  
**Leigh Park Community Association:** Cllr Stephen Andrews  
**Police Liaison Committee:** Cllrs David Bradshaw & David Windess  
**Warminster & Westbury CCTV Committee:** Cllrs Mrs Sue Ezra and David Tout  
**Westbury Amateur Swimming Association:** Cllr David Bradshaw  
**Westbury Area Board:** Cllrs David Bradshaw & Stephen Andrews  
**Westbury Chamber of Commerce, Trade & Industry:** Cllr David Jenkins  
**Westbury District Twinning Association:** Cllr Mike Sutton  
**Westbury Heritage Society:** Cllr Francis Morland  
**Westbury (Wilts) Welfare of the Elderly Association:** Cllrs David Jenkins & Gordon King  
**Wiltshire Association of Local Councils:** Keith Harvey, Town Clerk (Reserve – A McCann)

**Wiltshire Council Rights-of-Way Contact:** Keith Harvey, Town Clerk  
(Reserve - Cllr David Tout)

**T.3317 MEMBERSHIP OF WORKING GROUPS.**

**Business Plan** – Cllrs I Cunningham, D Jenkins, G King, M Sutton, I Taylor & D Tout.  
**CCTV** – Cllrs Mrs S Ezra, R Hawker & D Tout.  
**Events** – Cllrs D Anderson, I Cunningham, Mrs S Ezra, R Hawker, D Jenkins, Mrs C Mitchell & D Tout.  
**Delegation of Services** – Cllrs I Cunningham, D Jenkins, G King, M Sutton, I Taylor & D Tout.  
**Editorial** – Cllrs Cunningham, D Jenkins, G King & M Sutton.  
**Emergency Planning** – Cllrs I Cunningham, G King & D Tout.  
**Great War Commemoration** – Cllrs I Cunningham, D Jenkins & D Tout  
**The Laverton Institute Trust Management Working Group** – Cllrs I Cunningham, R Hawker, D Jenkins, M Sutton, D Tout.  
**Play & Leisure Facilities** – Cllrs I Cunningham, Mrs S Ezra, Mrs C Mitchell & D Tout.  
**Street Scene** – Mrs S Ezra, D Jenkins, G King, M Sutton & D Tout  
**TIG** – Cllrs I Cunningham, D Jenkins, G King & F Morland.  
**Website Working Group** – To P&R  
**Westbury Tourism Group** – Cllrs I Cunningham, D Jenkins, D Tout.

**T.3318 TASK & FINISH GROUPS.**

**Dog Warden** – Cllrs I Cunningham, D Jenkins, G King & I Taylor

**T.3319 MINUTES OF COMMITTEES.** The following minutes were received and noted:

Highways, Planning & Development Committee	- 16.03.2015
Highways, Planning & Development Committee	- 20.04.2015
Policy & Resources Committee	- 07.04.2015

**T.3320 MATTERS ARISING FROM THESE MINUTES.**

Cllr F Morland was not happy with the layout of minute P.4027 as it may confuse people. He will raise this point at the next HP&D meeting to amend the minutes.

**T.3321 ELECTRONIC AGENDAS, REPORTS & OTHER DOCUMENTATION:**

In recent months we have been issuing electronic agendas, reports and other documentation to all members, together with hard copies to those members who requested.

We are now approaching the end of the trial period and a decision needs to be made on whether we continue issuing agendas, reports and other documentation in this manner and if so to amend standing orders accordingly.

**APPROVED**

It was agreed to ask the Policy & Resources Committee to:

- Agree on wording to amend standing orders
- Agree a naming convention policy for when the office staff email agendas and other documents to councillors and to receive meeting dates electronically.

**T.3322 EXPENDITURE TO BE PUBLISHED ON THE TOWN COUNCIL WEBSITE – TOWN CLERK:**

During a recent visit from our accountants it was suggested we should list all payments on the Town Council website rather than the current expenditure over £500 only.

**Recommendation:**

To publish a list of all payments on the Town Council website

**APPROVED**

**T.3323 RECRUITMENT OF AN EVENTS CO-ORDINATOR – update from Management Team:**

**Background:**

During the Budget process it was identified that with the possible increase in activities/events provided by the Town Council there would be a need to recruit an Events Coordinator.

**Proposal:**

It was suggested that the role would initially be part time, approximately 10 hours per week commencing midyear, July if possible. The hours would increase from 2016 taking into account two events per year, Summer and Christmas plus anything else the Events Working Group may undertake.

**Recommendation:**

The Management Team would like the Town Council to note the commencement of the process for the recruitment of an Events Coordinator.

**APPROVED**

**T.3324 TO ADOPT WESTBURY TOWN COUNCIL'S STANDING ORDERS**

The Town Council's Standing Orders 2015 were duly adopted.

**T.3325 TO ADOPT WESTBURY TOWN COUNCIL'S FINANCIAL REGULATIONS**

The Town Council's Financial Regulations 2015 were duly adopted.

**T.3326 TO RE-APPOINT RBS AUDITING SOLUTIONS LTD AS THE TOWN COUNCIL'S INTERNAL AUDITOR.**

RBS Auditing Solutions Ltd was appointed as the Town Council's internal auditor for 2015-2016.

**T.3327 INTERNAL AUDIT REPORT 2014-15 (SECOND INTERIM)**

To receive and consider the Internal Audit Report 2014-2015

Cllr Ezra asked the clerk if R1 had been actioned, to which the Clerk replied yes.

Cllr Cunningham congratulated officers on the report.

Internal audit report received and approved.

**T.3328 ANNUAL SUBSCRIPTIONS.** In accordance with Standing Order No. 11, the payment of the under-mentioned subscriptions was approved:-

	<u>2015/16</u>	<u>2014/15</u>
Wiltshire Association of Local Councils/NALC	-	£1,316.81
W.Wilts/Elblag Twinning Association	-	£10 .00
Community First	-	£36.00
Society of Local Council Clerks	-	£231.00
Clerks & Councils Direct	-	£12.00
Community Matters	-	£84.50
Visit Wiltshire (Art & Activites)	-	£151.68
Visit Wiltshire (Town Partnership)	-	£865.20

**T.3329 CLERK'S CORRESPONDENCE:**

Beacon Lighting Ceremony for the 70<sup>th</sup> Anniversary of VE Day is being held on Friday 8<sup>th</sup> May at 9pm, with the beacon being lit at 9.32pm.

**T.3330 REPORT BY THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.**

Cllr Bradshaw presented a report on the Laverton prepared by Lilly Bale, the Laverton, Marketing & Development Officer:

**Bookings:**

Private function hire has increased slightly.

Community use is down marginally.

In addition to the existing regular weekly bookings we now have the addition of a toddlers group every Monday.

**Grant Updates:**

Landfill Communities Fund - grant has been approved.

Heritage Lottery Fund – Application unsuccessful.

Big Lottery Fund – still working on the application.

**T.3331 LOCAL COUNCIL RISK SYSTEM.** The Town Council’s Risk System for 2015-2016 was approved as submitted.

**T.3332 EAR MARKED RESERVES.** The following budget transfers to ear marked reserves were approved:

Administration	£858	EMR 356 Computer support and internet. Provision for any future new equipment.
	£500	EMR 358 Newsletter.
Civic & Social	£300	EMR 341 Twinning. Contribution towards gift & reception.
CCTV	£7500	EMR 331. Provision for any new cameras
Grants	£1500	EMR 353. Provision against any new tourism activities.
	£410	EMR 369. Provision for any future grants.
	£1000	EMR 345 Drop Kerbs.
	£1000	EMR 373 Music & Arts.
Floral Displays	£2545	EMR 339. Provision for potential new works.
Play Areas	£2000	EMR 359. Provision against future maintenance costs.
Shows & Fairs	£996	EMR 360. Provision for future events.

**T.3333<sup>+</sup> DIRECT DEBITS.** The continuing use of the following variable direct debits was approved:

South West Communications (monthly – WTC Office telephone calls)

South West Communications (quarterly – Service charge)

Vodafone (Town Clerk’s mobile phone calls)

Npower (Laverton Hall electricity)  
Wiltshire Council (WTC Office Rates)  
Marstons (Laverton Bar)  
TV Licence (Laverton Hall)  
Public Works Loan Board

**T.3334**      **BACS.** The continuing use of the following BACS payments was approved:

Salaries  
PAYE/NI  
Wiltshire Pension Fund  
Staff Expenses

**T.3335**      **PAYMENT OF 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:

May 2015	-	£23,924.33
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**Signed on behalf of the meeting  
this sixth day of July 2015**

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**Chairman**