

WESTBURY TOWN COUNCIL

**AT THE MEETING OF THE POLICY & RESOURCES COMMITTEE HELD AT
THE LAVERTON, BRATTON ROAD, WESTBURY ON
MONDAY 3rd AUGUST 2015 AT 7.00 PM.**

**PRESENT: Cllrs M Sutton, I Taylor, D Bradshaw, D Jenkins, S
Andrews & G King, Mr K Harvey, Town Clerk, & Mrs J Dyer.**

Cllr D Tout attended the Public Forum

R.1463 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.
No apologies received.

R.1464 DISPENSATIONS. None.

R.1465 DECLARATIONS OF INTEREST (if any) AND REASONS. None.

R.1466 MINUTES. To confirm and sign the Minutes of the Committee Meeting held on the. 1st June 2015. (Previously circulated with Town Council Agenda for 6.7.15).

Agreed.

R.1467 MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.

None.

Members Matters Arising.

None.

R.1468 WILTSHIRE COUNCILLORS' REPORTS.

Cllr G King

BBLP contract with Wiltshire Council is to be re-tendered by the end of the year. The contract has been difficult to manage and anticipated savings have not been realised.

Moving forward, a new waste contract will be introduced with "co-mingling" to reduce the number of household bins that need to be collected. More information will be available at the Area Board meeting on Aug 6th.

Cllr D Jenkins

Information is available on the Wiltshire Council website regarding a public consultation on transport/supported bus services. Cllr Jenkins encouraged those present to take part in the consultation as public feedback is very important.

Signed by Chair..... Date

R.1469 RECOMMENDATION received from Town Council on 6th July 2015
Policy & Resources Committee to draft a suitable standing order regarding the signing of committee minutes following the approval of Cllr Tout’s motion at the Full Town Council meeting held on 06.07.15.

Agreed.

R.1470 RECOMMENDATION received from Cllr Ian Taylor on 15th July 2015

1. We do not recommend the appointment of a Westbury Town Council Dog Warden or the provision of an FPN enforcement patrol.

2. We recommend wide and repeated publication of the ways and means by which residents can report to Wiltshire Council incidents of dog fouling. Further to this, we recommend we arrange for Wiltshire Council to copy to us all reports received from Westbury residents, along with their response, in order to determine whether our publicity is having an effect and whether WCs operatives can respond effectively.

3. We recommend production and wide publication of a large-scale map of Westbury District showing the location of all 153 dog and litter bins provided and emptied by Wiltshire Council. Further to this we recommend carrying out an examination, repair and maintenance exercise of all bins.

4. We recommend wide and repeated publication of the provision of the free dog-poop bags from the Heritage Centre.

5. We recommend the Council reviews effects of 2, 3 and 4 above in six months' time.

It was agreed that the Dog Warden Task & Finish group would meet again to amend the wording on their recommendation slightly ready to present to Town Council on September 7th 2015.

R.1471 RECOMMENDATION received from Town Council on July 6th 2015

To review the current policies and protocol regarding dealing with complaints against officers (Code of Conduct & Grievance Procedure attached) and to recommend any changes/amendments to such policies to Town Council.

It was agreed to set up a Task & Finish Group, to be called “Councillor & Officers Protocols”, with the remit of drafting a proposal to go to Town Council, along with a recommendation as to whether that proposal should be included in the Code of Conduct policy or Grievance Procedure.

The Town Clerk will email all councillors to ask for group members.

Signed by Chair..... Date

R.1472 CHAIRMAN’S MATTERS FOR REPORT

None

R.1473 BUDGET BIDS

None

R.1474 CLERK’S CORRESPONDENCE/MATTERS.

Grants

Crosspoint have written a letter of thanks to the town council. The Town Clerk will ask a representative to attend a future Town Council meeting to talk about the work that Crosspoint does and how the grant money is spent.

Town Crier

One application has been received and an interview will be arranged shortly.

Sports Road Show

The first road show was on July 29th and 120 people attended. Both The Foster Carers Association and Wiltshire Wildlife Trust have asked to have a stand at future events and the Town Clerk will contact them to confirm that this has been agreed.

R.1475 WORKING GROUP’S REPORTS/RECOMMENDATIONS:

Events Working Group

The events working group met last Thursday.

With regard to the Events Co-ordinator’s vacancy, after holding interviews of a number of candidates we appointed Miss Verity Bartlett to the post. Verity attended our meeting and has taken on various tasks to report back at the next meeting.

With regards to our Christmas event we are well on track. The Pool Party will go ahead and the new pool manager, Colin Larrigan, will liaise with Amanda to receive last year’s arrangements. The Roll Disco at Leighton Sports is still not arranged as the company Keith Brunsten previously dealt with appear to have gone out of business. Verity has been tasked with making enquires to find another company.

We will be meeting with Ron Norris with regarding the replacement and repairs of our lights on the 10th August.

The Christmas Tree Festival will have its opening night on Thursday 10th December and maybe run until the Monday.

With regarding the summer celebration Saturday 9th July 2016, the headline band has been booked – Madness Tribute Band.

Summer celebrations 2017 Cllr Anderson proposed the following:-

Signed by Chair..... Date

- Party in Penleigh Park as discussed by the previous by the former Party in Penleigh working group.
- Picnic in the Park - A Family day with music etc but to finish early evening.
- Cycling Event – 100-mile bike ride around Wiltshire, starting and finishing in Westbury.
- The base would be at Penleigh Park with stall etc

It was agreed that Cllr Anderson and Verity to look at every aspect and bring it back to the working group.

Website Working Group – group not met

Westbury Tourism Working Group

The Tourism Working Group met recently.

Blue plaques are on order but we need to apply for new permissions for the mill building as the original site on Church Street is of a later date than the main building (and this date is on the stone work). A new location has been identified on the public footpath.

Steve Hobbs will be doing a guided walk around the plaques on Sunday 27th Sept at 11am as a part of the Westbury Music and Arts Festival.

The walking leaflet is in draft but we want to ensure that it is in a downloadable format. We need to find someone to do a map for this.

Finger posts are now out for a quote. The Clerk confirms that we have sufficient budget already allocated for their likely costs. Where possible, new signs have been chosen to be single names or groups of physical locations that cannot change to make future updating simpler (several signs had tourist info as one of 3 items to be re-done).

Following the recent resignation of Cllr Tout, who has been a hard working and valued member of the group, we are rather shorthanded and are looking for new members.

Delegation of Services Working Group

The working group met on Thursday 23rd July and concluded the following business:

- It re-elected Cllr Gordon King as Chair;
- That it would recommend to P&R Committee that it should in accordance with its scheme of delegation authorise the Town Clerk to contact Wiltshire Council and register this Councils “expression of interest” in a Community Transfer of Assets of the children’s play area at Westbury Leigh.
- That it would recommend to P&R Committee that it should in accordance with its scheme of delegation authorise the Town Clerk to contact Wiltshire Council and register this Councils “expression of interest” in a Community Asset Transfer of the public toilets in the High Street Car Park and at Warminster Road.

Signed by Chair..... Date

- The working group noted that an expression of interest does not place this council under any obligation. It is a tool that will enable a formal discussion, an examination of relevant data and facilitate all necessary negotiations.
- The working group asked the Town Clerk to put together a list of all local authority assets in Westbury in advance of its next meeting on 20th August when the WG will then discuss take a strategic view about handling future Asset Transfers.

Great War Commemoration Working Group

The Great War group was recently successful in securing support by the Heritage Lottery Fund by way of a £9,500 grant.

Although plans were already well under way for a two week exhibition and recruitment event, the grant has allowed us to expand our project.

As part of the recent recruitment event, many of the local schools received a visit from a recruiting sergeant and his team, with the main recruitment event being held at the Laverton on July 11th. This event saw recruits of all ages going through the rigours of a mock recruitment while potential nurses were taught wound dressings and bandaging.

The programme was one part of a two week series of exhibitions and activities organised by the working group which was open to the public at the Laverton. The exhibitions included Wiltshire at War's Call to Arms exhibition and a display by Wiltshire Soldiers following the impact of the war on the local community. The local family history society was also in attendance to help visitors wanting to research local soldiers.

One of the highlights of the event was the "Wiltshire Wall of Remembrance "- a county wide project commemorating the soldiers from Wiltshire who fought and died in the Great War. The wall, measuring approx 50 metres in length and in four sections, displayed 10,000 named crosses, each one made by school children in Wiltshire.

Later in September there will be an art exhibition at the Laverton showing pictures painted by a local artist portraying local service men and women of our community. This part of the project is to be included in the Music and Arts Festival.

The support by the group was fantastic and I would like to thank all those who were involved and participated. The project so far has been a great success. According to a feedback survey it was well received by the community resulting in great deal of interest being generated.

The group are now currently working on ideas for the following years leading up to the end of the war.

Business Plan Working Group

The working Group has met on three occasions, on 15th April, 11th June & 23rd July 2015.

Signed by Chair..... Date

During that time the working group has:

- Elected & re-elected Cllr Gordon King as Chair of the Group;
- Agreed a Business Planning Methodology based on the WC model;
- Agreed a number of key adjectives that describe Westbury;
- From this we have agreed 6 key themes around which the plan can be developed;
- Which will enable the putting together of a initial long list of plan objectives.
- The WG will meet again for the 4th time on 20th August to:
- Review, rationalise and agree the final list of plan objectives;
- To consider constructing a draft long list of plan deliverables for review, rationalisation and agreement.

Editorial Working Group

The Editorial Working Group was shown the draft newsletter dated July 1st and after minor alterations approved it for publication. The newsletter will be subject to continuous improvement over the coming year.

At the P & R meeting several comments and observations were made about the draft newsletter and it was agreed that the Editorial group would meet after the P&R meeting to make the final changes.

It was also suggested that the Editorial group consider making a budget bid for the future publication of the newsletter, should the Town Council agree to continue with its publication.

R.1476 TASK & FINISH GROUPS REPORTS/RECOMMENDATIONS:

Dog Warden T&F Group

See recommendation above.

R.1477 ACCOUNTS:

List of Payments

June 2015 Approved
April 2015 Revised schedule approved.

8.20pm

Signed by Chair..... Date