

WESTBURY TOWN COUNCIL

**AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON,
BRATTON ROAD, WESTBURY ON MONDAY, 7th SEPTEMBER 2015 AT 7.00 PM.**

PRESENT: Cllr D Bradshaw (Chairman)

**Cllrs D Anderson, S Andrews, I Cunningham, Mrs S Ezra, G King,
R Hawker, D Jenkins, Mrs C Mitchell, F Morland, M Sutton, I Taylor and
W D Tout**

Mr K Harvey, Town Clerk and Mrs A McCann.

Also in attendance: One member of the public

**A presentation was given by Bill Parks, Head of Service – Local Highways (North),
Wiltshire Council.**

T.3370 PUBLIC FORM.

Dr Biggs:

- Congratulations to the Town Clerk on the flower displays at The Laverton and around the town
- Congratulations to Cllr Cunningham regarding the Westbury Music & Arts Festival
- Town Council Newsletter – the first one is very good, will it be distributed around residents? Available in the library?
- The protocol for Public Forum
- Agenda item 12 – Dog Warden
- Agenda item 13 – Town Warden
- Agenda items 14 – New Lights

The clerk responded as follows:

- We received a card from a lady this week congratulating us on the floral displays and have had very positive feedback this year
- We have had 10,000 newsletters printed and have distributed them to the residents via the White Horse News. We have spare copies available at the Library and the Heritage Centre
- The protocol has been approved and will be posted on our website and will be available at future meetings

T.3371 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

Cllr P Wakeman	-	Business
Cllr D Windess	-	Business
Cllr G King	-	Left at 8.55pm

- Consultation on Wiltshire Council website and welcome to comment until 31st September 2015.

Cllr King:

- Green Bins – On 24th February 2015 Wiltshire Council implemented a chargeable garden waste collection service from 15th June 2015 and as at 1st September, 76,000 residents have registered to use this service and 1,900 residents have requested for their bins to be retrieved. The retrievals will commence from Monday 14th September and residents will be informed which week their bin will be collected as opposed to a specific day and they will need to have their bin out by 7am.
- Child Poverty Summit – At the last Area Board unitary councillors were asked to keep the last two Fridays in September free with a view to attending a summit on one of these dates to construct an action plan to present to the Area Board on 8th October. Liam Cripps, Westbury Community Engagement Manager, is currently contacting schools, governors, community groups and professionals. Matravers School is to be asked if they would kindly host the event.
- Emergency Planning Workshop – Liam Cripps, Westbury Community Engagement Manager, is organising an emergency planning workshop to be held at the Laverton in November. This will be a community area event and invitees will be councillors, potential volunteers and professionals. Wiltshire Council has released a new Community Plan Template and a PDF detailing 4 steps to community resilience, which will be forwarded to the members of the Emergency Planning Working Group.

T.3378 **MINUTES of COMMITTEES.** The following minutes were received and noted:

Policy & Resources Committee	-	3 rd August 2015
Highways, Planning & Development Committee	-	20 th July 2015
Highways, Planning & Development Committee	-	17 th August 2015

T.3379 **MATTERS ARISING FROM THESE MINUTES** (if any). **Note: no new decisions can be taken.** Nil

T.3380 **COMMUNICATIONS BY THE TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council.

The Mayor read out a letter he had received from The Town Clerk, dated 26th August 2015, informing of his plans to retire on 22nd February 2016, but agreed to work until 31st March 2016.

The Mayor thanked the Town Clerk for a sterling job and expressed his personal sadness about seeing him retire. He thanked him for all his hard work and for working above and beyond his duties at times, which was echoed by the other

councillors.

T.3381 **‘KEEP WESTBURY CLEAN OF DOG MESS CAMPAIGN’ PETITION -**
Cllr Hawker presented the petition to the Council, with 547 signatures, which was noted and received.

T.3382 **NOTICE of RECOMMENDATION from Policy and Resources dated 9th August 2015.**

Following the investigations by the Dog Warden Task and Finish Group there recommendations were:

1. We do not recommend the appointment of a dedicated Westbury Town Council Dog Warden or the provision of a Fixed Penalty Notice enforcement patrol.
2. We recommend continuing 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 Westbury Town Council office and the Heritage/Visitor Centre.
5. We recommend the Council reviews effects of 2, 3 and 4 above in three months' time.

The above recommendation was APPROVED

T.3383 **NOTICE of MOTION received from Cllr Mrs S Ezra dated 10th August 2015**

Proposal

To employ a Town Warden

Background

There are a number of tasks that could usefully be carried out by Westbury Town Council to improve the quality and feel of our town, so making its residents proud to live here. Further, with a likely and on-going reduction of services and level of services from Wiltshire Council it is probable that the list and scope of roles will grow; further, delegation of services may result in completely new functions appearing.

Key Aspects

Flexibility It is important that the role holder understands that the clerk can assign any reasonable task; someone who thinks that they “only do A” will not be suitable. This is the major reason against using a contractor; re-defining contracts is hard work and it is in the nature of contract role that the “job” expands to fill the time paid for regardless of the necessity. Any employee should be “happy” to work flexibly – taking on more hours when asked.

Fact Finding It is likely in future that the Westbury Town Council will need to take on other roles and responsibilities. In many cases it will be hard for us to estimate the amount of resource that will be needed. It will be useful to, in the first instance, assign a flexible worker to the role in order to find out what is really necessary. Once we have this information we can decide either

1. The task is manageable with our existing warden resource (or additional hours for this resource)
2. We have a case for employing another warden
3. We have a case (with well understood duties, hours etc.) for employing a contractor

Cover One disadvantage of employing a warden directly over using contracted services is that cover for holiday or sickness is difficult. There are three considerations here:

1st is that none of the tasks on the initial list are critical; many are supporting functions which if not done for a while will only result in a temporary reduction in the level of service – not critical loss

2nd if (as seems likely) we need to allocate more hours this should be done by appointing a 2nd Warden in the 1st instance – i.e. two wardens working 15 hours each would be better than 1 working 30 hours.

3rd other staff could cover some of the functions if they are deemed more important (.e.g. monitoring functions)

Tasks

Supplementing Wiltshire Council’s Activities

A key aspect of this work would also be reporting to Wiltshire Council/Clerk areas in which Wiltshire Council need to take action and then reporting on whether action has been taken. In an environment of reduced services and “work to rule” it is important that Westbury “insists” on its proper share of the services for which residents pay Wiltshire Council and that all supplemental work we have done is properly recorded and reported – particularly should we need to remind WC of their responsibilities.

e.g.

- Removing small problem nettles, bramble etc.
e.g. when they hang into paths and are a “risk” to passers-by or stop a bench being used
- Small areas of weed killing
- Clearing dog faeces – either as seen or in response to reports (or slow response by WC)
- Picking up small amounts of litter – especially dangerous items such as glass in play areas
- Cleaning signs
- Clearing drains (I.e. when blocked externally)
- Reporting parking issues

Our “responsibilities”

- Cleaning/ Fixing benches

- Repairs to bus shelters
- Banners
- General small external repairs, decorating
- Putting up/taking down notices for events, road closures
- Barriers etc. for events
- Checking waterways/ditches
- Flood warden related functions
- Allotment inspections
- Cleaning up after our town events
- Light gardening
- Delivering letters (e.g. notices)
- Managing town notice boards

Acting as Eyes and Ears of Town Council

This an important role – noticing and reporting to the clerk any kind of problem that the warden can't fix at all or can't easily fix

- Reporting badly parked vehicles – traffic flow problems
- Reporting fly tipping, abandoned vehicles etc.
- Drain problems
- Road damage/potholes
- General reporting of issues by residents
- Footpath issues, weeds
- Vandalism
- Condition of toilets
- Anti-social behaviour – report to police
- Leaks
- Benchmark data
- Taking photographs as required
- Bus stops (timetables etc.)
- Fly posting
- Reporting anything seen that is “wrong”

Resources

- Management Time - clerk
- Data entry/reporting – admin
- Tools, e.g. screwdrivers, spanners, secateurs loppers, sprayer
- Equipment: cleaning, tools, bicycle, cart van (later if tasks like bin emptying require it)
- Training: as necessary
- Waterproofs, gloves, goggles (hi-vis)
- Mobile phone (with good camera)

Recommendation

To instruct the Town Clerk together with a T&F group to estimate the cost of employing a Town Warden on a part time and full time basis, plus a van and equipment to carry out the work. The T&F group to make a report direct to the next Full Town Council in November so a decision can be made for the future and if necessary a cost provision to be included in next year's budget.

The motion was AGREED with the following amendment:

The Task and Finish group to make a report to Policy and Resources Committee and for the recommendation to be made to Town Council at the November meeting – (2nd November).

The Clerk to email all councillors to find out who is interested in joining the group and to arrange a meeting as soon as possible.

T.3384 NOTICE of RECOMMENDATION received from Events Working Group dated 10th August 2015

Proposal:

To purchase two new lighting displays for the new street lighting columns outside ALDI Supermarket.

Background:

To extend the Christmas lights to include the two new street lighting columns outside ALDI Supermarket. We will need to purchase two new lighting displays. Wheelers have quoted for 2 x 'mini bulb blooms' - code: 12779, from the 'Festive Lighting Company' brochure at £360.00 + VAT per unit.

Recommendation

The Events Working Group requests that the Town Council approves the purchase of new lights at a cost of £720.00 + VAT, and for this expenditure to be met from the Rolling Capital Fund.

The recommendation was APPROVED.

T.3385 NOTICE of RECOMMENDATION received from Cllr WD Tout, dated 25th August 2015.

Purpose

To cut down the agendas & business of Full Town Council meetings of Westbury Town Council

Background

Full Town Council meetings should deal with statutory matters of the Council. It should also receive reports from Unitary Councillors & other associated bodies. It should also confirm the business of its Standing Committees.

ALL Working/Task & Finish Groups SHOULD report to the Standing Committees & NOT the Full Council

Recommendation

That ALL Future Working/Task & Finish Groups report to the Standing Committees of the Council NOT the Full Council.

That the current Working/Task & Finish Groups that currently report to Full Council are allocated to a Standing Committee at the 2016 Annual Full Council meeting

or

Are allocated to a Standing Committee at this meeting

The ONLY EXCEPTION to this resolution being the Management Team

**The recommendation was AGREED with the following amendment:
That *the normal practice of the council will be* ALL Future Working/Task & Finish Groups report to the Standing Committees of the Council NOT the Full Council.**

That the current Working/Task & Finish Groups that currently report to Full Council are allocated to a Standing Committee at the 2016 Annual Full Council meeting

Cllr G King left the meeting at 8.55pm

T.3386 RECOMMENDATION FROM POLICY & RESOURCES COMMITTEE THAT THE TOWN COUNCIL ADOPT THE ATTACHED A DIGNITY AT WORK – BULLYING AND HARASSMENT POLICY.

Proposal

The P & R Committee request members to adopt the Dignity at Work – Bullying and Harassment Policy and incorporate in Standing Orders Section 26 Code of Conduct.

Background

There have been instances where employees have felt unfairly and repeatedly attacked and it is important members and staff are aware of current legislation and proper procedure and policy.

Recommendation:

- a) Members adopt the attached Dignity at Work – Bullying and Harassment Policy and a reference to this policy is incorporated in Standing Orders, Section 26 “Code of Conduct”.
- b) Added clause to state:
All members are expected to abide by the Dignity at Work – Bullying and Harassment Protocol

Cllr Tout asked for a recorded vote:

	FOR	AGAINST	ABSTAINED
Cllr D Anderson	✓		
Cllr S Andrews	✓		
Cllr D Bradshaw	✓		
Cllr I Cunningham	✓		
Cllr Mrs S Ezra	✓		
Cllr R Hawker		✓	

Cllr D Jenkins	✓		
Cllr G King			
Cllr Mrs C Mitchell	✓		
Cllr F Morland		✓	
Cllr M Sutton	✓		
Cllr I Taylor	✓		
Cllr D Tout		✓	
Cllr P Wakeman			
Cllr D Windess			
TOTALS	9	3	

Cllr Hawker & Cllr Tout asked for the reason for their votes against to be recorded: Although they supported the policy it should be directed solely at protecting staff but because it mentions members it is a mistake and should be for staff only.

The recommendation was AGREED.

T.3387

RECOMMENDATION FROM MANAGEMENT TEAM THAT THE TOWN COUNCIL ADOPT THE ATTACHED LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS POLICY

Proposal:

To adopt the LGPS Discretions Policy

Background:

Following recent changes to the LGPS we have been approached by the Wiltshire Council Pension Fund to amend our Discretions Policy accordingly.

Recommendation:

Town Council to adopt the revised LGPS Discretion Policy

It was AGREED to adopt the revised LGPS Discretion Policy

T.3388

VACANCY - TOURISM WORKING GROUP. A vacancy has arisen and the group who will be concentrating on raising the profile of Westbury are looking for one or two new members.

Members: Cllrs I Cunningham, D Jenkins, D Bradshaw (ex-officio) & S Andrews (ex-officio).

No new members

T.3389 REQUEST FROM WESTBURY AREA FORUM

The request from Westbury Area Forum to continue to use the Laverton Hall and for a contribution for their administrator was APPROVED.

T.3390 NPOWER ELECTRICITY CONTRACT. Our contract was due to expire and the Clerk investigated the options available and renewed with NPower at a more competitive rate.

Noted

T.3391 CORONA ENERGY GAS CONTRACT. Our contract was due to expire and the Clerk investigated the options available and renewed with Corona at a more competitive rate.

Noted

T.3392 PRAYERS AT TOWN COUNCIL MEETINGS – Quote from page 10 of The Clerks Magazine, dated July 2015:

“Conclusion – If there was in any doubt before, there is no doubt now that parish and town councils in England can have prayers as part of their meetings, if they so choose, and their members can organise and attend events such as an annual church service.”

Noted

T.3393 CLERK’S CORRESPONDENCE/MATTERS:

- **BLUE PLAQUES UPDATE**
The plaques have been delivered to the office and arrangements are being made to have them erected
- **BENCHES UPDATE**
Benches are due to arrive tomorrow lunchtime

T.3394 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.

Bookings July/August: £2,110

Private bookings: £3,404.48

Total number of bookings: 91 bookings

Grants updates:

Awards for All: Grant for furniture. Replacement of chairs, tables and fridge.
Light signage for meeting rooms.

HLF: Small grant for a permanent Abraham Laverton Exhibition

Big Lottery Fund: application form for storage and business hub has been sent for stage 1, waiting to hear whether we are successful.

Marketing the building end of 2015/2016:

Community

Blue plaque trail begins at The Laverton. The building will be open from Monday to Friday, the building will have Blue plaque leaflets and town leaflets and will have a permanent historic exhibition of Abraham Laverton for those visitors of the blue plaque trail that want to see the building and its window.

T.3395

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:

July 2015	-	£35,597.84
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T.3396

STAFFING.

a) NOTICE of RECOMMENDATION RECEIVED FROM THE MANAGEMENT TEAM ON 26TH AUGUST 2015 IN RESPECT OF MRS S BARKER RECEPTIONIST AND ADMINISTRATION ASSISTANT.

After seeking the comments of councillors and staff the conclusion was that Sarah has performed her tasks well and in a professional and pleasant manner.

As a result at the Management Team meeting held on 26th August 2015 it was agreed to recommend to Town Council that following a successful probationary period Westbury Town Council are confirming that Sarah Barker's role as Receptionist / Administration Assistant will now be confirmed as permanent.

The recommendation was APPROVED

b) RECRUITMENT OF EVENTS COORDINATOR.

Following the recruitment process for an Events Co-ordinator Ms Verity Bartlett was the successful candidate and commenced employment in week commencing 24th August 2015.

Noted

T.3397 To resolve 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.

c) STAFFING ISSUES.

T.3398 To resolve to return to open Council.

9.46pm