

WESTBURY TOWN COUNCIL

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

PRESENT: Cllr D Bradshaw (Chairman)

**Cllrs S Andrews, I Cunningham, Mrs S Ezra, G King, D Jenkins,
Mrs C Mitchell, F Morland, M Sutton, 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 Sarah Cardy from Citizens Advice Bureau

T.3406 PUBLIC FORM.

Dr Biggs:

- Congratulations on the Blue Plaques
- Congratulations on the Music & Arts Festival to Cllr Ian Cunningham
- Congratulations on the winter planting of the flower beds
- Disappointed at the non-attendance of councillors at the Westbury Hospital meeting
- Town Warden report – very sensible, however the person specification may not necessarily mean you get the right person for the job
- Cllr Sutton explained a working group had looked at the specification and they felt that person needed to be wide ranging. The Town Clerk would be in charge of the Town Warden.
- Agenda items 18 and 20 – Budget Bids. Why are we looking at putting money into the budget to deal with issues which Wiltshire Council should be dealing with? This is not our problem until it has been delegated to us and then we should look at spending money on the issues. All the money that is required under these two items amounts to about £76,000, where is this money coming from?
- Cllr Ezra explained about the safety issues of our play areas and the fact that the working group is pushing Wiltshire Council hard to rectify current issues. All budget bids will go to the Finance Committee first when the budget is discussed.
- The Town Clerk explained the bids are to maintain the services. The budget is put together at the end of November 2015 at a meeting with the accountant. The Finance Committee meet in December to discuss the budget and it is presented before full Town Council in January 2016 for councillors to approve.

T.3407 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

Cllr D Anderson	-	Business
Cllr R Hawker	-	Personal
Cllr P Wakeman	-	Personal
Cllr D Windess	-	Business
Cllr I Taylor	-	No Apologies

T.3408 DISPENSATIONS: None

T.3409 DECLARATIONS OF INTEREST:

Cllr G King	-	Agenda item 14, (Grant Funding Request for BA13 Partnership) Personal – Wife is Chairman
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T.3410 MINUTES.

The Minutes of the Town Council Meetings held on the 7th September 2015 and 21st September 2015 were confirmed and signed by the Chairman.

T.3411 MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken. None

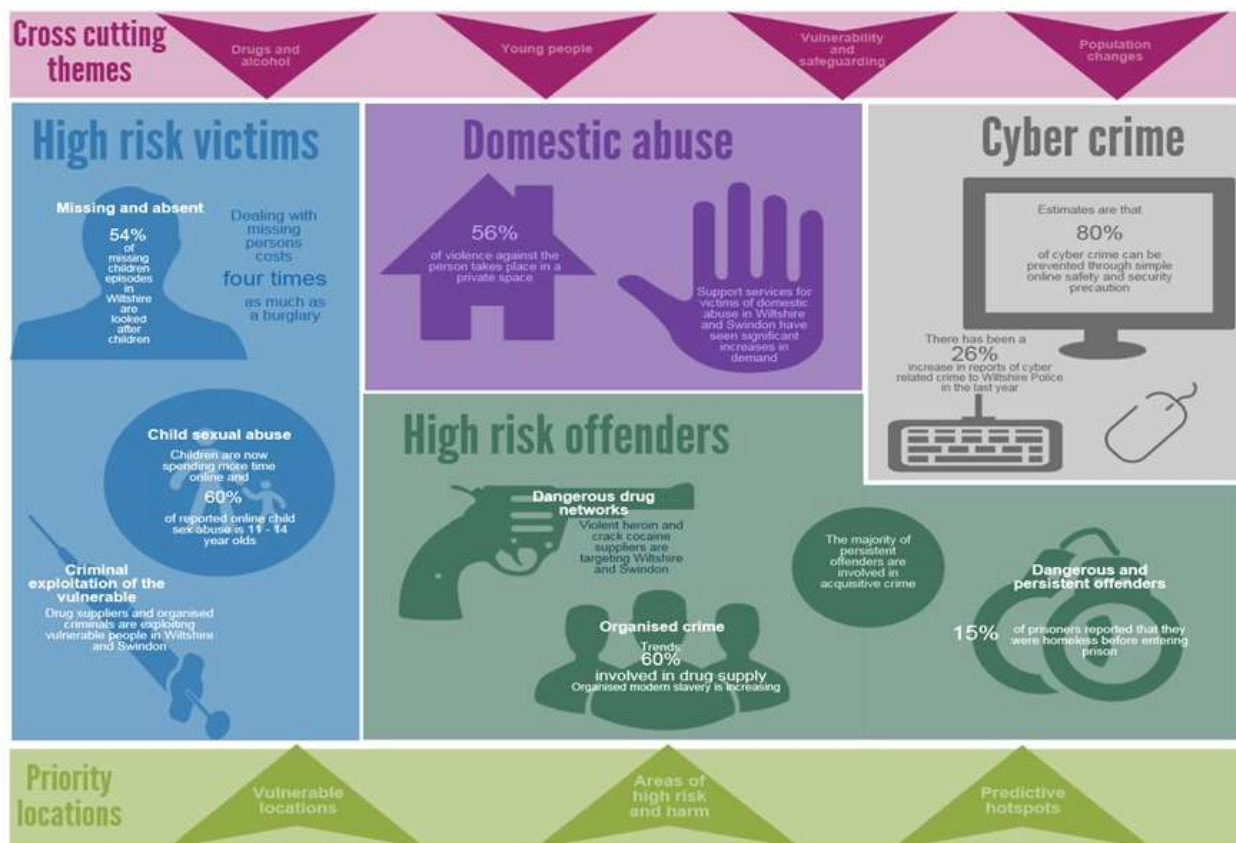
Members' matters arising from these previous Minutes. None

T.3412 POLICE REPORT.

Inspector Brain sent his apologies and forwarded the following written report:

This is my first opportunity to present to you a report based on what is happening in your local Policing area. Reviewing previous reports that you will have received, you will see that in line with the many changes that have occurred in your local Policing, your report will have a very different approach. I hope you will see the benefit of this approach and will welcome your feedback in this respect.

Wiltshire Control Strategy



Our Control Strategy has been created to describe the current and emerging threats that are of the greatest impact to our Communities. This is set annually following the analysis of threats, harms and risks. It is my intention to ensure Community Policing is focused to work within these parameters covering the 4 P's – Prevent, Pursue, Protect and Prepare.

In the current period of austerity, we must provide an efficient service. This means that we must focus on areas within this Control Strategy. It is vital that the service provided is of a high standard, placing victims and witnesses at the heart of everything that we do whilst addressing the most vulnerable in our society and preventing crime and anti-social behavior. Sadly, this does mean that we will not be able to respond to all demands that have been placed upon us in the past, as we must focus on the areas of greatest threat and risk as identified within the Control Strategy.

I do not intend, unless there is a specific demand, to present to you endless statistics. Instead, what I intend to present to you is an more detailed account of one of these areas, to identify the issues and to then discuss what we have done, are doing and intend to do in line with the strands of the 4 P's. I hope you will support this approach and in return I will give you honesty and clarity in what I can say.

My theme topic for this report will be the new Community Policing Team working in your area. I will not report on this occasion on any performance figures, as it is too soon to do so and draw conclusions.

Community Policing Team

I am an Inspector who worked as a Sergeant in the Neighbourhood Policing Team in Trowbridge before my more recent role as a Team Duty Inspector for the Central and South Wiltshire area. I was delighted to be selected as the Inspector to lead the Trowbridge and Warminster Policing area, particularly as we were about to venture into an exciting pilot where we brought the investigating officers together with the Neighbourhood and Response Policing Teams, including Police Community Support Officers and the Special Constabulary to form one Community Policing Team.

I am supported in my role by Sergeant Pete Sparrow, who has a wealth of experience within Response Policing, CID, Custody and Crime Recording.

The first significant change that you will notice is that my officers are more visible. Trowbridge has always had a visible Policing presence within the Town, but towns further away, under the old centralise Hub model, have had to rely upon officers from Trowbridge to attend immediate calls for service.

I have made it one of my priorities for my staff to be visible. We have rolled out technology that enables staff to remain mobile and not rely on returning to the station in order to update enquiries on fixed location computers. This mobile technology will enable my staff to be accessible to their communities.

You will see the team Structure in the attached document.

The Community Policing Team will be based out of two locations, Trowbridge and Warminster and will patrol these towns along with Mere, Tisbury, Westbury and Bradford on Avon. Despite the two locations, it is one team and they will support each other depending on the demands at that time. The significant change is that each part of the team will work together to deliver a quality, efficient and trusted service to their Community.

I have removed the position of Community Beat Manager (CBM). This was a role that was held by a Constable on the Neighbourhood Policing Team. These officers would provide direction and support to the PCSO who worked on their beat areas. The role of the PCSOs has developed and they will now take on that responsibility that previously befell the CBM. I believe this will ensure continuity and accessibility to their Community Beat areas.

To support the PCSOs in their Beat role, I have assigned the Police Officers and Special Constables each to specific Beat Areas. Unlike the PCSO, the Constables will be more influenced by the demands of everyday Policing, but they will focus their preventative patrols in their designated beat areas. This will support the PCSO, with warranted officers in providing a 24/7 cover for their beat area, something that some of the beats will think they did not receive before.

Added to the teams are Local Crime Investigators (LCI). These officers worked previously in Melksham with their primary role in investigating and interviewing offenders in custody. They will provide the expertise and direction to officers who have not had to perform the interview functions on a regular basis under the old model. They will also support at early stages with assistance in investigations.

Working across all the teams will be two Community Co-Ordinators. These officers, who have been selected from the old CBM roles, will be responsible for the longer term Community issues that need to be addressed, such as events, application for orders and licensing concerns. They will support all the teams and complete the links with key Community links.

I am excited by the challenges ahead and looking forward to watching this new Policing Team develop a model that delivers local policing within the Control Strategy and can be replicated across the rest of the County.

James Brain
Community Policing Team Inspector
Trowbridge & Warminster

T.3413 WILTSHIRE COUNCILLORS' REPORTS.

Cllr King:

- WM Morrisons Supermarkets Plc have submitted an application to vary the premises licence at 42 Edward Street as follows:
Sale of Alcohol (off the premises only) 0600-0000 daily
Opening Hours 0600-000 daily
Any representation for or against the application must be submitted in writing to the licensing authority by 12th November 2015.
- Matravers School Funding has been used to update some very old facilities.
- The Area Board are hosting an Emergency Planning workshop at The Laverton on Thursday 12th November at 17.30hrs. All councillors are welcome to attend.
- The next Area Board meeting will be held at The Laverton on 10th December and included on the agenda will be 'Westbury Community Area – The Way Forward', which was deferred from the last meeting.

Cllr Jenkins:

- Lorry watch scheme – Started about 18 months ago and it is having some impact. Looking for more observers. Please contact Cllr David Jenkins if you are interested in helping.
- Recommend all councillors attend the Area Board meeting in December

T.3414 **MINUTES of COMMITTEES.** The following minutes were received and noted:

Finance Committee		14 th September 2015
Policy & Resources Committee	-	5 th October 2015
Highways, Planning & Development Committee	-	21 st September 2015
Highways, Planning & Development Committee	-	19 th October 2015

T.3415 **MATTERS ARISING FROM THESE MINUTES** (if any). **Note: no new decisions can be taken.** Nil

T.3416 **COMMUNICATIONS BY THE TOWN MAYOR.** None

T.3417 **NOTICE of MOTION received from the Finance Committee dated 14th September 2015.**

Internal Audit Review Report 2014/15 (Final Update)

Recommendation

Town Council to note the following additional wording to Item 11.1 (g) – “If fewer than 3 tenders are received for contracts above £25,000, or if all tenders are identical, the council may make such arrangements for selecting amongst them or decide to re-tender and record reasons for the decision”.

Also that the Finance Committee agreed following additional amendments:-
Items 11.1 (b, f & g) - Amount of £60,000 to be amended to £25,000.

An amendment was proposed and approved to remove the word ‘such’.

It was resolved to AGREE the above recommendation with the approved amendment.

T.3418 **NOTICE of MOTION received from the Finance Committee dated 14th September 2015.**

Purchase of Sales Ledger Software

Recommendation

To proceed with the purchase of the Omega Sales Ledger Software and Training as per the following costs:

- The cost of the sales ledger software £295 + VAT
- Support & maintenance for the additional module £130 + VAT (networked)
- Installation and training costs for a day would be £390 + VAT

It was resolved to AGREE to purchase the Sales Ledger Software.

T.3419 NOTICE of MOTION received from Policy & Resources Committee dated 5th October 2015.

Funding of Council Activities

Purpose:

To ensure that when budget bids are submitted for council activities that it should always be accompanied by an explanation of whether funds have been canvassed from other sources outside of the council and what the response was to that request.

Where no contribution is possible then that should be stated in the budget bid.

The default position should be that every bid submission includes these details.

Background:

The council has been very generous in funding the activities within the town that are of benefit to residents but is mindful that in the current economic climate and probably in the foreseeable future it will no longer be possible to fund everything and that contributions should be canvassed from other parties who are to benefit from such activities.

There have been many occasions recently when bids have been submitted to Town Council and councillors have asked if other parties have been approached to make a contribution and have stated that such approaches must be made in future or a statement saying why this activity should be totally council funded.

This recommendation seeks to make that the default position for every bid.

Recommendation

Town Council to mandate that every budget bid contain a statement as to whether any contribution from outside parties has been sought or whether the activity to be wholly council funded.

It was resolved to AGREE the above motion

T.3420 NOTICE of MOTION received from Policy & Resources Committee dated 5th October 2015.

Grant Funding Request for BA13 Partnership

Proposal

In view of the loss of their funding from Wiltshire Council, to consider an annual grant to the BA13 Partnership of £5,000, as detailed in the attached letter and report, and make recommendations to Town Council accordingly.

Background

1. That Westbury Town Council receives and notes the report of the BA13+Partnership and;

2. That having carefully considered that report the Town Council recognises that the Partnership in pursuance of its aims and objectives, directly supports the Wiltshire Council Business plan and the emerging town council plan.
3. That in recognition of 1 & 2 above Westbury Town Council acknowledges the good work of the Partnership and agrees to establish a permanent grant of £5k in its budget in support of the Partnership.

Recommendation

Policy & Resources recommend Town Council agree that a grant of £5,000 be paid to BA13 group and should allow for this in the 2016-17 budget

It was resolved to pass this to the Finance Committee to be dealt with at their meeting on 14th December 2015.

T.3421 NOTICE of MOTION received from Policy and Resources Committee dated 5th October 2015.

Grant Funding Request for Matravers School

Town Council to note that a grant of £500.00 be given to Matravers School to subsidise the cost of performances by the Oddsocks Theatre Company

Noted

T.3422 NOTICE of MOTION received from Policy and Resources Committee dated 5th October 2015.

Town Warden

Recommendation

To note the revised job description (see attached) and to proceed with the recruitment process. (Details previously distributed).

Noted.

T.3423 NOTICE of MOTION received from the Management Team dated 9th October 2015.

Computer for the Events Coordinator

Proposal:

To buy a new computer for the Events Co-ordinator

Background:

We do not have enough work stations in the office for each member of staff to have their own. The Events Co-ordinator is currently hot desking, which is not ideal, and her hours are due to expand after February. A quote has been sought

from TCA to buy a new computer to enable the Events Co-ordinator to have their own desk and space. The cost of the computer is £668 + VAT.

Recommendation

To purchase a new computer for the Events Co-ordinator as per the following quote from TCA:

Dell OptiPlex 3020 Minitower PC Core i3 (4150) 3.5GHz 4GB 500GB DVD-RW LAN Windows 7 Pro 64-bit+Windows 8.1 Media (HD Graphics 4400)

£341 + VAT

HannsG HS243HPB HS Series (23.6 inch) LED Backlit Monitor 1000:1 250cd/m2 1920 x 1080 7ms VGA/HDMI

£94 + VAT

Microsoft Office 2016 Home and Business = £175 + VAT

AVG Antivirus = £18 + VAT

1hr installation = £40 + VAT

Total = £668.00 + VAT

It was resolved to AGREE the above motion.

T.3424 NOTICE of MOTION received from the Highways, Planning & Development Committee dated 19th October 2015.

Budget Bids

To approve the inclusion of the following increases in the Draft Budget 2016/17, to be considered by the Finance Committee on 14th December 2015:

- **Play Areas Working Group 2016.**
To increase the budget bid by £12,000.00. This is to be on a rolling budget to continue to upgrade and carry out URGENT repairs that Wiltshire Council seem or are unwilling to do, to keep our children safe.
- **Street Scene Working Group**
To increase the budget bids for Street Scene Working Group by £5,000.00 for Furniture etc

And by £6,000.00 for Flowers/Planting.

With regard to the furniture items we will need to ensure that we have provision for benches, finger posts (update) new information signs in High Street Car Park, Grit Bins and maybe replacement or new Dog Bins.

Flowers have now become our responsibility as Wiltshire Council has decided to no longer provide any planting in our town. I am sure the people in Westbury would like to see our town looking its best.

It was resolved to AGREE the above motion

T.3425 NOTICE of MOTION received from the Laverton Institute Trust Management Working Group dated 26th October 2015.

Replacement of Shed and improve Storage facilities

Proposal

To proceed with replacing the existing Shed outside the kitchen and improve the Storage area to the rear of the building.

Background

We were unsuccessful with our grant application to the Big Lottery Fund (Reach in Communities) for further refurbishments at the Laverton, i.e. Multi Purpose Room, Shed and Storage.

Planning permission has been approved.

The estimates were Multi Purpose Room £60 - £70k, Shed £7.5 - £9k, Storage Area £8 - 10k, these were provided at Aug 2014 and were a guide.

As the Shed and Storage are small projects the Clerk has spoken to our Consultant suggesting tenders should be requested from local builders based on the drawings already in our possession. He agrees that this is a sensible route to take. He did however say he would assist should we need help looking at tenders submitted.

Recommendation

To proceed with the demolition and construction of a new Shed and the enclosed Storage area to the rear of the building and that invitations to tender are sent to local builders.

It was resolved to AGREE to send invitations to tender to local businesses

T.3426 NOTICE of MOTION received from the Policy and Resources Committee dated 26th October 2015.

Budget Bids

To approve the inclusion of the following increases in the Draft Budget 2016/17, to be considered by the Finance Committee on 14th December 2015:

- **Events Working Group** – bid for £5,000 for Christmas in Westbury & £5,000 for maintenance of equipment.

The events working group request the Christmas in Westbury budget be increased by £5,000 from £12,650 to £17,650 to cover the increased cost of printing and delivery of the Event brochure. There has been no increase in

these charges over the last few years and as the brochure is now increasing in size, the group feels that the costs next year will increase.

We also request an increase of £5,000 from £14,000 to £19,000 in order to start to replace many of our existing Christmas street lights. Some of these need to be replaced with modern LED bulbs in order to reduce their running costs.

- **Delegation of Services Working Group** – Bid for £20,000 as a starting point as the Town Council is currently in the process of obtaining more accurate figures prior to preparation of the annual budget.
- **Great War Commemoration Working Group** – Bid previously agreed. It was previously agreed at Town Council on 3.12.14 (ref T.3194) to make a sum of £2,500 available to the Great War Commemoration Working Group to commemorate specific events of the Great War over the remainder of the four year commemoration period which included 2016/17 and 2017/18.
- **Business Plan Working Group** – Bid of £4,500.
Bid of £4,500 to cover the cost of producing an 8 page glossy business plan booklet plus any unknown costs. Costs (approx) for 10,000 copies are:
A4 £1,500 – £2,000
A5 £1,000 - £1,500
- **Editorial Working Group** – bid for £4,000.
To increase the annual budget for producing and distributing the quarterly newsletter from £500 to £4,000

It was resolved to AGREE the above motion

T.3427

INTERNAL AUDIT REVIEW WORKING GROUP

Town Council to note the following councillors were appointed as the members of the working group at the Finance Committee meeting held on 14th September 2015:

Cllrs Stephen Andrews, Ian Cunningham, Mrs Sue Ezra and Mike Sutton.

Noted

T.3428

ANNUAL RETURN for the Financial Year Ended 31st March 2015

To note the Annual Return for 2014-2015 and the External Auditor's Report.

Noted

T.3429

ROUNABOUT SPONSORSHIP – WHITE HORSE MEDICAL CENTRE

Town Council to note it was agreed at the Finance Committee meeting held on 14th September 2015 to reduce sponsorship of the Health Centre roundabout to £250 per plot.

Noted

- T.3430 INTERVIEW PANEL for Town Clerk Vacancy**
The Committee to note that the interview panel will consist of the following members: Cllrs Stephen Andrews, David Bradshaw, Ian Cunningham, Mrs Sue Ezra, Mike Sutton, who are the current Management Team and the Town Clerk.
- An amendment was proposed and agreed for Council to approve the list of interviewers submitted as detailed above.**
- It was resolved to approve the list submitted as above.**

- T.3431 NAMING CONVENTION POLICY**
It was agreed at Policies and Resources Committee Meeting 1st June 2015 for the Town Clerk/officers, along with Cllr I Cunningham to discuss and bring proposals back to Town Council.
- No meeting has been held.
- It was resolved to defer this item to the next meeting**

- T.3432 WESTBURY FREE CAR PARKING DAY**
To agree a date to use the second free car parking day allocated by Wiltshire Council.
Town Clerk suggests Saturday 19th December 2015.
- It was resolved to apply for free parking in Westbury for Saturday 19th December 2015.**

- T.3433 CLERK'S CORRESPONDENCE/MATTERS:**
- **Remembrance Sunday**
 - **Christmas Street Fayre and Christmas Lights Switch-On**
 - **Christmas in Westbury booklet**
 - **Anthrax**

- T.3434 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.**

Bookings 2015/2016 VAT included

£ 10,366.68 with charge
£ 4,295.00 community use

April/ September bookings

125 community usage
191 private functions
Total firm bookings: 316

Grant updates:

1. Landfill Communities Fund: The screens are in use daily. We are waiting for Wiltshire Councils advertisement permission to install the outdoor community notice board.
2. Awards for All: Grant for furniture. Replacement of chairs, tables and fridge. Light signage for meeting rooms. Grant is £10 K
3. HLF: Small grant for a permanent Abraham Laverton Exhibition Grant is £2 K
4. Big Lottery Fund: application form for storage and business hub has been sent for stage 1, and was declined. Grant £100K
5. Bernard Sunley Fund for £5k to help with the storage costs. Town Council has to approve to put in £1.5k towards the new storage areas

Regarding storage and shed: To make a recommendation to WTC to proceed and obtain specification and quotes for these storage areas to the rear of the building and also the old shed behind the bar. This can be financed from the Capital Projects Fund.

T.3435

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:

September 2015	-	£45,389.33
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T.3436

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.

T.3437

STAFFING

T.3438

To resolve to return to open Council.

9.45pm