

WESTBURY TOWN COUNCIL

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

**PRESENT: Cllrs M Sutton, I Taylor, D Bradshaw, R Hawker & D Jenkins
Mr K Harvey, Town Clerk, & Mrs J Dyer.**

Also in attendance: Cllr D Tout

R.1506 PUBLIC FORUM - None

R.1507 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE

Cllr S Andrews – personal

R.1508 DISPENSATIONS - None

R.1509 DECLARATIONS OF INTEREST (if any) AND REASONS

Agenda item 12 – Grant funding

Cllr Bradshaw Westbury Amateur Swimming Club

Cllr Jenkins Westbury Rugby Football Club

Cllr Sutton Westbury Town Mid Week Skittles League

Cllr Hawker Step up pre-school, Westbury & District Cricket Club

R.1510 MINUTES. To confirm and sign the Minutes of the Committee Meetings held on the 5th October 2015 and 26th October 2015.

AGREED

R.1511 MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.

None

Members Matters Arising - None

R.1512 WILTSHIRE COUNCILLORS' REPORTS.

Cllr Jenkins

Community Governance Review (review of parish boundaries) – Cllr Jenkins feels that Westbury should not miss the opportunity to look at this. The Town Clerk will be asked to write to Wiltshire Council for more information and ask if it's too late for Westbury to express an interest in a boundary review.

Campus Review – Campus Working Group (general county campus review) has finished its report and once approved will go forward to Wiltshire Council.

Cllr Hawker

Community Governance Review (review of parish boundaries) – agrees with Cllr Jenkins. Council tax should be ignored but focus on where the services of a town are used within an area. This applies to the Heywood side of The Ham.

R.1513 RECOMMENDATION received from Cllr I Cunningham on 2.11.15.

Purpose

To review how the public forum is recorded under the ‘Protocol for Public Forum’ document.

Background

Recently, Westbury Town Council has tried to make the public forum section of council committees more appealing to the public. Specifically, we have allowed some interaction (when straightforward questions are raised and no decisions are taken) however, with increased interaction some members now feel that minutes are becoming unbalanced. Often there are many lines of comments from the public in minutes that (by convention) do not record what was said by councillors. Anyone not present might wrongly get the impression that the councillors don’t speak or do little in meetings.

For example, a suggestion is to consider only recording who spoke and any questions requiring a response. Perhaps another attachment/note document could record more details if this is felt useful (and to be polite to the participant – who might otherwise feel “ignored”). This would be available as an attachment and for inspection but not part of the minutes proper.

Proposal

P&R consider amending the practice for recording contributions from the public in committee minutes and make any recommendations to Town Council in January 2016.

RECOMMENDATION TO TOWN COUNCIL that the Town Clerk should circulate his responses to any questions raised in the public forum, with the minutes of the meeting, but not publish as part of the minutes.

R.1514 RECOMMENDATION received from the Town Clerk on 10.11.15.

Purpose

To consider allowing Active Trowbridge runs their pre-school training programme at The Laverton.

Background

The sessions are 45 minutes per group and are for 2-5 year olds. They are £2.00 per session booked termly in advance.

Options are;

- Tots Tennis
- Dance
- Active Ruggers
- Active Kickers Football

Active Trowbridge will provide booking forms and take all of the bookings and provide marketing and promotion material. Days available are Monday, Wednesday, Thursday and Friday mornings.

Proposal

P & R to discuss and make any recommendations to Town Council in January.

AGREED

R.1515 RECOMMENDATION received from M Sutton on 14.11.15.

Submission of Motions to Town Council

Purpose:

To clarify who is responsible for submitting motions that have been recommended by committees to Town Council. Is it the chair of said committees or the Town Clerk?

Background:

There is confusion as to who has the responsibility for submitting motions to Town Council after they have been approved by a committee and in some instances recommendations have been missed or delayed due to the thought that someone else is doing it.

As the committee will have had a proposal produced on the relevant format it would seem a simple process to resubmit that form to Town Council suitable amended and maybe that should fall to the current chair of said committee. Alternatively it could be left entirely to the Clerk's organisation.

Recommendation:

P & R to decide on the appropriate responsibility and make any recommendations to Town Council in January.

RECOMMENDATION Committee's make recommendations during a meeting which are noted. Therefore it becomes an office function to ensure that it goes forward to the relevant committee.

R.1516 RECOMMENDATION received from M Sutton on 14.11.15.

Details of events and meetings

Purpose:

To assist members by producing a list of the following week's events and meetings and to circulate it prior to that week.

Background:

Although members are diligent in making note of their own commitments we occasionally find that because of other pressures we forget to diary every commitment are sometimes surprised to find we need to attend a meeting in a few days.

Also although very diligent in our own meetings do not always know what meetings or groups are taking place in those groups or committees of which we are not members and which we have an interest or may wish to attend.

It would be helpful therefore if the office could notify all members of the following weeks meetings and events.

Recommendation:

P & R to discuss and make any recommendations to Town Council in January

RECOMMENDATION that the office investigate access to a shared calendar for all councillors so that they are able to access to see when meetings are being held, and report back to the next meeting.

R.1517 **RECOMMENDATION received from Cllr I Taylor on 08.10.15.**

Purpose:

Town Council or the appropriate committee to periodically scrutinise grants of £2000 or more to ensure the grant is appropriate and that it is appropriately used.

Background:

In 2014/15 Town Council donated grants to many community groups and the demand for grants is likely to increase both in terms of the amount and number of organisations if and when Town Council takes on services and responsibilities from Wiltshire Council.

Consequently Town Council should formalise a process to ensure, as a duty of care that monies granted are used for their appropriate purposes.

Recommendation:

- i. That bodies receiving regular grants are asked to supply information about themselves and the purpose for which grants are requested.
- ii. That bodies receiving grants annually report to the Council their activities in the preceding months.
- iii. The Council may choose to review recipient's activities in a proportionate and transparent manner and publicly report its findings.

AGREED the appropriate committee to periodically scrutinise grants of £1000 or more.

R.15218 **GRANT FUNDING 2015/16**

List of applications received for review, prior to consideration by the Finance committee on 7th December 2015.

AGREED with the following amendments:

After School Cookery Club	increase from £200 to £250
White Horse Day Centre	increase from £300 to £500

R.15219 **GRANT FUNDING REQUEST received from Bitham Brook School on 16.10.2015**

To consider awarding a grant of £500.00 to Bitham Brook School to provide fun playground markings in the school playground.

If agreed, the P&R Committee should recommend this to Town Council in January for noting.

AGREED and forwarded to Town Council for noting.

R.1520 CHAIRMAN'S MATTERS FOR REPORT None

R.1521 BUDGET BIDS None

R.1522 CLERK'S CORRESPONDENCE/MATTERS.

The Town Clerk reminded those present of the Town Council meeting on Dec 14th to approve the appointment of the new Town Clerk, followed by the Finance Committee meeting to agree the draft budget for 2016-17.

Letter also received from Matravers School thanking the Town Council for the £500 grant which was used towards the cost of a visiting theatre production.

R.1523 WORKING GROUP'S REPORTS/RECOMMENDATIONS:

Events Working Group

As chair of the Events Working Group I would very much like to thank the Staff and those Councillors that gave their time to make such a success of the day and the light switch on.

The weather could have been kinder to us but that's life. The wind was rather unkind but we all battled on as normal to give the town its Christmas Event. It was disappointing that some stall holders withdrew over night because of the weather but those who turned up we were very grateful in every way. A full report will be given after the debrief in January.

Website Working Group – Group not met

Westbury Tourism Working Group

Tourism Working Group 28th Oct 2015

Draft of Blue Plaque text was felt to be poor; the map was very hard to follow. We chose to ask a designer to re-work the map, hoping to achieve a more flexible map in a modern electronic format that could be used for other council publications.

We also agreed that text needed some professional layout. Short run re-print of leaflets for town guide agreed – eventually to be one document.

An expression of interest in marketplace phone box has been passed to Wiltshire Council (previously agreed by WTC but we were awaiting highway feedback about land ownership)

Delegation of Services Working Group – No report submitted

Great War Commemoration Working Group

The group continues to meet regularly and we are currently looking at options for projects between 2016 and 2018 with a film showing planned for July 16th 2016 to commemorate the Battle of the Somme.

So far as the current Heritage Lottery funded project is concerned, we are working towards completing this project with a recording of the Everyday Tommy art exhibition and a self guided walking tour leaflet both of which will be completed and the project evaluated by the end of March 2015.

Business Plan Working Group – No report submitted

Editorial Working Group

The Editorial Working Group has not met since the summer edition as currently we are between publications.

Although the group has not met the items being considered for the newsletter are as follows and P & R should discuss and consider

- Mayors Comment
- Finance Report
- Precept Comparison
- CAB update
- Town Caretaker update
- Town Crier update
- Blue plaque update
- Events
- Xmas Events
- Working Groups
- Nomination for Civic awards
- The Laverton
- Forthcoming meetings

R.1524

ACCOUNTS:

List of Payments for October 2015

Noted & agreed.

20.10pm