

WESTBURY TOWN COUNCIL

At a MEETING of the POLICY & RESOURCES COMMITTEE held at THE LAVERTON,
BRATTON ROAD, WESTBURY, on MONDAY 3rd April 2017 at 7.00 pm.

PRESENT: Cllrs M Sutton (Acting Chairman), S Andrews, G King
Mrs D Urch (Town Clerk) and Mrs J Dyer

Also in attendance: Cllrs Cunningham, Morland and
Tout and 1 member of the public

R.1666

Public Forum

Cllr W D Tout

Questioned why the proposed Community Governance Review did not include a review of the electoral boundaries within Westbury, in light of new housing within the town.

Cllr King explained that the purpose of a Community Governance Review was to review the external boundaries of Westbury and not the internal electoral boundaries.

Dr P Biggs

Agenda Item 14: Councillors attending a sub-committee that they are not a member of, are attending as a member of the public and therefore should have a right to speak. Whereas all councillors who attend a full Town Council meeting do so as councillors and not members of the public.

Cllrs Cunningham and Tout requested to speak at specific agenda items.

R.1667

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

Cllr Jenkins	Personal
Cllr Bradshaw	Personal
Cllr Hawker	Personal

R.1668

DISPENSATIONS

None

R.1669

DECLARATIONS OF INTEREST (if any) AND REASONS

None

R.1670

MINUTES

The Minutes of the Policy & Resources Committee Meetings held on the 6th February 2017 were agreed and signed by the Chair, after the removal of the reference to the Tourism Working Group (R.1656 refers).

R.1671

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

None

Members Matters Arising

None

R.1672 WILTSHIRE COUNCILLORS' REPORTS

Cllr King

The last Wiltshire Council cabinet meeting will be held on April 4th 2017 and will consider two contracts to further develop the A350 from junction 17 of the M4 to Warminster, which is seen as key to future economic development.

R.1673 RECOMMENDATION received from the Town Clerk on 8th February 2017

Proposal

That Councillors representing Westbury Town Council in negotiations with Wiltshire Council regarding delegated services are accompanied by an officer from the Town Council.

Background

Councillors would like an officer present at negotiations with Wiltshire Council to make sure a true and accurate record of the meeting is captured and to ensure transparency.

This does not relate to day to day activities but specific project work such as transferring assets.

Recommendation

The Policy & Resources Committee recommend to Town Council that councillors negotiating on behalf of the Town Council with Wiltshire Council on specific projects such as transferring assets are accompanied by an officer.

RESOLVED: To AGREE to amended recommendation below:

The Policy & Resources Committee recommend to Town Council that councillors negotiating on behalf of the Town Council with Wiltshire Council on specific projects such as transferring assets are accompanied by the Town Clerk or in her absence, the next available senior member of staff.

R.1674 RECOMMENDATION received from the Delegation of Services Working Group on 10th February 2017

Proposal

To incorporate the work of the Task & Finish Group set up to review delegated services within the Delegation of Services working group.

Background

Policy & Resources Committee at its meeting on 19th January 2016 approved, but has not yet established, an additional Task & Finish Group (Minute (R.1534) to devise the necessary management structure and reporting mechanism for the transferred assets services and review standing orders in light of the new structure.

It is felt by the Delegation of Services working group that as services transfer, the role of the working group will decrease providing capacity to adopt the designated work programme of the T&F Group, including reviewing and scrutinise scrutinising the benefit and success of the delegated services/transferred, into the work programme of the DofS Working Group.

Recommendation

The Delegation of Services Working Group, together with the Town Clerk devise and define the functional management structure needed to deliver intended new services effectively as detailed below:

- a) That the Policy & Resources Committee agrees to rescind minute R.1534 (originally submitted to P&R Committee on 1.2.2016) and allows the Delegation of Services Working Group to incorporate the work of the Task & Finish group (as designated) into its work programme.
- b) That Policy & Resources Committee agrees to the revised terms of reference for the Delegation of Services Working Group.

RESOLVED: To AGREE to the above recommendation

R.1675 RECOMMENDATION received from the Operation & Organisational Working Group dated 15th March 2017

Mayors Protocol

That the Policy & Resources Committee recommend Town Council approve and adopt the Mayors Protocol document.

RESOLVED: To AGREE to the above recommendation and to note thanks to Cllr Andrews for his work in drafting the Mayors Protocol document.

R.1676 RECOMMENDATION received from Cllr WD Tout dated 15th March 2017
Chateau Du Loir Tapestry

That the tapestry be placed in a sealed presentation case and displayed in a more prominent place within the Laverton (ie Half way up the stairway), to all users of the building.

RESOLVED: To AGREE to the above recommendation

R.1677 RECOMMENDATION received from the Operation & Organisational Working Group on 18th March 2017

Proposal

Westbury Town Council to purchase 15 tablets for supply to councillors in order that they may access documents and agendas to minimise the cost and waste of printing such documents.

Background

The council is using a great deal of paper and in addition to the environmental waste plus cost the printing and supply takes up much time that could be more gainfully used elsewhere.

Many persons now use electronic tablets to access agendas and the vast amount of supporting documentation that is needed to provide more comprehensive detail and information.

At some meetings there is a need to provide large background documents some of which are rarely read by participants and the material is discarded; an electronic would enable councillors to access such documents and read them without wasting precious resources. Tablets could also be used at

meetings to access agendas and save time when sometimes they need to be provided on the day.

Wiltshire Council have taken the decision to supply tablets to councillors and it is recommended that Westbury Town Council do likewise.

15 tablets should be purchased for use by councillors and it is a matter for council as to whether or when printed matter should be supplied.

The current cost of photocopying is £0.035 for monochrome and £0.279 for colour.

Recommendation

That the P&R Committee recommends to Town Council the purchase 15 tablets, at a cost of £2,500, for supply to councillors in order that they may access documents and agendas to minimise the cost and waste of printing such documents.

RESOLVED: To AGREE to amended recommendation below:

That the P&R Committee recommends to Town Council the purchase 15 tablets, at a cost of £2,500 and presents to a future council details of distribution and ownership as well as details of how documents will be read.

R.1678

RECOMMENDATION received from the Operation & Organisational Working Group on 18th March 2017

Purpose

To produce a short guidance document setting out how Town Council would proceed should co-option be necessary or desired.

Background

There may come a time when Town Council have vacancies for which they wish to co-opt a new member should an election not be called and this document explains how that process should be carried out so that successive councils will have a process to follow.

This is now particularly relevant as outside of the 4 yearly electoral cycle Council will have to fund the cost of all by-elections and so it is very important that the process be managed in the best interests of the electorate and council.

An application form is attached that all prospective candidates would be required to complete.

Recommendation

That the P & R Committee to recommend to Town Council the adoption of the attached Guidance document relating to co-option of new members to the council.

RESOLVED: To AGREE to the above recommendation

R.1679

RECOMMENDATION received from the Operation & Organisational Working Group on 18th March 2017

Public Forum

Westbury Town Council [The Council] welcomes questions and comments from the public and has granted a Public Forum of no more than 30 minutes duration before the start of Council meetings. The Public Forum is not part of the formal Council meeting. Speakers must register to speak at least 10 minutes before the start of The Forum.

Speakers will be called one at a time, in order of registration, and may speak for up to 5 minutes. Speakers may ask questions for information make comment on items on the agenda or make statements on matters that might be of interest to The Council.

What you can expect from the Council:

- The Council will listen to you;
- If you ask a question, make a comment or a statement the Mayor will respond for
- The Council. The matter will not be debated and no other Councillor will comment;
- If you are speaking specifically about an item on the Council agenda, you will be
- offered the opportunity to speak later at the beginning of that debate;
- A factual question will be answered by The Mayor or failing that by the Chair of the
- appropriate standing Committee; or the Town Clerk.
- If the Mayor cannot answer your question it will be recorded and you will be told
- that a written answer will be sent to you;
- If you make a comment or statement about a decision of The Council or about
- matters that The Council may be progressing or neglecting the Mayor may make an
- immediate response which will be final;
- If the Mayor believes that your matter may require scrutiny/debate they will refer
- that matter to the next relevant Committee or Working Group for consideration and
- report back. You will be given the date & time of that meeting and invited to speak;
- The notes of the Forum will record that you spoke and what you spoke about in brief.
- The Town Clerk will circulate any responses to any questions raised in the public
- forum with the minutes of the meeting, but not publish as part of the minutes. If a
- comment or suggestion is simply 'noted' that is all that will be recorded. Should that
- comment provoke further debate or scrutiny (at a later date) by referral to
- committee, this will be recorded in the Notes in full as a recommendation of the
- Mayor.
-

What the Council expects of you:

- That you prepare what you want to say in advance;
- That you speak only when you are invited to do so, you stop when requested and you
- accept the Mayors response is final;
- That your presentation is measured, polite and courteous throughout, although you
- may feel like it you are not required to be angry to speak to The Council;

- That you refrain from making personal comments about individual Councillors in the
- Public Forum as that Councillor will not have a right of reply

Recommendation

That the P&R Committee add the following statement to the existing Protocol for the Public Forum, and recommend adoption to Town Council – “If councillors wish to speak and have seven days notice, or more, the item should be placed on the agenda via the Town Clerk, however if it is an urgent item they may speak in the public forum”.

RESOLVED: To AGREE to amended recommendation below:

That the P&R Committee add the following statement to the existing Protocol for the Public Forum, and recommend adoption to Town Council – “If councillors wish to speak and have seven days notice, or more, the item should be placed on the agenda via the Town Clerk, however if it is an urgent matter, the item may be added to the agenda at the discretion of the Chair. This will be for discussion only; no decisions will be made”.

R.1680 RECOMMENDATION received from the Operation & Organisational Working Group on 18th March 2017 Purpose

To produce Terms of Reference for the Management Team so that its purpose is documented and understood.

Background

The management team performs a useful function but over the preceding years that function has become blurred and is in need of clarification and this document attempts to detail the function of the team.

This is part of the review of the operation and organisation of the council on which full council asked the P & R committee to deliberate and report back and this is a result of that work.

Recommendation

P&R Committee to recommend to Town Council that it adopts the agreed Terms of Reference for the Management Team.

RESOLVED: To AGREE to the above recommendation

R.1681 BAD DEBTS POLICY

That the Policy & Resources Committee recommend Town Council approve and adopt the Bad Debt Policy.

RESOLVED: To AGREE to the above recommendation

R.1682 STREET SCENE WORKING GROUP

The Street Scene Working Group would like it noted that the quarterly spring cleans have now been organised the first of which took place on Saturday 4th March 2017. The group would also like it noted that they have agreed to enter RHS Town in Bloom 2018.

NOTED

R.1683 APPLICATION FOR NEW PREMISES LICENCE - The proposed campsite, White Horse Country Park

The P&R Committee formulates a response on behalf of Westbury Town Council, to the above premises licence application. Response to be received by Wiltshire Council by 12th April 2017.

NO OBJECTIONS

R.1684 CHAIRMAN'S MATTERS FOR REPORT

Cllr Sutton thanked the P&R Committee members and staff for their hard work and support during his time as Chair and Acting Chair.

R.1685 BUDGET BIDS

Cllr King asks that the LITWG looks into the feasibility of back lighting for the stained glass window at the Laverton Hall.

R.1686 CLERK'S CORRESPONDENCE/MATTERS

None

R.1687 ACCOUNTS:

Payment of Accounts. To approve the lists of payments made since the last Meeting, or to be made, and to confirm the action of the Chairman and one other Member in signing the necessary orders for payment, Business Pass Cash/Visa Cards (if any) transactions, and staff remunerations: -

February Schedule No 509	-	£30,115.34
--------------------------	---	------------

19.50hrs

**Signed on behalf of the Meeting
this fifth day of June 2017**

.....
Chairman