

**2<sup>nd</sup> May 2008**

**YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING OF WESTBURY TOWN COUNCIL TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY ON WEDNESDAY 7TH MAY 2008 AT 7.00 pm.**

**Town Clerk**

**PRAYERS**

**Westbury Electorate Forum**

Register between 6.50 pm – 7.00 pm  
Maximum input per person – 5 minutes  
Forum not to exceed 30 minutes

**A G E N D A**

- 1. TO ELECT THE CHAIRMAN (TOWN MAYOR) FOR THE ENSUING YEAR, AND RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE.**
- 2. THE APPOINTMENT OF THE TOWN MAYOR'S DEPUTY.**
- 3. THANKS TO THE RETIRING TOWN MAYOR.**
- 4. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**
- 5. DECLARATIONS OF INTEREST (if any) AND REASONS.**
- 6. POLICE REPORT.**
- 7. WILTSHIRE COUNTY COUNCILLORS' REPORT.** Members wishing to ask questions of the County Councillors are requested to give prior notice to County Cllrs Miss F de Rhé Philipe and C S W Newbury, or to the Clerk for onward transmission.
- 8. COMMUNICATIONS BY INCOMING THE TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council.

Continued.....

9. **MINUTES.** To approve as a correct record the Minutes of the Town Council Meeting held on the 3<sup>rd</sup> March 2008, the Minutes of the Extraordinary Meeting of the Council held on the 7<sup>th</sup> April 2008, and the Minutes of the Annual Town Meeting held on the 28<sup>th</sup> April 2008; copies of these Minutes have been circulated to each Member and in accordance with Standing Order No.13 may be taken as read. (See attached.)

10. **MATTERS ARISING (if any).**

11. **APPOINTMENT OF COMMITTEES.** To appoint Members to serve on Committees for the ensuing year. The present Membership is as follows:-

**General Purposes Committee:**

Town Mayor and Town Mayors Deputy (ex officio) and Cllrs Stephen Andrews, Adam Berrisford, Mike Cuthbert-Murray, Georgie Denison-Pender, Peter Ezra, Sue Ezra and Horace Prickett.

**Highways, Planning & Development Committee:**

Town Mayor and Town Mayors Deputy (ex officio) and Cllrs Russell Hawker, DerekHulin, Christine Mitchell, Francis Morland, Jackie Reed, Ian Taylor and David Windess.

12. **PLACES, DATES AND TIMES OF MEETINGS.** To consider and confirm that the dates and times of Meetings should be:

**2008**

**2009**

**TOWN COUNCIL:**

7<sup>th</sup> July

1<sup>st</sup> September

3<sup>rd</sup> November

5<sup>th</sup> January

2<sup>nd</sup> March

27<sup>th</sup> April - Annual Town Meeting

6<sup>th</sup> May (Wed) - Annual Town Council Meeting

**GENERAL PURPOSES COMMITTEE:**

2<sup>nd</sup> June

4<sup>th</sup> August

6<sup>th</sup> October

1<sup>st</sup> December

2<sup>nd</sup> February

6<sup>th</sup> April

**HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE:**

16<sup>th</sup> June

21<sup>st</sup> July

18<sup>th</sup> August

15<sup>th</sup> September

20<sup>th</sup> October

17<sup>th</sup> November

15<sup>th</sup> December

19<sup>th</sup> January

16<sup>th</sup> February

16<sup>th</sup> March

20<sup>th</sup> April

18<sup>th</sup> May

**All meetings to be held in The Laverton at 7.00pm.**

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13. **APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES.** To appoint representatives to the following bodies. The present representatives are shown below.

**Westbury Youth Service Committee:** Cllrs C Finbow & R Hawker  
**Westbury Chamber of Commerce, Trade & Industry:** Cllr Mrs S Ezra  
**Relate (West Wilts Marriage Guidance Council):** Vacancy  
**Westbury District Twinning Association:** Cllr D Windess  
**Westbury Amateur Swimming Association:** Cllr C Finbow  
**Westbury (Wilts) Welfare of the Elderly Association:** Cllrs Mrs C L Mitchell & Mrs G Denison-Pender  
**Westbury By-Pass Action Group:** Cllr R Hawker  
**Westbury By-Pass Alliance Group:** Vacancy  
**Wiltshire Association of Local Councils:** Mr L Fry  
**Leighton Sports Association:** Cllr R Hawker  
**Westbury Heritage/Tourism Group:** Cllr R Hawker  
**Westbury Cement Works Liaison Committee:** Cllrs Mrs G Denison-Pender & H Prickett  
**Police Liaison Committee:** Cllrs M B Hawkins & D Windess  
**Army Liaison Contact:** Cllr Mrs G Denison-Pender  
**Westbury Town Trust:** Mrs D Large & Mr P Ward  
**Wilts County Council Rights-of-Way Contact:** Mr L Fry  
**West Wilts Show 2007 Committee:** Cllrs C Finbow, M Hawkins & H Prickett. Mr T Clements, Mr W Harding, Mr P Ward, Project Officer, and Mr L Fry  
**Westbury Area Health Forum:** Cllrs R Hawker & M Hawkins  
**Westbury Pub Watch:** Cllr P Ezra  
**Elblag Twinning Association:** Vacant  
**West Wilts Rail Users Group:** Cllr H Prickett  
**Whitehorse Area Action Group:** Cllr Mrs G Denison-Pender  
**Warminster & Westbury CCTV Committee:** Town Mayor, Cllr M Cuthbert-Murray & Mr L Fry  
**Warminster & Westbury Historic Buildings Joint Committee:** Cllr Mrs G Denison-Pender  
**Westbury Heritage Society:** Cllr R Hawker  
**68 (Westbury) Squadron ATC (new representation):** Cllr A Berrisford  
**White Horse Children's Centre (new representation):** Cllr S Andrews

14. **WORKING GROUPS.** To review membership if appropriate. The present representatives are shown below.

**Car Parks Working Group** - Cllrs M Cuthbert-Murray, R Hawker, H Prickett and I Taylor.

**Christmas in Westbury Working Group** - Cllrs C Finbow, Mrs G Denison-Pender and Mrs C Mitchell, the Project Officer.

**Five Towns Working Group** - Cllrs R Hawker, M Hawkins, Mrs C Mitchell and H Prickett. The Project Officer and one co-opted member (WAAG).

**The Laverton Institute Trust Management Committee** - Cllrs P Ezra, C Finbow, R Hawker, M Hawkins, H Prickett and I Taylor.

**Westbury Recreation and Sports Facilities** – Cllrs S Andrews, Mrs G Denison-Pender, P Ezra, C Finbow and F Morland.

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**Street Fair & Evening Concert 2008** – Cllrs Mrs J Reed and D Windess and co-opted members: Lions of Westbury, H Leach (Matravers) and Mr D Pickford.

**Play Areas Working Group** - Cllrs Mrs G Denison-Pender, C Finbow and Mrs C Mitchell.

**Town Centre Viability Group** – Cllrs A Berrisford, M Cuthbert-Murray, Mrs S Ezra and R Hawker.

**Westbury Community Safety Group** – Cllrs C Finbow and M Hawkins.

**Westbury Tourism Group** – Cllrs R Hawker, H Prickett and I Taylor.

Co-opted member: Westbury Heritage Society.

15. **MINUTES OF COMMITTEES.** To receive and consider Minutes and recommendations of the following Committees:-
- |  |   |          |
|--|---|----------|
| Highways, Planning & Development Committee | - | 17.03.08 |
| Highways, Planning & Development Committee | - | 21.04.08 |
| General Purposes Committee                 | - | 07.04.08 |
16. **MATTERS ARISING (if any).**
17. **ADOPTION OF STANDING ORDERS.**
18. **WESTBURY TOWN NEIGHBOURHOOD TASKING GROUP.** (See attached.)
19. **TO EXTEND THE DELEGATED POWERS OF THE RECREATION & SPORTS FACILITIES WORKING GROUP TO EXPAND ON THEIR SUBMISSIONS TO WWDC ON THE PLAN AND REPRESENT THIS COUNCIL AT THE HEARING SESSIONS.** Cllr S Andrews.
20. **INNOV8 - CLIMBING WALL. Vire from Innov8 to Christmas events, plus remaining £500.00 budget.** Cllr C Finbow.
21. **REPORT BY THE LAVERTON INSTITUTE TRUST MANAGEMENT COMMITTEE.** Cllr I Taylor.
22. **TO RE-APPOINT RBS AUDITNG SOLUTIONS AS THE TOWN COUNCIL'S INTERNAL AUDITOR.**
23. **ANNUAL SUBSCRIPTIONS.** To approve, in accordance with Standing Order No. 11, payment of the under-mentioned subscriptions:-
- |  |   |          |
|--|---|----------|
| Wiltshire Association of Local Councils/NALC | - | £1075.00 |
| Community Matters                            | - | £72.50   |
| Community First                              | - | £34.00   |
| Society of Local Council Clerks              | - | £203.00  |
| South West Regional Assembly                 | - | £293.75  |
24. **TO APPROVE BUDGET TRANSFERS TO EAR MARKED RESERVES.** (See attached.)
25. **CLERK'S CORRESPONDENCE:** If any.

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26. **PAYMENT OF ACCOUNTS.** To authorise lists of payments made since the last Meeting or to be made and to confirm the action of the Clerk, Chairman and one other Member in signing the necessary orders for payment and Bank Transfers:-

07.04.07	-	£34,472.12
07.05.07	-	As presented

27. **REPORT BY THE TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER.** To accept the Clerk's Financial Report and review Insurance Fidelity Cover.

28. **WEST WILTSHIRE DISTRICT COUNCILLORS.** Strictly, Members wishing to ask questions of the District Councillors are requested to give prior notice to the Councillor concerned or to the Clerk for onward transmission.

29. **STAFFING MATTERS.** (*Part II Item.*)