

30th April 2009

YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING OF WESTBURY TOWN COUNCIL TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY ON WEDNESDAY, 6TH MAY 2009 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

Prayers

**Petitions/Depositions to be lodged with the Town Clerk
at least five working days prior to the Meeting**

- 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. (Members must be diligent regarding their interests.)**
- 6. POLICE REPORT.**
- 7. WILTSHIRE COUNCILLORS' REPORT.** Members wishing to ask questions of the Wiltshire Councillors are requested to give prior notice to Cllrs Miss F de Rhé Philipe and C S W Newbury, or to the Clerk for onward transmission.
- 8. COMMUNICATIONS BY INCOMING 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 2nd March 2009, 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:**

Kennet District Council – Gambling Act 2005 Consultation on Statement of Principles for Wiltshire Council (T.2002). The Clerk to report.

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, Bill Braid, Mike Cuthbert-Murray, Georgie Denison-Pender and Charlie Finbow. (One vacancy.)

Highways, Planning & Development Committee:

Town Mayor and Town Mayors Deputy (ex officio) and Cllrs Russell Hawker, Derek Hulin, Christine Mitchell, Francis Morland and David Windess. (Two vacancies.)

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

DATES OF MEETINGS

2009

18th May	Highways, Planning & Development Committee
1st June	General Purposes Committee.
15th June	Highways, Planning & Development Committee.
6th July	Town Council.
20th July	Highways, Planning & Development Committee.
3rd August	General Purposes Committee.
17th August	Highways, Planning & Development Committee.
7th September	Town Council.
21st September	Highways, Planning & Development Committee.
5th October	General Purposes Committee.
19th October	Highways, Planning & Development Committee.
2nd November	Town Council.
16th November	Highways, Planning & Development Committee.
7th December	General Purposes Committee.
14th December	Highways, Planning & Development Committee.

2010

4th January	Town Council.
18th January	Highways, Planning & Development Committee.
1st February	General Purposes Committee.

15th February	Highways, Planning & Development Committee.
1st March	Town Council.
15th March	Highways, Planning & Development Committee.
6th April (Tues)	General Purposes Committee.
19th April	Highways, Planning & Development Committee.
26th April	Annual Town Meeting.
5th May (Wed)	Annual Town Council Meeting.
17 th May	Highways, Planning & Development Committee.

Meetings held at 7.00 pm at The Laverton, Bratton Road, Westbury.

13. APPOINTMENT OF REPRESENTATIVES ON THE WESTBURY AREA BOARD (WILTSHIRE COUNCIL).

13.a. 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): Cllr R Hawker
Westbury District Twinning Association: Vacancy
Westbury Amateur Swimming Association: Cllr C Finbow
Westbury (Wilts) Welfare of the Elderly Association: Cllrs Mrs C L Mitchell & Mrs G Denison-Pender
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 & Vacancy
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 2009 Committee: Cllr C Finbow, Mr T Clements, Mr W Harding, Mr P Ward, Project Officer, Mr L Fry & Vacancy
Westbury Area Health Forum: Cllrs R Hawker & Mrs S Ezra
Westbury Pub Watch: Cllr M Cuthbert-Murray
Elblag Twinning Association: Vacancy
West Wilts Rail Users Group: Vacancy
Whitehorse Area Action Group: Cllr S Andrews
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: Vacancy
68 (Westbury) Squadron ATC: Cllr A Berrisford
White Horse Children's Centre: Cllr S Andrews

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

Car Parks Working Group - Cllr R Hawker – two town councillor vacancies.

Christmas in Westbury Working Group - Cllrs Mrs G Denison-Pender, and Mrs C Mitchell, Project Officer and L Fry. Co-opted Members: Stephen Baggs (Community Outreach Officer – White Horse Team), Westbury Churches Together, Westbury Library, Westbury Chamber of Commerce, Westbury Police, Lions of Westbury, All Saints Church Christmas Tree Festival, Matravers School, Westbury Primary Schools, Westbury Heritage Centre and Leighton Sports Centre.

Five Towns Working Group - Cllrs R Hawker, M Hawkins, Mrs C Mitchell, one town councillor vacancy, the Project Officer and one co-opted member (WAAG).

The Laverton Institute Trust Management Committee - Cllrs S Andrews, C Finbow, R Hawker, M Hawkins, and two town councillor vacancies.

Westbury Recreation and Sports Facilities – Cllrs S Andrews, A Berrisford, Mrs G Denison-Pender, C Finbow and one town councillor vacancy.

Street Fair & Evening Concert 2010 – Cllr D Windess and one town councillor vacancy. Co-opted members: Lions of Westbury and Mrs H Leach (Matravers).

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

Town Centre Highway Improvements – Cllrs M Hawkins, F Morland, R Hawker, one town councillor vacancy and L Fry

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 – Cllr R Hawker and two town councillor vacancies.

Co-opted member: Westbury Heritage Society.

- 14.a. **TO AGREE IN PRINCIPLE THE REINSTATEMENT OF THE FLOOD RELIEF WORKING GROUP.**

15. **MINUTES OF COMMITTEES.** To receive and consider Minutes and recommendations of the following Committees:-

Highways, Planning & Development Committee	-	16.03.09
Highways, Planning & Development Committee	-	20.04.09
General Purposes Committee	-	06.04.09

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

17. **ADOPTION OF WESTBURY TOWN COUNCIL'S STANDING ORDERS AND FINANCIAL REGULATIONS.**

18. **REPORT BY THE LAVERTON INSTITUTE TRUST MANAGEMENT COMMITTEE.** Cllr M Hawkins to report.

19. **TO RE-APPOINT RBS AUDITNG SOLUTIONS AS THE TOWN COUNCIL'S INTERNAL AUDITOR.**

20. **TO FORMALLY NOTE THE RESIGNATIONS OF FORMER COUNCILLORS AS FOLLOWS:**

Mrs Jackie Reed	-	Ham Ward
Mr Ian Taylor	-	Ham Ward
Mr Horace Prickett	-	Laverton Ward

21. **ANNUAL SUBSCRIPTIONS.** To approve, in accordance with Standing Order No. 11, payment of the under-mentioned subscriptions:-

Wiltshire Association of Local Councils/NALC	-	£1,111.27
Community First	-	£36.00
W. Wilts/Elblag Twinning Association	-	£10.00
Community Matters	-	To be notified
Society of Local Council Clerks	-	"
South West Regional Assembly	-	"

22. **TO APPROVE BUDGET TRANSFERS TO EAR MARKED RESERVES.** (See attached.)

23. **CLERK'S CORRESPONDENCE:**

Wiltshire County Council – Area Boards – Boundaries and Associated Matters. The Clerk to report.

24. **REPORT BY THE TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER.** To accept the Clerk's Financial Report.

25. **MONTHLY STATEMENT – 31ST MARCH 2009.** (See attached.)

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:-

31 st March 2009	-	£23,534.74
6 th April 2009	-	£1,014.89
6 th May 2009	-	As presented

27. **PUBLIC FORUM.** To establish a working group consisting of the Chairman of the Council, Chairman of Highways, Planning & Development and General Purposes to review the way the Public Forum is currently conducted ensuring the session is more beneficial for the public and this

Council – with the working group reporting at the 7th September 2009 meeting. Cllr Andrews.

- 28. 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.**
- 29. STAFFING MATTERS. (*Part II Item.*)**
- 30. To resolve to return to open Council.**