

28th October 2009

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY on MONDAY, 2nd NOVEMBER 2009 at 7.00 pm.

Yours faithfully

Town Clerk

Public Forum

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

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

A G E N D A

Prayers

- 1. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**
- 2. DECLARATIONS OF INTEREST (if any) AND REASONS.**
- 3. MINUTES.** To approve as a correct record the Minutes of the Town Council Meeting held on the 7th September 2009; copies of these Minutes have been circulated to each Member and in accordance with Standing Order No. 13(a) may be taken as read.
- 4. MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken.**
 - a. Westbury Visitor Centre (T.2099).** (See attached.) The Clerk to report.
 - b. Members' matters arising from these previous Minutes.**
- 5. POLICE REPORT.**
- 6. WILTSHIRE COUNCILLORS' REPORTS.** Members wishing to ask questions of the Wiltshire Councillors are requested to give prior notice to Wiltshire Cllrs M Cuthbert-Murray, R Hawker, and D Jenkins, or to the Clerk for onward transmission.

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

Interim Highways, Planning & Development Committee	-	07.09.09
Highways, Planning & Development Committee	-	21.09.09
Highways, Planning & Development Committee	-	19.10.09
General Purposes Committee	-	05.10.09

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

9. **PUBLIC FORUM.**

- a. **To receive a report by the Public Forum Working Group (Cllr S Andrews), and to consider the following recommendations:**
- i. **To resolve that the time period for individual members of the public to be allowed to speak be reduced from five to three minutes. (Proposer and seconder required.)**
 - ii. **To resolve that the total time allowed for the Public Forum be from thirty minutes to twenty minutes. (Proposer and seconder required.)**
 - iii. **To adopt the recommendations of the working group, as amended, if required by the previous resolutions.**
- b. **To consider and respond to the letter received from Mr B Evans.** (See attached. NB: Questions regarding The Laverton will be dealt with at the Extraordinary Town Council Meeting on 23rd November 2009.)

10. **INTERNAL AUDIT 2009-2010: FIRST INTERIM REPORT.** (See attached.)

- a. **To consider the recommendation made under R1, regarding Town Council bank accounts.** (See attached.)
- b. **To consider the recommendations made under R2 and R3.**

11. **TWO MINUTES SILENCE.** **To consider the following resolution:**

“That at the first meeting in November, be it full council or committee, a Two Minutes Silence is held before the commencement of the meeting to remember ALL those persons who lost their lives during the Great War, Second World War and subsequent armed conflicts.” – Cllr W D Tout.

12. **QUEEN’S DIAMOND JUBILEE 2012.** **To consider the following resolution:**

“To form a Working Group to consider how to mark the forthcoming Queen’s Diamond Jubilee in 2012.” – Cllr M Cuthbert-Murray.

13. UNION JACK. To consider the following resolution:

“To discuss and decide on flying the national flag alongside the St George’s flag at all times on the Laverton building. The Clerk to make arrangements should this be decided with immediate effect.” – Cllr M Cuthbert-Murray.

14. TO APPROVE THE AUDITED ANNUAL REPORT AND ACCOUNTS OF THE LAVERTON INSTITUTE FOR 2008-2009. (See attached.)

15. CLERK’S CORRESPONDENCE:

Mr M R Pearce – Westbury Area Music Festival. (See attached.)

16. THE LAVERTON INSTITUTE TRUST MANAGEMENT COMMITTEE.
Cllr S Andrews to report.

17. TOWN CENTRE VIABILITY GROUP. Any key decisions taken for approval – Cllr Mrs S Ezra.

18. BA13 COMMUNITY PARTNERSHIP. Cllr Mrs G Denison-Pender to report.

19. WESTBURY TOURISM GROUP.

20. COMMUNICATIONS BY THE TOWN MAYOR. To receive such communications as the Town Mayor may wish to lay before the Council.

21. ACCOUNTS:

- a. Payment of Accounts.** To approve the list 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 (Payline):-

5 th October 2009	-	£13,927.03
2 nd November 2009	-	As presented

- b. Monthly Statement & Summary** (previously circulated with HP&D Agenda 19.10.09).

22. SUGGESTED BUDGET BIDS 2010/2011:

“Parish Councillor’s Guide” (New publication) – cost £340.00 for 25 copies.

23. 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.

24. STAFFING MATTERS. (Part II Item.)

25. To resolve to return to open Council.