

QUESTION TIME

Prior to the formal commencement of the meeting, Councillors will receive questions from members of the public for a period not exceeding ten minutes.

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To receive Declarations of Interest in accordance with sections 10 and 12 of Wiltshire Council's Members Code of Conduct, as adopted by Royal Wootton Bassett Town Council at a meeting held on Thursday 12th July 2012.

3. WRITTEN REPORTS

To receive written reports from the following:-

Wiltshire Police

Wiltshire Councillors

Area Board Representatives

Representatives appointed by the Council.

Copies of documents received are attached, *Appendix A.*

Please note that there will not be a report from the MP due to the dissolution of Parliament for the General Election.

4. CONFIRMATION OF MINUTES

Of meetings of the Council held on Thursday 6th April 2017 [RWBTC/7/16-17] and Thursday 11th May 2017 [RWBTC/1/17-18]. Copies previously circulated.

5. MAYOR'S COMMUNICATIONS

- Communications from the retiring Mayor
- Communications from the new Mayor

6. TO ANSWER ANY QUESTIONS

With or without notice received under Standing Orders.

7. APPOINTMENT OF STANDING COMMITTEES

The Council is advised that under Section 15 of the Local Government and Housing Act 1989, a duty is placed on relevant authorities to allocate seats on Committees, Sub-Committees and other bodies in accordance with the political balance on the Council. Parish and Town Councils were exempted from the legislation, as the majority are not elected on party political lines. Where a Council is elected on party political lines it is recommended that the allocation of seats should reflect the political balance of the Council.

The Council currently comprises 9 Conservatives, 6 Liberal Democrats and 1 vacancy. The Council is therefore recommended to represent each political party on Standing Committees at a ratio of 5 Conservatives to 3 Liberal Democrats.

The Council is asked to appoint Standing Committees as follows:

Amenities Committee – 8 Members including the Mayor and Deputy Mayor, unless they decline to serve.

Retiring Members: Susan Doyle, Sue Hughes, Mary Champion, Linda Frost, Mike Leighfield, Steve Watts, John Wilks and Janet Georgiou.

Planning Committee - 8 Members including the Mayor and Deputy Mayor, unless they decline to serve.

Retiring Members: Audrey Wannell, Paul Heaphy, Michael Page, Steve Bucknell, Chris Wannell, Stephan Jarvis, John Wilks and Janet Georgiou.

ADJOURNMENT

The Council Meeting here adjourns to enable the following to carry out their annual business as specified on their respective Agendas:

Amenities Committee [green paper]

Planning Committee [blue paper]

The Council then reconvenes to transact the following business:

Revenue & Resources Committee – 8 Members including the Mayor, Deputy Mayor, unless they decline to serve, and Chairs of Amenities and Planning.

Retiring Members: Mike Leighfield, Paul Heaphy, Susan Doyle, Mike Farrow, Stephan Jarvis, Steve Bucknell, John Wilks and Marion Sweet.

ADJOURNMENT

The Council Meeting here adjourns to enable the Revenue & Resources Committee to carry out its annual business as specified on the Agenda [orange paper].

The Council meeting then reconvenes to transact the following business:

8. APPOINTMENT OF COUNCIL WORKING PARTIES

The Town Council has established the following working groups as community-based, involving appropriate members of the community who serve alongside Council appointed representatives.

a) Neighbourhood Planning Steering Group

Retiring Members: Mike Leighfield, Steve Bucknell, Marion Sweet, Michael Page and Mike Farrow.

b) Community Led Planning Steering Group

Retiring Members: Susan Doyle, Mike Leighfield and Chris Wannell.

The Council is asked to consider the future of this Steering Group in light of its desire to create a strategic vision for the town.

c) Town Team

Retiring Members: John Wilks, Sue Hughes, Stephan Jarvis and Michael Page.

To receive a report on the future of the Town Team from Gillian Welsman-Clarke on the current position of the Town Team, *Appendix B*.

d) Town Garden Working Party

Retiring Members: Steve Bucknell, Mike Leighfield, Mary Champion, Susan Doyle, Janet Georgiou and Michael Page.

e) **Community Hub Working Party (Library Project)**

Retiring Members: Mike Leighfield and Marion Sweet.

9. APPOINTMENT OF OUTSIDE REPRESENTATIVES

The Council is asked to make appointments, where necessary, to outside organisations. Attached is a current list of Representatives and expiry dates for their expected Terms of Office. *Appendix C.*

Also attached is a copy of a report detailing the Roles and Responsibilities of Outside Representatives, previously circulated as part of the Councillors Training Pack, June 2013. *Appendix D.*

10. DEEDS AND TRUST INSTRUMENTS

Report from the Town Clerk detailing the Deeds and Trusts held by the Town Council, which is now in the format of a Land Terrier. *Appendix E.*

It is normal practice for the Council to physically inspect all of its Deeds and Trusts once during each 4-year term.

11. SUBSCRIPTIONS

Report from the Town Clerk detailing subscriptions recommended to the Council and the renewal dates shown, *Appendix F.*

The annual subscription cost for membership of both the Wiltshire Association of Local Councils (WALC) and the National Association of Local Councils (NALC) has increased by 18.5 % and 5.06% respectively since last year; a full explanation of the pricing structure for each organisation is included within the report. Subscription to these organisations is on a joint membership basis only; therefore the Council would be required to sign up to both WALC and NALC if it wishes to continue with the subscription for the forthcoming year, at a cost of £1,335.

The Council is asked whether it wishes to continue with membership of WALC and NALC at the annual cost detailed in the attached report.

12. ANNUAL TOWN MEETING

Report on the Annual Town Meeting held on Thursday 27th April 2017. Copy previously circulated.

13. CHEQUE SIGNATORIES

It is the usual practice of the Council to appoint the Mayor, Deputy Mayor and Chairs of Standing Committees as signatories to the Council's main bank accounts.

It has been noted that the possibility exists for related Councillors to sign the same cheque. In order to protect the Councillors concerned from accusations of collusion, it is current practice that the Officers ensure that related Councillors never sign the same cheque.

The cheque signatories for the Civic Year 2016-2017 were Councillors Sue Hughes, Chris Wannell, Mary Champion, Mike Farrow, Mike Leighfield, Linda Frost and Marion Sweet.

The Council's Accountant has raised concerns that in view of the difficulties involved with changing bank mandates, the Council may wish to consider asking all Councillors to become signatories at the start of the 4-year team. This would allow the Council to appoint from any of its number during the following 4 years. Any Councillors appointed would need to present identification to the Council's banks. Those authorised to sign need to be able to make themselves available to sign cheques during the daytime.

The Council is asked to consider arrangements for the forthcoming year.

14. MAYORAL ENGAGEMENTS

The Mayor receives many invitations during the Civic Year; the previous Mayor received invites to 114 events. There will be occasions when attending some of these events will not be possible. In such cases, the invitations are passed to the Deputy Mayor, but again, this is not always achievable. It must be remembered that as well as taking on the duties and responsibilities involved in the role, the Mayor will often be holding down a full time job.

It is extremely important that we represent the Town by attending as many events as possible throughout the year. At a meeting of the Town Council held on Thursday 14th May 2009, the Council adopted a policy with regard to Mayoral engagements and resolved to establish a priority order. This order was amended at a meeting held on Thursday 29th May 2014 as follows:-

- Mayor
- Deputy Mayor
- Immediate Past Mayor
- Chair of Revenue & Resources
- Chair of Amenities
- Chair of Planning

The Council is asked to note and confirm continuation of its policy.

15. END OF YEAR INTERNAL AUDIT REPORT 2016-17

Report from the Council's Internal Auditor, in respect of internal audit work carried out for the previous financial year.

A copy of the report is attached, *Appendix G*.

16. ANNUAL RETURN AND STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31st MARCH 2017.

Annual Return from Kalpesh Patel, Accountant. Copy attached, *Appendix H*.

At a meeting of the Town Council held on Thursday 6th April 2017, the Council reviewed and agreed questions 1-9 on Section 1 of the Annual Return, Annual Governance Statement 2016-17.

The Council is now asked to: -

- a) Approve Section 2 of the Annual Return, Accounting Statements 2016-17.
- b) Formally adopt the Annual Return for the financial year ended 31st March 2017, so that this can be forwarded to the External Auditor.

Also attached is a Statement of Accounts, *Appendix I*, which is not subject to audit, but which Members should view as providing not only valuable background information, but also a clear record of both income and expenditure, together with the Council's balance sheet.

Kalpesh Patel will be in attendance at the meeting to present the report, and answer any queries. If, upon review of the documentation, Members are aware of any questions they wish to raise, it would be helpful if these could be emailed to Kalpesh on kalpesh@royalwoottonbasset.gov.uk by Wednesday 24th May 2017.

17. POCKET PARK

Following a visit to the Men's Shed Open Day held on Saturday 13th May 2017, the Mayor has asked that a discussion item be raised on the Council agenda to consider the principle of allowing the Men's Shed Group to utilise Council land in Sparrow Lane.

The current Men's Shed Group has been hugely successful, and the group is fast outgrowing its existing accommodation.

It is anticipated that an appropriate workshop could be constructed in this location, and that the Men's Shed project might in the long term take responsibility for the maintenance of the surrounding area if this is subsequently transferred from Wiltshire Council to the Town Council.

The purpose of the item is to commence a dialogue and see if members wish to consider pursuing this project in principle.