

**ROYAL WOOTTON BASSETT TOWN COUNCIL**

Minutes of a meeting of Royal Wootton Bassett Town Council held on Thursday 23<sup>rd</sup> May 2019 at 7.35pm at Manor House, Lime Kiln, Royal Wootton Bassett.

PRESENT: Councillors: David Bowler, Steve Bucknell, Mary Champion, Mike Farrow, Janet Georgiou, Paul Heaphy, Sue Hughes, Mike Leighfield, Caroline Redmond, Eve Silvester, Jenny Stratton, Marion Sweet, Steve Walls and Steve Watts.

Officers in Attendance: Johnathan Bourne, Town Clerk, Michelle Temple, Administrative Services Manager, Kalpesh Patel, Accountant and Naomi Coleman, Administrative Services Officer.

**9. APOLOGIES**

Apologies were received from Councillors Robert Anstee and Nic Hughes.

Apologies were also received from Wiltshire Councillor Chris Hurst.

**10. 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 12<sup>th</sup> July 2012.

RESOLVED to note that Councillor Jenny Stratton declared an interest in the Wilts & Berks Canal.

## **11. WRITTEN REPORTS**

Written reports were submitted by Wiltshire Police, Mr James Gray MP, Councillor Sue Hughes, representative of RWB Local Youth Newtwork and Councillor Steve Walls as representative of the Area Board.

## **12. CONFIRMATION OF MINUTES**

RESOLVED to confirm and sign minutes of a meeting of the Council held on Thursday 4<sup>th</sup> April 2019 [RWBTC/7/2018-2019] and Thursday 9<sup>th</sup> May 2019 [RWBTC/1/2019-2020]. Copies previously circulated.

## **13. MAYOR'S COMMUNICATIONS**

The retiring Mayor, Councillor Mike Farrow advised that he attended the RWB Football Club Veterans Day.

The new Mayor, Councillor Steve Watts advised he has attended many engagements since becoming Mayor such as Carnival, RWB Academy Triathlon, Calne and Chippenham Mayor Making.

## **14. TO ANSWER ANY QUESTIONS**

There were no questions received either with or without notice received under Standing Orders.

## **15. APPOINTMENT OF STANDING COMMITTEES**

The Council was 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 8 Conservatives, 7 Liberal Democrats and 1 Independent. The ratio for Committees should be 4 Conservatives, 3.5 Liberal Democrats and 0.5 Independent.

It is therefore recommended that there should be 4 Conservatives on each of the standing Committees. There should be at least 3 Liberal Democrats on each Committee, with the remaining seats, one Committee should have an extra Liberal Democrat, one should have an Independent. The final committee should be by agreement between the Liberal Democrats and the Independent.

The above is a mathematical solution, although group leaders were of course invited to find an agreed solution.

The Council was asked to appoint Standing Committees as follows:

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

RESOLVED to elect the following Councillors:-

Sue Hughes, Robert Anstee, Mary Champion, Mike Farrow, Eve Silvester, Caroline Redmond, Janet Georgiou and Steve Walls.

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

RESOLVED to elect the following Councillors:-

Nic Hughes, Paul Heaphy, Steve Bucknell, Steve Watts, David Bowler, Janet Georgiou, Caroline Redmond and Steve Walls.

## **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 reconvened 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.

RESOLVED to elect the following Councillors:-

Mike Farrow, Nic Hughes, Rob Anstee, Steve Bucknell, Marion Sweet, Jenny Stratton, David Bowler and Mike Leighfield.

### **ADJOURNMENT**

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

The Council meeting then reconvened to transact the following business:

#### **16. APPOINTMENT OF OUTSIDE REPRESENTATIVES**

The Council was asked to make appointments, where necessary, to outside organisations. Circulated the current list of representatives and expiry dates for their expected Terms of Office.

The Council's instructions were sought.

Following appointment, all relevant groups and organisations will be notified of the council decision and provided contact details for the representatives. Should appointed representatives not hear from the group, they are encouraged to make contact themselves in order to start a meaningful dialogue.

RESOLVED to make appointments as detailed on the attached representatives list for 2019/2020.

## **17. 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.

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

RESOLVED that the report be adopted and the Town Clerk and staff be commended for pulling the document together.

## **18. SUBSCRIPTIONS**

Report from the Town Clerk detailing subscriptions recommended to the Council.

RESOLVED to:

- Invite David Andrews from Visit Wiltshire to present to the Council what Visit Wiltshire has to offer.
- Engage with the RWB Academy Sixth Form Business Class, to hopefully carry on from where we left off with the Town Team.
- Renew all subscriptions as detailed.

## **19. ANNUAL TOWN MEETING**

Report on the Annual Town Meeting held on Thursday 25<sup>th</sup> April 2019. Copy previously circulated.

RESOLVED to note the report.

## **20. 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 2018-2019 were Councillors Steve Bucknell, Mike Farrow, Sue Hughes, Mike Leighfield and Janet Georgiou.

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 was asked to consider arrangements for the forthcoming year.

RESOLVED to confirm with the current arrangements.

## **21. MAYORAL ENGAGEMENTS**

The Mayor receives many invitations during the Civic Year; the previous Mayor received invites to over 100 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 Mayors, 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 14<sup>th</sup> 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 29<sup>th</sup> May 2014 as follows:-

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

RESOLVED to confirm continuation of the above policy.

**22. END OF YEAR INTERNAL AUDIT REPORT 2018-2019**

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

RESOLVED to note the report.

**23. ANNUAL RETURN AND STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2019**

Annual Return from Kalpesh Patel, Accountant. Copy previously circulated.

The Council was asked to:-

- a) Approve questions 1-9 on section 1 of the Annual Return 2018-19.  
Copy previously circulated.

RESOLVED to adopt questions 1-9 on section 1 of the Annual Return 2018-19.

- b) Approve Section 2 of the Annual Return, Accounting Statements 2018-19. Copy previously circulated.

RESOLVED to adopt Section 2 of the Accounting Statements 2018-19.

**24. POCKET PARK**

Council received an updated report from Joshua Toll, Community Projects Officer. Copy circulated at the meeting.

It was RESOLVED to take this item to the next Revenue and Resources meeting once the quotes have been received, for the Council to make recommendations.

**25. NEW MAYORAL PROCESS**

Report from Councillor Paul Heaphy on progress to date. The Council was asked to note the report and that positive discussions continue.

A copy of the report was previously circulated.

RESOLVED that the Town Clerk investigates the legality of using a ballot box system and to take to the next Council meeting.

**26. COMMUNICATIONS**

The Committee was asked to consider whether it would like any Press Releases or other communications issued in respect of the Committee Agenda items.

RESOLVED to issue communications on the Appointment of Outside Representatives.

**27. EXCLUSION OF THE PUBLIC AND PRESS**

RESOLVED that members of the public and press be requested to leave the meeting to allow discussion of the establishment, property and finance matters as it is considered the publicity would be prejudicial by reason of the of the confidential nature of the business to be transacted.

*Meeting closed at 8.57pm*