

ROYAL WOOTTON BASSETT TOWN COUNCIL

Minutes of a Meeting of the Revenue & Resources Committee held on Thursday 22nd November 2018 at 7.30pm in Manor House, Lime Kiln, Royal Wootton Bassett.

PRESENT: Councillors: David Bowler, Mike Farrow, Nic Hughes, Mike Leighfield, Jenny Stratton and Marion Sweet.

Also in attendance: Councillors: Sue Hughes, Caroline Redmond, Eve Silvester and Steve Walls.

Officers in Attendance: Johnathan Bourne, Town Clerk, Michelle Temple, Administrative Services Manager, Rachel Deegan, Administrative Officer and Kelly Warren, Committee Clerk and Administrative Officer.

Question Time

David Pope and Keith Talbot were in attendance as Chair and Treasurer of the Keeping Bassett Tidy group who have submitted a Grant Aid application to the Committee.

David Pope advised the Committee residents of the town have responded well to the initiative. The group currently have 46 volunteers, 4 of which who are Duke of Edinburgh students. With the increase in volunteers the group are running out of equipment.

Councillor Mike Leighfield thanked them both for attending.

22. APOLOGIES

Apologies were received from Councillors Steve Bucknell and Mary Champion.

23. 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 12th July 2012.

RESOLVED to note the following declarations:

Councillor Nic Hughes declared an interest in the Grant Aid application for Keeping Bassett Tidy group as he is groups Secretary.

Councillor Marion Sweet also declared an interest in the Grant Aid application for Keeping Bassett Tidy group as she has signed up as a volunteer.

24. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded the Committee that the Christmas Lights Switch On is next Friday 30th November 2018.

Johnathan Bourne, Town Clerk also advised the Committee that if any Councillors are experiencing any problems with their emails then to contact him.

25. CONFIRMATION OF MINUTES

RESOLVED to confirm and sign minutes of a meeting of the Committee held on Thursday 27th September 2018 [R&R/3/2018-2019]. Copy previously circulated.

26. GRANT AID APPLICATION

The Committee considered the Grant Aid application submitted by Keeping Bassett Tidy group who applied for a grant of £580 towards equipment and insurance costs for the group. Report and supporting documentation previously circulated.

RESOLVED to support the application and award a grant of £750 recognising all the hard work they have done for the town so far and to reimburse David Pope for his expenses.

27. BULLETIN MAGAZINE DISTRIBUTION PROPOSAL

The Committee received a report from Rachel Deegan, Administrative Officer which outlined the recommendations for the Bulletin Magazine distribution proposal, copy previously circulated.

RESOLVED the following:

- Discontinue the A4 glossy Bulletin and add a further 8 pages into the Town Council's centre pages of the Community magazine as the 'Bulletin' section at a cost of £1500 per year.
- Include an announcement in the December edition of the Bulletin Magazine advising it will be the last edition as it is moving to the Community Magazine from 2019.

28. INTERIM AUDIT REPORT

The Committee received a 6-page report, copy previously circulated, from the Council's Internal Auditor in respect of internal audit work carried out on 6th November 2018. The report detailed the following checks;

- Reconciliation of Bank Accounts
- Purchases and Sales Day Book with VAT checks
- Payroll

- Imprest Account
- Town Council Minutes

RESOLVED to note the report raising no issues of concern.

29. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE

The Committee was asked to consider making recommendation to the Full Council for its budgetary position in the 2019 - 2020 financial year.

Copies of the complete draft budget, including figures for the Amenities Committee as well as for Revenue and Resources were previously circulated, together with the Total Reserve Summary and proposed Precept calculation for 2019 - 2020. Members were asked to note that to avoid problems previously experienced, all recharges have been set to zero for budgetary purposes only. Members were reminded that the draft estimates represent on-going commitments and service provision at current levels. Changes have only been incorporated where there is a clear intent by the Council to undertake change following discussion with the Chairman.

The Committee discussed the draft budget for the 2019 - 2020 financial year and RESOLVED to recommend to the Full Council the Precept calculation of £974,025.00, whereby the charge for a Band D property would be £204.81, which represents a 2.50% increase from the previous financial year.

Further RESOLVED to bring a report to the next meeting of the Revenue and Resources Committee detailing the Town Council's current investments.

30. COMMUNICATIONS

The Committee was asked whether it wished to issue any press releases or other communications in respect of the committee agenda items.

RESOLVED to issue a press release on the Grant Aid award made to Keeping Bassett Tidy and to thank all those who have participated.

31. EXCLUSION OF THE PUBLIC AND PRESS

The Committee was asked 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 confidential nature of the business to be transacted.

Meeting closed at 8.35pm