

QUESTION TIME

To 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 12th July 2012.

3. CHAIRMAN'S ANNOUNCEMENTS

To receive any announcements, the Chairman wishes to make, including updates on the following: -

- Community Hub
- Repatriation Project
- New Website
- HR Contract
- CCTV

4. CONFIRMATION OF MINUTES

To confirm and sign minutes of meetings of the Committees held on Thursday 28th September 2017 [R&R/3/2017-2018]. Copies previously circulated.

5. INTERIM INTERNAL AUDIT REPORT

To receive a report from the Council's Internal Auditor, in respect of internal audit work carried out on 4th October 2017. Copy attached, *Appendix A*.

6. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE

The Committee is asked to consider making recommendations to the Full Council for its budgetary position in the 2018 – 2019 financial year.

Copies of the complete draft budget, including figures for the Amenities Committee as well as for Revenue and Resources are attached together with explanatory notes, *Appendix B*. Annexed to the Appendix are the Total Reserve Summary and two options for the Precept calculation for 2018 – 2019.

Members are asked to note to avoid problems previously experienced, all recharges have been set to zero for budgetary purposes only.

Members are 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.

If Members have detailed questions regarding the budget paperwork they are encouraged to submit these to Johnathan Bourne on johnathan@royalwoottonbassett.gov.uk in order for the Committee to focus on strategic management of the budget.

Members are also reminded that the budget training course is booked for Tuesday 21st November 2017 at 7pm at 117 High Street.

The Committee is asked to consider the draft budget for 2018 – 2019 year, and recommend the level of Precept for the Council's consideration and adoption.

7. CORPORATE GOVERNANCE

All Town and Parish Councils are required to produce Corporate Governance documents, outlining the principles, regulations and processes by which a Council conducts its business. Royal Wootton Bassett Town Council's full suite of Corporate Governance documents is separated into numerous sections, running to a lever-arch file of papers.

At this time last year, the Council undertook a comprehensive review of its Corporate Governance documents leaving only a handful to be done this year. These outstanding are as follows, copies attached, *Appendix C*:

- Equality and Diversity Policy
- Community Engagement Strategy
- Environmental Policy
- Training Policy and Statement of Intent for Councillor and Employees
- Value for Money Statement
- Statement how the Council meets its duties in relation to Biodiversity and Crime and Disorder
- Statement how the Council provides Leadership in Planning for the Future of the Community
- Statement on how the Council Manages the Performance of the Council as a Corporate Body
- Statement that the Council Manages the Performance of each Individual Staff Member to Achieve its Business Plan

The Committee is asked to approve the documents and recommend the adoption of these to Full Council.

8. COMMUNICATIONS

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