

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

Member of Parliament

Wiltshire Councillors

Area Board Representatives

Representatives appointed by the Council

Copies of documents to follow.

4. CONFIRMATION OF MINUTES

Of a meeting of the Council held on Thursday 28th September 2017 [RWBTC/5/2017-2018] and of a meeting of the Council held on Thursday 26th October 2017 [RWBTC/6/2017-2018]. Copies previously circulated.

5. MAYOR'S COMMUNICATIONS

6. TO ANSWER ANY QUESTIONS

With and without notice received under Standing Orders.

7. PLANNING COMMITTEE

Report on a meeting of the Planning Committee held on Thursday 28th September 2017 [P/4/2017-2018], Thursday 2nd November 2017 [P/5/2017-2018] and Thursday 9th November 2017 [P/6/2017-2018], copies previously circulated.

8. AMENITIES COMMITTEE

Report on a meeting of the Amenities Committee held on Thursday 2nd November 2017 [A/4/2017-2018]. Copy previously circulated.

9. REVENUE AND RESOURCES COMMITTEE

Report on a meeting of the Revenue and Resources Committee held on Thursday 23rd November 2017 [R&R/4/2017-2018]. Copy previously circulated.

10. EXTERNAL AUDIT REPORT 2016-2017

The Council is asked to note the External Audit Report carried out by Grant Thornton for the 2016-2017 financial year. There are no

comments or recommendations from the auditor; copy attached *Appendix A*.

11. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE

Councillors are advised that the effect of Section 106 of the Local Government Finance Act 1982 is that if, when considering budgetary items, any Councillor is in arrears for more than two months with his/her Council Tax, he/she must declare that Section 106 of the Local Government and Finance Act 1982 applies and neither speak nor vote on the matter before Council. Failure to observe this renders the Councillor liable for prosecution by the Director of Public Prosecutions.

It is the responsibility of the Town Council to levy a precept on Wiltshire Council to cover its costs for the 2018-2019 financial year. Wiltshire Council is the charging authority and will collect this on behalf of the Town Council.

Although Standing Committees make budgetary bids and the Revenue and Resources assesses these in making its recommendations to Council, it is the Council alone that has the power to levy the precept. The Town Council can only levy its precept once per year and this must be submitted to Wiltshire Council no later than 19th January 2018.

A copy of the Annual Estimates of Income and Expenditure 2018/19 Report is attached, *Appendix B*.

At the meeting of the Revenue and Resources Committee held on Thursday 23rd November 2017, it was recommended to levy a Precept of £939,215.00.

The charge for a Band D property would be £199.81, which represents a 2.57% increase from the previous financial year.

The Council is asked to formally set the Precept for 2018-2019.

12. CORPORATE GOVERNANCE AMENDMENTS

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 is separated into numerous sections, running to a lever-arch file of papers.

At the meeting of the Revenue and Resources Committee held on Thursday 23rd November 2017 the following Corporate Governance documents were examined in detail; 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 meet 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 Council as a Corporate
- Statement that the Council Manages the Performance of each Individual Staff Member to Achieve its Business Plan

The Council is asked to adopt the Corporate Governance documents and review these annually as recommended by the Revenue and Resources Committee.

13. WILTSHIRE LOCAL PLAN REVIEW CONSULTATION PAPER

Wiltshire Council has begun an initial consultation of the Wiltshire Local Plan, copy previously circulated, and is seeking feedback on any issues that need to be considered in order for Wiltshire Council to plan for the period to 2036.

It is in the early stages of consultation with this period beginning on Tuesday 7th November 2017 and ending on Tuesday 19th December 2017 at 5.00pm.

Council is asked to return any comments at this stage. It should be noted that Royal Wootton Bassett has been included in the Swindon Housing Market Area without any consultation.

The Councils instructions are sought.

14. COMMUNICATIONS

The Council is asked whether it wishes to issue any Press Releases or other Communications in respect of the Agenda items.