

WOOTTON BASSETT TOWN COUNCIL

Minutes of a Meeting of the Revenue & Resources Committee held on Thursday 23rd September 2010 at 7.30pm in the Council Chamber, Council Offices, Station Road, Wootton Bassett.

PRESENT: Councillors: Peter Doyle, Susan Doyle, Owen Gibbs, Paul Heaphy and Peter Roberts

Also in Attendance: Councillor: Steve Bucknell

Officers in Attendance: Johnathan Bourne, Town Clerk
Michelle Temple, Administrative
Team Leader

17. APOLOGIES

Apologies for absence were received from Councillor Mary Champion

18. DECLARATIONS OF INTEREST

To receive Declarations of Interest in accordance with the Local Authorities [Model Code of Conduct] Order 2007.

No declarations of interest were made.

19. CHAIRMAN'S ANNOUNCEMENTS

No announcements were made.

20. CONFIRMATION OF MINUTES

RESOLVED to confirm and sign minutes of a meeting of the Revenue and Resources Committee held on Thursday 24th June, 2010 [R&R/2/2010-2011]. Copy previously circulated.

21. GRANTS AID DONATIONS

Report from the Town Clerk asking the Council to give considerations to five grant aid applications.

Members were reminded that the Town Council now has a policy of releasing funds at intervals throughout the financial year. A budget of £1,500 was allocated for the 2010-2011 financial year. £500 was available at the June 2010 meeting, leaving a balance of £1,000 to be equally divided at the September 2010 and January 2011 meetings.

Two awards were made at the June 2010 meeting and a balance of £500 remained for the September meeting. Grant Aid Applications received were from:

Prospect Hospice

Legislative Power to make award—Local Government Act 1972 Section 137

RESOLVED to make no award.

Longleaze pre school and nursery

Legislative Power to make award—Local Government Act 1972 Section 137

RESOLVED to make no award.

Wiltshire Air Ambulance

Legislative Power to make award—Local Government Act 1972 Section 137

RESOLVED to make no award.

St John's Ambulance

Legislative Power to make award—Local Government Act 1972 Section 137

RESOLVED to make no award.

Wootton Bassett Light Operatic Society
Legislative Power to make award—Local Government Act 1972
Section 145

RESOLVED to make a donation of £250.

Further RESOLVED that for future meetings no applications be rolled over to one cycle to the next.

22. ANNUAL AUDIT OF ACCOUNTS

Report from the Town Clerk advising members that the Audit of Accounts for the financial year ending 31st March 2010 has been completed.

The Town Clerk advised that the statement of accounts for the year ended 31st March 2010 was submitted to the last meeting of the Revenue and Resources Committee at which they were adopted. The accounts were then submitted to the external auditor Mazars LLP. The external auditor has now reported that “on the basis of our review, in our opinion, the information contained in the annual return is in accordance with the audit commissions requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

As is practice of external auditors Mazars LLP have also recorded a number of matters which do not affect their opinion but which they draw to the attention of the council. These were as follows:

- The Council is required to undertake an annual review of the effectiveness of the internal audit. They understand that a review has been undertaken, however, the results were not been formally minuted.

- Certain matters raised in last years external audit have not yet been addressed.
 - a) The bank record reconciliation provided for audit should agree to section 1, box 8. There was a difference of £450 due to the omission of petty cash. It was noted that the accountant will rectify this matter.
 - b) Community assets should be included in the asset register and section 1, Box 9 with a nominal value [currently shown at nil value]. It was noted that this would be rectified for the next financial year.
 - c) There is no minutes to confirm that the Council formally concluded that the Jubilee Lake and play area projects [finished in 2009/2010] have been completed successfully. It was noted that the Council would now record a minute indicating that the following schemes have now been successfully completed:
 - Environmental Improvement Scheme – Jubilee Lake
 - Play Area Project – Jubilee Lake
 - Creation of Weir and Repairs to Retention Dam – Jubilee Lake
 - Play Area – Otter Way
 - Play Area – Showfield
 - Fencing – New Road

RESOLVED to note and confirm the above.

23. PENSION FUND – EMPLOYING AUTHORITY DISCRETIONS

Report from the Councils Accountant advising that the Council has to prepare and adopt a policy on individual discretion regarding pension arrangements for employees under the following regulation:

LGP [Administration] Regulations 2008:

“66-(1) Each employing authority must prepare a written statement of its policy in relation to the exercise of its functions under regulations 12. [Power of employing authority to increase total membership of active members], 12 [Power of employing authority to award additional pension], 18 [Flexible retirement] and 30 [choice of early payment of pension] of the Benefit Regulations.”

It was noted that the report submitted for consideration is based upon a model report designed for Parish and Town Councils.

RESOLVED that the report be adopted.

24. WILTSHIRE COUNCIL MATTERS

Report from the Town Clerk asking that consideration be given to five matters that have been forwarded to the Town Council by Wiltshire Council. These are as follows:

- Community Flooding

RESOLVED to advise Wiltshire Council that the nature of flash flooding suggests that reports are made when this occurs. This has been the case in Wootton Bassett and that the most accurate records available for flooding will already be held by Wiltshire Council. Furthermore, the Council resents the idea that Wiltshire Council appears to be “passing the buck” without offering any funding for undertaking work on the flood map. Finally, the questionnaire is not considered to be appropriate for the Wootton Bassett area but has more relevance for those either with marine or river flooding.

- Wootton Bassett New Road / Bath Road Junction

RESOLVED to advise that the Council support the concept of the crossing but would ask Wiltshire Council to investigate the impact that this may have on parking at the Wootton Bassett Infant School. The Council remains concerned about safety on the junction and does not believe that the proposal outlined will make any material difference to the safety of that junction and thus further work on that matter is required.

Further RESOLVED to question whether the crossing could be raised so that this might act as a speed inhibitor for this section of road.

- Consultation Claimed Byway Muddy Lane at Wootton Bassett

RESOLVED to advise Wiltshire Council that the Town Council is not minded to make a contribution towards this work but if officers of Wiltshire Council wish to present their case to the Council this can be arranged.

- Street Naming and Numbering Consultation

RESOLVED to indicate to Wiltshire Council preference for option (b) completing the questionnaire accordingly.

- Consultation on Initial Site Options to Help Inform Preparation of the Wiltshire and Swindon Aggregate Minerals Site Allocations Development Plan Document

RESOLVED to note that there are no sites indicated within the Wootton Bassett area.

25. REVIEW OF CORPORATE GOVERNANCE

Report from the Town Clerk outlining the review of two corporate governance documents asking the Council to recommend adoption of the suggested amendments.

- Review of Standing Orders

The first of these is the standing orders which have been reviewed and amended following publication of the Model Standing Orders by the National Association of Local Councils.

RESOLVED to check the legal position with regard to standing order 1.6.2, there is a desire to increase the number of Councillors required to call an extraordinary meeting from 2 to a higher number. Also to see if there is an opportunity to lengthen the time that the meeting must be called within from 7 days to 14 days.

RESOLVED to recommend adoption of the standing orders subject to a resolution of the query detailed above.

- Grant Aid Application

It was noted that the Grant Aid Application form and guidance notes had been amended slightly in an attempt to make them more user friendly. The revised check list for Grant Funding has been revised to move it away from a score sheet and towards a check list. What this form tells elected members is the facts of the application rather than making and scoring subjective aspects of the application.

RESOLVED to

- a) reword the check list so that it seeks a Yes bias on all questions.
- b) base within the notes an item requiring a value to be placed on the amount of grant sought.

26. COMMUNITY PLANNING

Councillor Peter Doyle recused himself from the Chair in view of his interest as Chairman of the Area Board. Councillor Peter Roberts was elected as Chairman for this item.

Report from Town Clerk, circulating to Members outline proposals in respect of the Wootton Bassett and Cricklade Community Planning Project as detailed by Julia Stacey on behalf of Wiltshire Council.

Officer recommendation was given Wootton Bassett Town Councils report of the Community Planning Event being held on 25th September 2010 it would appear logical for the Council to support the fifth option that is being advocated by a number of Parish and Town Councils, including Cricklade Town Council.

RESOLVED that the Council support option 5 as detailed within the Cricklade Town Council Minutes.

27. PRESS RELEASES

RESOLVED that press releases be issued in respect of the following items:-

- Grant Aid Applications
- Street Naming
- Community Planning – namely support for the Cricklade Town Council option 5

Further RESOLVED that the Council seek to change its web site so that it links to existing press releases for each month issued.

The Meeting closed at 9.07pm

