

WOOTTON BASSETT TOWN COUNCIL

Minutes of a Meeting of the Revenue & Resources Committee held on Thursday 25th November 2010 at 7.30pm in the Council Chamber, Council Offices, Station Road, Wootton Bassett.

PRESENT: Councillors: Peter Doyle, Susan Doyle, Paul Heaphy, Mike Leighfield and Steve Walls

Also in Attendance: Councillors Jenny Stratton, Audrey Wannell and Chris Wannell

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

28. APOLOGIES

Apologies for absence were received from Councillors Mary Champion and Owen Gibbs.

29. DECLARATIONS OF INTEREST

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

RESOLVED to note that no declarations of interest were made.

30. CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that following a circular to all Council Members and with no objections being raised, Council staff would be permitted to book annual leave over the Christmas period, allowing the office to be closed for

Christmas week with emergency procedures to be put in place. Those emergency procedures would be notified to the Mayor and Chairs of Committees.

31. CONFIRMATION OF MINUTES

RESOLVED to confirm and sign minutes of a meeting of the Revenue and Resources Committee held on Thursday 23rd September, 2010 [R&R/3/2010-2011]. Copy previously circulated.

32. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE

The Committee was asked to consider making recommendations to the Council for its budgetary provision in the 2011/2012 financial year.

A copy of the draft estimates already circulated.

Members were reminded that the draft estimates represent ongoing commitments and service provision at current levels. Changes have only been incorporated where there is a clear intent by the Council to undertake change.

Members were also asked to note that to avoid the problems experienced in previous years all recharges for the time being have been set at zero.

Part of the role of Revenue and Resources Committee is to review the budget recommendations of the Amenities Committee which was made at its meeting on Thursday 11th November 2010. Once the base budget figures have been reviewed, the Committee will be asked to review the following:-

- Fixed Asset Replacement Reserve
- Reserves Analysis
- Calculation of General Reserve
- Possible Calculation of Precept

The Committee was then asked to make its Precept recommendation to the Council for the financial year ended 31st March 2012.

The Committee considered a further £8,119 of savings and adjustments that would result in a 1% fall in the Council Tax for Wootton Bassett. The adjustments were in three parts:

- £4,000 from the Environmental Projects Fund [4911/-109]
- £1,200 – generated income from monitoring of a camera at Interface
- £2,919 – reduction in the transfer to the general reserve [4996/-109]

RESOLVED to recommend that the Council levy a precept of £787,090 for the 2010/2011 financial year.

Further RESOLVED

- a) to record a vote of thanks to all staff for their hard work and prudence in budget management over the past 12 months.
- b) invite the Town Council to consider the closure of the current Tourist Information Point based at the Library at its next meeting.

33. **INTERNAL AUDIT REPORT 2010-2011**

Report from Stuart J Pollard, Director, Auditing Solutions Ltd, detailing the first interim visit 2010/2011.

Copy circulated.

RESOLVED to note the report.

Further RESOLVED to record a vote of thanks to Kalpesh Patel, the Councils Accountant for his work in this regard.

34. **PRESS RELEASES**

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

RESOLVED to make no press releases following this meeting.

Meeting closed at 8.13 pm