

**WBTC/2/2011-2012**

12<sup>th</sup> May 2011

***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**

To receive a brief presentation from Eddy Shah, about a possible future use of RAF Lyneham.

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

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

**4. WRITTEN REPORTS**

To receive written reports from the following:-

*Wootton Bassett Police*

*Member of Parliament*

*Wiltshire Council*

*Representatives appointed by the Council*

**5. CONFIRMATION OF MINUTES**

Of a meeting of the Council held on Thursday 7<sup>th</sup> April 2011 [WBTC/7/2010-2011] and Tuesday 3<sup>rd</sup> May 2011 [WBTC/1/2011-2012]. Copies previously circulated.

**6. MAYOR'S COMMUNICATIONS**

- Communications from the retiring Mayor
- Communications from the new Mayor

**7. TO ANSWER ANY QUESTIONS**

With or without notice received under Standing Orders.

**8. CASUAL VACANCY**

The Council is advised that Councillor Peter Doyle has resigned from his position on the Town Council. The position has been advertised in accordance with The Representation of the People Act 1985 s21. No election has been sought; therefore the Electoral Services Officer has advised that the position be filled by co-option.

The Council is asked to fill the Casual Vacancy by co-option.

**9. APPOINTMENT OF STANDING COMMITTEES**

The Council is advised that under Section 15 of the Local Government and Housing Act 1989, a duty is placed on relevant authorities to allocate seats on Committees, Sub-Committees and other bodies in accordance with the political balance on the Council. Parish and Town Councils were exempted from the legislation, as the majority are not elected on party political lines. Where a Council is elected on party political lines it is recommended that the allocation of seats should reflect the political balance of the Council.

In view of the current political balance, it is suggested that one Liberal Democrat be invited to join each of the Committees.

The Council is asked to appoint Standing Committees as follows:

**Amenities Committee** – 8 Members including the Mayor and Deputy Mayor.

**Retiring Members:** Steve Bucknell, Mary Champion, Susan Doyle, Linda Frost, Owen Gibbs, Mike Leighfield, Chris Wannell and Bill Roberts.

**Planning Committee** - 8 Members including the Mayor and Deputy Mayor.

**Retiring Members:** Steve Bucknell, Owen Gibbs, Paul Heaphy, Mike Leighfield, Peter Roberts, Jenny Stratton and Audrey Wannell.

### **ADJOURNMENT**

The Council Meeting here adjourns to enable the following to carry out their annual business as specified on their respective Agendas:

*Amenities Committee* [green paper]

*Planning Committee* [blue paper]

The Council then reconvenes to transact the following business:

**Revenue & Resources Committee** – 8 Members including the Mayor, Deputy Mayor and Chairs of Amenities and Planning.

**Retiring Members:**, Mary Champion, Susan Doyle, Owen Gibbs, Paul Heaphy, Mike Leighfield, Peter Roberts and Steve Walls.

### **ADJOURNMENT**

The Council Meeting here adjourns to enable the Revenue & Resources Committee to carry out its annual business as specified on the Agenda [orange paper].

The Council meeting then reconvenes to transact the following business:

**10. APPOINTMENT OF OUTSIDE REPRESENTATIVES**

The Council is asked to make appointments, where necessary, to outside organisations. Attached is a current list of Representatives and expiry dates for their expected Terms of Office. *Appendix A.*

**11. DEEDS AND TRUST INSTRUMENTS**

Report from the Town Clerk detailing the Deeds and Trusts held by the Town Council which is now in the format of the newly drafted Land Terrier. *Appendix B.*

**12. SUBSCRIPTIONS**

Report from the Town Clerk detailing subscriptions recommended to the Council and the renewal dates shown. *Appendix C.*

**13. ANNUAL TOWN MEETING**

Report on the Annual Town Meeting held on Thursday 28<sup>th</sup> April 2011. Copy previously circulated.

**14. CHEQUE SIGNATORIES**

It is the usual practice of the Council to appoint the Mayor, Deputy Mayor and Chairs of Standing Committees as signatories to the Council's main bank accounts.

It has been noted that the possibility exists for related Councillors to sign the same cheque. In order to protect the Councillors concerned from accusations of collusion, it is current practice that the Officers ensure that related Councillors never sign the same cheque.

The Council is asked to consider arrangements for the forthcoming year.

## **15. APPOINTMENT OF INTERNAL AUDITOR**

The position of the Councils Internal Auditor for the 2011-2012 financial year is currently held by Auditing Solutions Ltd, at a cost of £1170.00. They are out of their 3 year contract.

The Council is asked to note the above.

## **16. MAYORAL ENGAGEMENTS**

The Mayor receives many invitations during the Civic Year and there will be occasions when attending some of these events will not be possible. In such cases, the invitations are passed to the Deputy Mayor, but again, this is not always achievable. It must be remembered that as well as taking on the duties and responsibilities involved in the role, the Mayor will often be holding down a full time job.

It is extremely important that we represent the Town by attending as many events as possible throughout the year. At a meeting of the Town Council held on Thursday 14<sup>th</sup> May 2009, the Council adopted a policy with regard to Mayoral engagements and resolved to establish a priority order as follows:-

- Mayor
- Deputy Mayor
- Chair of Revenue & Resources
- Chair of Amenities
- Chair of Planning
- Immediate Past Mayor

The Council is asked to note and confirm the above.

**17. 'ROYAL' WOOTTON BASSETT**

To receive a report from the Town Clerk, copy attached *Appendix D*.