

WOOTTON BASSETT TOWN COUNCIL

Minutes of a meeting of the Wootton Bassett Town Council held on Thursday 12th May 2011 at 7.30pm in the Council Chamber, Civic Centre, Station Road, Wootton Bassett.

PRESENT: Councillors Steve Bucknell, Susan Doyle, Linda Frost, Owen Gibbs, Paul Heaphy, Sue Hughes, Peter Roberts, William Roberts, Jenny Stratton, Steve Walls, Audrey Wannell and Chris Wannell.

Also in attendance: Jon Booth

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

9. APOLOGIES

Apologies for absence were received from Councillors Mary Champion, Mike Leighfield and Ernie Taylor.

10. DECLARATIONS OF INTEREST

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

RESOLVED to note that no Declarations of Interest were made.

11. WRITTEN REPORTS

Written reports were received from:-

James Gray MP
Wiltshire Councillor Peter Doyle.

A verbal update report was received from Wiltshire Councillor Bill Roberts.

12. CONFIRMATION OF MINUTES

RESOLVED to confirm and sign Minutes of meetings of the Council held on Thursday 7th April 2011 [WBTC/ 7/2010-2011] and Tuesday 3rd May 2011 [WBTC/1/2011-2012]. Copies previously circulated.

13. MAYOR'S COMMUNICATIONS

The Mayor, Councillor Paul Heaphy provided Members with a summary of events attended since his election as Mayor on Tuesday the 3rd May 2011.

RESOLVED to record a vote of thanks to the staff for their hard work in making the Mayor Making on the 3rd of May such an excellent event.

14. TO ANSWER ANY QUESTIONS

There were no questions either with or without notice received under Standing Orders.

15. CASUAL VACANCY

The Council was advised that Councillor Peter Doyle had resigned 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 was asked to fill the Casual Vacancy by co-option.

Proposed by Councillor Steve Walls, seconded by Councillor Chris Wannell and RESOLVED that Jon Booth of 5 Home Ground, Wootton Bassett, be elected as Councillor to the Wootton Bassett Town Council.

16. APPOINTMENT OF STANDING COMMITTEES

The Council was 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 are 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 and one independent be invited to join each of the Committees.

The Council is asked to appoint Standing Committees as follows:

Amenities Committee – 8 Members, normally including the Mayor and Deputy Mayor, unless they indicate that they do not wish to serve.

RESOLVED to elect the following Councillors:-

Mary Champion, Susan Doyle, Linda Frost, Owen Gibbs, Sue Hughes, Mike Leighfield, Bill Roberts and Jenny Stratton.

Planning Committee – 8 Members, normally including the Mayor and Deputy Mayor, unless they indicate that they do not wish to serve.

RESOLVED to elect the following Councillors:-

Jon Booth, Steve Bucknell, Owen Gibbs, Paul Heaphy, Peter Roberts, Ernie Taylor, Steve Walls and Audrey Wannell.

ADJOURNMENT

The Council Meeting adjourned 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 reconvened to transact the following business:

Revenue & Resources Committee – 8 Members including the Mayor, Deputy Mayor and Chairs of Amenities and Planning, unless they indicate that they do not wish to serve.

RESOLVED to elect the following Councillors:-

Steve Bucknell, Susan Doyle, Owen Gibbs, Paul Heaphy, Mike Leighfield, Peter Roberts, Steve Walls and Chris Wannell.

ADJOURNMENT

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

The Council meeting then reconvened to transact the following business:

17. APPOINTMENT OF OUTSIDE REPRESENTATIVES

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

The Council's instructions were sought.

RESOLVED to make appointments as detailed on the attached sheet.

18. 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 a Land Terrier.

RESOLVED that the report be adopted. Further RESOLVED that particular attention and urgency be given to seeking a resolution to issues raised by Mr and Mrs Woolford in respect of the Council land adjacent to Woolford Grange.

19. SUBSCRIPTIONS

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

RESOLVED that the report be adopted.

20. ANNUAL TOWN MEETING

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

RESOLVED that the report be adopted.

21. CHEQUE SIGNATORIES

It is the usual practice of the Council to appoint the Mayor, Deputy Mayor and Chairs of the 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 was asked to consider arrangements for the forthcoming year.

RESOLVED to appoint Councillors Owen Gibbs, Paul Heaphy, Mike Leighfield and Chris Wannell.

The Town Clerk also indicated that documentation in respect of the Rugby Club was now available for signature following resolutions originally taken in 2009. It was noted that the documentation would normally be signed by the Mayor and Deputy Mayor, although in this particular case the Deputy Mayor might not wish to sign the documentation as he is a Trustee and Vice President of the Rugby Club and could consider there to be a conflict of interest.

In view of the situation it was RESOLVED that the immediate past Mayor, Councillor Mary Champion, sign the documentation on behalf of the Council should Councillor Leighfield wish to declare an interest on this matter.

22. APPOINTMENT OF INTERNAL AUDITOR

The position of the Council's 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.

RESOLVED to note and confirm the above.

23. 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 14th 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

RESOLVED to note and confirm the above.

24. 'ROYAL' WOOTTON BASSETT

Report from the Town Clerk to update Members on the decision by Her Majesty the Queen to confer the title 'Royal' upon the Town and to seek support for the arrangements currently being put in place to facilitate this process.

In addition to the report, the Town Clerk advised that a number of organisations, including the Royal British Legion, are now seeking permission from the Cabinet Office to use 'Royal' in their title.

The Town Clerk also advised that he had received a call from the Chief Executive of Wiltshire Council, Mr Andrew Kerr, congratulating the

Town on its Royal designation, and offering to pay for the replacement of the Town's boundary signs.

RESOLVED to:-

1. Note with humility the decision by Her Majesty the Queen to confer upon Wootton Bassett the title of 'Royal'.
2. Confirm the Town Council would not wish to see the Letters Patent signed and sealed until after the last repatriation in Wootton Bassett.
3. Authorise design and registration of the new Arms in accordance with the recommendations of the College of Arms so that the new Arms can be included on the Letters Patent.
4. Confirm the approach being taken with the MOD and Buckingham Palace to promote a celebratory event for the town.
5. Approve the symbolic transfer of repatriations to Oxfordshire by way of a Flag Ceremony.
6. Authorise the Town Clerk in consultation with the Mayor to progress these matters to a conclusion.

Further RESOLVED to investigate the following:-

1. Alterations to the flag so that it is not on a white background, in order that it can be properly registered.
2. Donating one of the old boundary signs to the museum.
3. For the flag ceremony, whether it might be possible to fly from RAF Lyneham to Brize Norton.
4. Latin translation of a possible motto "we honour those who serve".

The meeting closed at 8.50pm