

**WOOTTON BASSETT TOWN COUNCIL**

Minutes of a Meeting of the Revenue & Resources Committee held on Thursday 23<sup>rd</sup> June 2011 at 7.30pm in the Council Chamber, Council Offices, Station Road, Wootton Bassett.

PRESENT: Councillors: Steve Bucknell, Susan Doyle, Owen Gibbs, Mike Leighfield, Peter Roberts, Steve Walls and Chris Wannell (late).

Also in Attendance: Councillor: Jenny Stratton.

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

APOLOGIES: Councillor Paul Heaphy

**4. 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.

**5. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed the Committee that the funeral of Fred 'Boots' Deacon will take place on Monday 4<sup>th</sup> July 2011. Fred was the Town Crier in Wootton Bassett for 25 years. Donations will go towards funding a memorial bench seat in his honour, with the Town Council helping to facilitate provision of the bench.

**6. CONFIRMATION OF MINUTES**

RESOLVED to confirm and sign minutes of meetings of the Revenue and Resources Committee held on Thursday 31<sup>st</sup> March 2011

[R&R/6/2010-2011] and Thursday 12<sup>th</sup> May 2011 [R&R/1/2011-2012]. Copies previously circulated.

## **7. ANNUAL CCTV REPORT**

The Committee received a report from David Williams, CCTV Supervisor. Copies of the Annual Report of 2010 previously circulated.

David Williams took up the post of CCTV Supervisor in March 2011, after the retirement of Mike Tupman. The Annual Report was based on data from January 1<sup>st</sup> 2010 to December 31<sup>st</sup> 2010, during which time Mike was still the Supervisor. David Williams integrated this data in to his presentation.

It was noted that the CCTV suite is hoping to upgrade the monitors currently in use, and replace these with flat screen monitors, which offer much better quality. This upgrading represents a planned replacement of equipment, using funds from the Council's Asset Replacement Reserve.

RESOLVED to accelerate the flat screen monitor replacement to completion. Members extended their gratitude to David Williams for his presentation.

## **8. GRANT AID APPLICATIONS**

The Town Council now has a policy of releasing funds for Grant Aid at intervals throughout the financial year. The total Grant Aid budget for the financial year 2011-2012 is £1500, to be released in three tranches of £500. This allows £500 to be allocated at the meeting, if the Committee wish to do so.

Members were asked to consider the following applications:-

- a) Longleaze Primary School – RESOLVED to make no award. If the school wish to reapply, they are more than welcome to do so; however it was felt that they may like to come along to the next

R&R meeting to present their application, in order to clarify some key points and explain the project in full.

- b) Wootton Bassett Carnival – It was noted that the Carnival have already received a permitted grant of £500 from the 2011-2012 Events Budget, equating to 50% of the Events Budget for the year. It was RESOLVED to invite the Carnival Committee to the next R&R meeting, to provide further detail on where the money would be spent. Further RESOLVED to suggest to the Carnival Committee that they apply to the Area Board for funding.

## **9. INTERNAL AUDIT REPORT**

Report from the Council's Internal Auditor in respect of internal audit work carried out on the 14<sup>th</sup> March 2011. Copy was attached.

RESOLVED to note the report.

## **10. ANNUAL STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2011**

Report from Kalpesh Patel, Accountant, was attached.

It was noted that the Audit Commission had carried out a consultation to change the accounting requirement under the Accounts and Audit (England) Regulation 2011. These regulations came into effect for the accounts year ended 31<sup>st</sup> March 2011.

Before the change, to prepare the account under FRSSE, the limit was £1 million budgeted income. This has been increased to £6.5 million.

Previously, the Council was preparing the Annual Return as well as accounts based on FRSSE (Financial Reporting Standard for Smaller Entities) basis. Since the limit has been raised, the Council is not required to prepare the accounts under FRSSE, and only have to prepare the Annual Return.

Once the Annual Return has been approved by the Committee, the accounts will then be submitted to the external auditor Mazars LLP.

The Council have made a saving of 4.87% over the financial year, equating to a total of £43,606.

It was recommended that the Council approves the Annual Return for the year 2010-2011.

RESOLVED to adopt this recommendation, and approve the Annual Return. Further RESOLVED to extend a vote of thanks to all Council staff for their hard work, which has resulted in a saving of £43606 of the budget.

## **11. FUTURE OF THE CIVIC CENTRE**

For many years the Council has understood that the existing Community Hall facility at the Civic Centre is no longer fit for purpose. The Council has been actively exploring possible alternatives.

The Council has now decided that its preferred option is to promote the creation of a new Community Hall facility as part of Wiltshire Council's Campus Scheme.

RESOLVED, if the Wiltshire Council Campus Scheme provides the town with a suitable alternative Community Hall facility, then the Council will dispose of the Civic Centre in whatever way is considered most appropriate at that time.

It was further RESOLVED to:-

- a) Set up a separate, informal meeting, so that all Members can be briefed on the current position with regards to Community Hall provision, and the various development proposals arising.
- b) Appoint consultants to work up development/planning brief to facilitate the disposal of the Civic Centre.

## **12. DISPLAY CABINET FOR APPRECIATION GIFTS**

Preliminary meetings have now been held with members of the Royal British Legion, who have indicated that they are happy with the Council to proceed in finalising designs for the appreciation gifts cabinet, and that they would like to make a donation towards the cost. Although the final amount is yet to be determined, the Royal British Legion have indicated that they may be in a position to donate up to £2000 towards the project.

At present the Council has no specific budget allocated for this project, but is in a position to draw from the Council reserve.

It was recommended that the Revenue and Resources Committee authorise expenditure of up to £6000, and authorise the previously appointed Working Party to finalise the project.

RESOLVED to adopt the recommendation above, on condition that the Royal British Legion make a grant of approximately £2000 towards the project.

## **13. SALE OF MEMORABILIA**

Request from Councillor Chris Wannell for the Committee to consider allocating an amount from its reserve for the production of memorabilia to include the new coat of arms for Royal Wootton Bassett. It is suggested that there will be a high demand for such memorabilia, particularly at the forthcoming Royal event, and so although the Council is asked to fund these in the first instance, the project should look to make a profit.

It was recommended that if the Committee wishes to proceed with this, a specific authorisation for up to £4000 is made, to include gifts presented on behalf of the Council.

RESOLVED to:-

- a) Adopt the recommendation,

- b) Note that there is no enthusiasm for high profile selling on the Appreciation Day itself,
- c) Ensure that profits from the scheme are to be used to support maintenance and future development of the town's War Memorial, with any excess funds to go to the National Memorial Arboretum.

Further RESOLVED to note that the new memorabilia could include hand held flags, postcards, carrier bags and fridge magnets.

#### **14. THUNDER RALLY FOR AFGHAN HEROES**

The Committee is informed that Richard Guest of G4S FM has made enquiries at the request of Afghan Heroes, about using the Showfields area for car parking at the T2 Thunder Rally, to be held at Wootton Bassett School over the August Bank Holiday weekend. A letter from Afghan Heroes was attached.

The Event Manager is keen to emphasise the two points outlined below:-

- Any damage that occurs to the Showfields area will be repaired at no cost to the people of Wootton Bassett.
- Security marshals will be provided to cover the Showfields area for the duration of the event, both to ensure public safety and to prevent damage to the area.

The Committee was asked to make a recommendation on this matter to be taken to the next Full Council meeting.

RESOLVED not to authorise the use of Showfields for car parking, considering this to be against the accepted use for the ground.

**15. PRESS RELEASES**

RESOLVED to issue Press Releases on the following items:-

- a) The successes detailed in the Annual CCTV Report,
- b) The display cabinet for appreciation gifts,
- c) The sale of memorabilia,
- d) Annual Statement of Accounts.

*The meeting closed at 9.03pm*