

QUESTION TIME

To receive questions from members of the public for a period not exceeding ten minutes.

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To receive Declarations of Interest in accordance with sections 10 and 12 of Wiltshire Council's Members Code of Conduct, as adopted by Royal Wootton Bassett Town Council at a meeting held on 12th July 2012.

3. CHAIRMAN'S ANNOUNCEMENTS

To receive any announcements, the Chairman wishes to make.

4. CONFIRMATION OF MINUTES

To confirm and sign minutes of meetings of the Committees held on Thursday 15th June 2017 [R&R/2/2017-2018]. Copies previously circulated.

5. HUMAN RESOURCES CONTRACT

For the past ten years the Town Council has contracted out its Human Resources provision. During this time two different companies have been employed and the current contract is coming up for renewal. Four quotations for this work has been sought and attached, *Appendix A*, is a report from the Town Council Accountant Kalpesh Patel outlining the process.

The Committee is asked to consider the recommendations and appoint a HR service provider.

6. WEBSITE PROVISION

As members will be aware the Town Council is scheduled to update our website, which although is functional is now tired in appearance.

Members are asked to receive a verbal report from the Chairman on steps currently underway to facilitate that project.

7. COMMUNICATIONS

The committee is asked whether it wishes to issue any press releases or other communications in respect of the committee agenda items.