

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

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 Thursday 12th July 2012.

3. WRITTEN REPORTS

To receive written reports from the following: -

Member of Parliament

Wiltshire Councillors

Area Board Representatives

Representatives appointed by the Council.

Copies of documents received are attached, *Appendix A.*

4. CONFIRMATION OF MINUTES

Of meetings of the Council held on Thursday 5th April 2018 [RWBTC/9/2017-2018] and Thursday 10th May 2018 [RWBTC/1/2018-2019]. Copies previously circulated.

5. MAYOR'S COMMUNICATIONS

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

6. TO ANSWER ANY QUESTIONS

With or without notice received under Standing Orders.

7. 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.

The Council currently comprises 9 Conservatives, 6 Liberal Democrats and 1 vacancy. The Council is therefore recommended to represent each political party on Standing Committees at a ratio of 5 Conservatives to 3 Liberal Democrats.

The Council is asked to appoint Standing Committees as follows:

Amenities Committee – 8 Members including the Mayor and Deputy Mayor, unless they decline to serve.

Retiring Members: Sue Hughes, Robert Anstee, Mary Champion, Mike Leighfield, Mike Farrow, Janet Georgiou and David Bowler.

Planning Committee - 8 Members including the Mayor and Deputy Mayor, unless they decline to serve.

Retiring Members: Janet Georgiou, Steve Watts, Nic Hughes, Paul Heaphy, Robert Anstee, Mike Farrow, David Bowler and Steve Walls.

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, unless they decline to serve, and Chairs of Amenities and Planning.

Retiring Members: Mike Leighfield, Mike Farrow, Nic Hughes, Robert Anstee, Steve Bucknell, Marion Sweet, Jenny Stratton 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:

8. APPOINTMENT OF COUNCIL WORKING PARTY

a) Community Hub Working Party (Library Project)

Retiring Members: Mike Leighfield and Marion Sweet.

9. 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 B.*

Also attached is a copy of a report detailing the Roles and Responsibilities of Outside Representatives, previously circulated as part of the Councillors Training Pack, June 2013. *Appendix C.*

10. 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. *Appendix D.*

It is normal practice for the Council to physically inspect all of its Deeds and Trusts once during each 4-year term.

11. SUBSCRIPTIONS

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

The Council is reminded that the joint subscription to the Wiltshire Association of Local Councils (WALC) and the National Association of Local Councils (NALC) was not renewed last year and would be reviewed this year.

The Council's instructions are sought.

12. ANNUAL TOWN MEETING

Report on the Annual Town Meeting held on Thursday 26th April 2018. Copy previously circulated.

13. 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 cheque signatories for the Civic Year 2017 - 2018 were Councillors Steve Bucknell, Mike Farrow, Sue Hughes, Mike Leighfield and Janet Georgiou.

Any Councillors appointed would need to present identification to the Council's banks. Those authorised to sign need to be able to make themselves available to sign cheques during the daytime.

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

14. MAYORAL ENGAGEMENTS

The Mayor receives many invitations during the Civic Year; the previous Mayor received invites to 110 events. 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. This order was amended at a meeting held on Thursday 29th May 2014 as follows:-

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

The Council is asked to note and confirm continuation of its policy.

15. END OF YEAR INTERNAL AUDIT REPORT 2017-18

Report from the Council's Internal Auditor, in respect of internal audit work carried out for the previous financial year.

A copy of the report is attached, *Appendix F*.

16. ANNUAL RETURN AND STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31st MARCH 2018.

Annual Return from Kalpesh Patel, Accountant. Copy attached, *Appendix G*.

At a meeting of the Town Council held on Thursday 5th April 2018, the Council reviewed and agreed questions 1-9 on Section 1 of the Annual Return, Annual Governance Statement 2017-18.

The Council is now asked to: -

- a) Approve Section 2 of the Annual Return, Accounting Statements 2017-18.

- b) Formally adopt the Annual Return for the financial year ended 31st March 2018, so that this can be forwarded to the External Auditor.

Also attached is a Statement of Accounts, *Appendix H*, which is not subject to audit, but which Members should view as providing not only valuable background information, but also a clear record of both income and expenditure, together with the Council's balance sheet.

Kalpesh Patel will be in attendance at the meeting to present the report, and answer any queries. If, upon review of the documentation, Members are aware of any questions they wish to raise, it would be helpful if these could be emailed to Kalpesh on kalpesh@royalwoottonbasset.gov.uk by Wednesday 30th May 2018.

17. EXCLUSION OF THE PUBLIC AND PRESS

The Council is asked that members of the public and press be requested to leave the meeting to allow discussion of the establishment, property and finance matters as it is considered the publicity would be prejudicial by reason of the confidential nature of the business to be transacted.