

WBTC/6/2011-2012

15th December 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

1. APOLOGIES

2. DECLARATIONS OF INTEREST

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

3. PRESENTATION ON THE WORK OF TOWN COUNCILS

To receive a presentation from Linda Roberts, Town Clerk at Calne Town Council.

The Mayor has asked that Linda Roberts be invited to make a short presentation to the Council, which he previously viewed at the Calne Community Showcase event on Friday 28th October 2011.

4. WRITTEN REPORTS

To receive written reports from the following:-

Wootton Bassett Police

*Royal Wootton Bassett Town Council Crime/Vandalism Log
Member of Parliament
Wiltshire Councillors
Area Board Representatives
Representatives appointed by the Council.*

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

5. CONFIRMATION OF MINUTES

To confirm and sign Minutes of a meeting of the Council held on Thursday 6th October 2011 (WBTC/5/2011-2012). Copy previously circulated.

6. MAYOR'S COMMUNICATIONS

7. TO ANSWER ANY QUESTIONS

With and without notice received under Standing Orders.

8. PLANNING COMMITTEE

Report on a meeting of the Planning Committee held on Thursday 24th November (P/7/2011-2012). Copy previously circulated.

9. AMENITIES COMMITTEE

Report on a meeting of the Amenities Committee held on Thursday 3rd November (A/4/2011-2012). Copy previously circulated.

10. REVENUE AND RESOURCES COMMITTEE

Report on a meeting of the Revenue and Resources Committee held on Thursday 24th November (R&R/4/2011-2012). Copy previously circulated.

11. NEIGHBOURHOOD PLANNING

At the last meeting of the Council, held on Thursday October 6th 2011, Councillor Steve Bucknell was appointed as representative to the Neighbourhood Planning Forum, with Councillor Chris Wannell as deputy.

We have now been advised that each Council should appoint two representatives, and as such Councillor Wannell has been attending as well as Councillor Bucknell.

The Council is asked to note the above and consider appointing a deputy, should either Councillor be unable to attend.

12. PAROCHIAL CHARITIES REPRESENTATIVE

Royal Wootton Bassett Town Council has two appointed Trustees to the Parochial Charities, each serving a four year term as the Council's representative. The resignation of Councillor William Roberts has meant that a vacancy has arisen for a Council appointed Parochial Charity representative.

The Council is therefore asked to appoint a member to become a Trustee of the Parochial Charities, alongside Councillor Audrey Wannell, who currently represents the Council in this capacity.

13. CASUAL VACANCY

The Council is advised that Councillor William Roberts has resigned from his position as a Town Councillor for Royal Wootton Bassett North Ward. The vacancy has been advertised by Wiltshire Council in accordance with The Representation of the People Act 1985 s21.

The Notice of Election was published on Thursday 1st December 2011, with the Receipt of Nominations closing at noon on Friday 9th December 2011.

If any election is contested, the poll will take place on Tuesday 10th January 2012.

Councillor William Roberts will continue his work with Wiltshire Council, as Member for Royal Wootton Bassett North.

The Council is asked to note the above.

14. CIVIC CENTRE MAINTENANCE

At a meeting of the Revenue and Resources Committee held on Thursday September 22nd 2011, members discussed a recommendation from the Council's professional advisors that £25,710 should be allocated for repair work to be carried out at the Civic Centre.

A decision on this matter was deferred until a breakdown of the £25,710 figure was provided by the professional advisors.

Appendix B is an email received, detailing where the money will be spent in relation to repair work needed to the emergency fire escape and stone work at the Civic Centre.

The Council is asked whether it wishes to proceed with the specification and tendering of this work.

15. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE

Councillors are advised that the effect of Section 106 of the Local Government Finance Act 1982 is that if, when considering budgetary items, any Councillor is in arrears for more than two months with his/her Council Tax, he/she must declare that Section 106 of the Local Government and Finance Act 1982 applies and neither speak nor vote on the matter before Council. Failure to observe this renders the Councillor liable for prosecution by the Director of Public Prosecutions.

It is the responsibility of the Town Council to levy a precept on Wiltshire Council to cover its costs for the 2012/2013 financial year. Wiltshire Council is the charging authority and will collect this on behalf of the Town Council.

Although Standing Committees make budgetary bids and the Revenue and Resources assesses these in making its recommendations to Council, it is the Council alone that has the power to levy the precept.

The Town Council can only levy its precept once per year and this must be submitted to Wiltshire Council no later than 20th January 2012.

Copies of the documentation were circulated with the Revenue and Resources agenda and remain unchanged. **Members are asked to bring these to the meeting.**

The Revenue and Resources Committee is recommending that the Council adopt a budget with a precept of £787,090 which will represent a decrease on last year's Council Tax of 1.3385 %, or a reduction of £2.50 on a Band D property.

The Council is asked to formally set the Precept for 2012/2013.

16. MAYOR'S JEWELS

Following the receipt of the Letters Patent and the town becoming Royal Wootton Bassett, a number of changes need to be made to letterheads, financial stationery, signage, vehicle livery etc.

For the most part, it is intended that this should occur as items come up for replacement in order to minimise cost. *Appendix C* gives an indication of the kind of items that will need to be changed in the future.

As a priority, the Council needs to consider changing the Mayoral and Civic Jewels, and costings for this are currently being sought.

As part of the Royal Event, the Council allocated £4000 which was loaned to the Chamber of Commerce for the Memorabilia project. It is expected that this will be returned to the Council in the New Year.

It is recommended that the Council authorise the allocation of this funding for the purpose of changing the Jewels, and authorise the Mayor and Town Clerk to proceed with this at the earliest opportunity.

17. PRESS RELEASES

The Council is asked to consider whether it would like any Press Releases issued in respect of the Committee Agenda items.