

***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 12<sup>th</sup> July 2012.

**3. WRITTEN REPORTS**

To receive written reports from the following:-

*Wiltshire Police*

*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 meeting of the Council held on Thursday 23<sup>rd</sup> April 2015 [RWBTC/10/14-15], Monday 11<sup>th</sup> May 2015 [RWBTC/11/14-15] and Wednesday 13<sup>th</sup> May 2015 [RWBTC/1/15-16]. 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.

When transferred to Committees, the current political balance of the Council would see each political party represented at the ratio of 1 Liberal Democrats to 7 Conservatives. In view of this split, the Group Leaders are encouraged to come to an amicable agreement regarding representation on Committees, to bring to the meeting.

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:** Susan Doyle, Sue Hughes, Mary Champion, Linda Frost, Mike Leighfield, Jai Cunningham, John Wilks and Janet Georgiou.

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

**Retiring Members:** Audrey Wannell, Paul Heaphy, Michael Page, Mike Farrow, Chris Wannell, Ian Ferries, John Wilks and Janet Georgiou.

## **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, Paul Heaphy, Susan Doyle, Mike Farrow, Ian Ferries, Steve Bucknell, John Wilks and Marion Sweet.

## **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 PARTIES**

The Town Council has established the following working groups as community-based, involving appropriate members of the community who serve alongside Council appointed representatives.

### **a) Neighbourhood Planning Steering Group**

Retiring Members: Mike Leighfield, Steve Bucknell, Marion Sweet, Michael Page and Mike Farrow.

### **b) Community Led Planning Steering Group**

Retiring Members: Sue Doyle and Mike Leighfield.

### **c) Town Team**

Retiring Members: John Wilks, Sue Hughes and Michael Page.

### **d) Town Garden Working Party**

Retiring Members: Steve Bucknell, Mike Leighfield, Mary Champion, Susan Doyle, Janet Georgiou and Michael Page.

## **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.*

#### **11. SUBSCRIPTIONS**

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

#### **12. ANNUAL TOWN MEETING**

Report on the Annual Town Meeting held on Thursday 23<sup>rd</sup> April 2015. 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 2014-2015 were Councillors Sue Hughes, Chris Wannell, Mary Champion, Ian Ferries, Mike Farrow, Mike Leighfield, Linda Frost and Marion Sweet.

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

#### **14. 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 14<sup>th</sup> 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 29<sup>th</sup> 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 the above

#### **15. ANNUAL RETURN AND STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31st MARCH 2015.**

Report from Kalpesh Patel, Accountant. Copy attached, *Appendix F*.

Also attached is a Statement of Accounts, *Appendix G*, 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, and the Council's balance sheet position.

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 enquiries they wish to raise, it would be helpful if these could be emailed to Kalpesh in advance of the meeting at kalpesh@royalwoottonbassett.gov.uk.

The Committee is asked to adopt the annual return for the financial year ended 31<sup>st</sup> March 2015, so that this can be forwarded to the External Auditor.

## **16. 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.

