

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 Committee held on Thursday 18th June 2015 [R&R/2/2015-2016], copy previously circulated.

5. GRANT AID

The Committee is asked to consider a Grant Aid Application submitted by Wootton Bassett Brass, report and supporting documentation attached, *Appendix A*.

6. FINANCIAL PROCEDURES

Two new policies have been created as part of the Town Council's updated financial procedures as below: -

1) Fraud Prevention Procedure - Royal Wootton Bassett Town Council has an Anti Fraud and Corruption Policy in place as part of the Council's Corporate Governance, which was approved on 9th December 2008. In order to comply with and benefit from the full indemnity under the Council's fidelity insurance cover, a Fraud Prevention Procedure is required to underpin and strengthen the Anti Fraud and Corruption Policy, copy attached *Appendix B*.

The Committee is asked to adopt the new Fraud Prevention Procedure.

2) Corporate Credit Card Procedure – The Committee is asked to adopt the procedure for the use of a corporate credit card, copy attached, *Appendix C*.

7. INTRODUCTION OF BACS PAYMENT

At a meeting of the Revenue and Resources Committee held on Thursday 25th September 2014, Members discussed the possibility of issuing payments to suppliers via BACS instead of writing cheques, which costs the Council £1.41 per cheque to be processed by the bank and posted to the supplier. The cost of processing a BACS payment is considerably lower, costing 11p per transaction.

The Committee approved a change in principle to the introduction of a BACS payment system. In order for the new system to be implemented, the Committee is asked to consider a report from the Town Council's Accountant, outlining transfer and daily limits, copy attached, *Appendix D*.

The Committee is asked to approve the new payment policy and re-authorise BACS payment authority to the Town Clerk as detailed in the report from the Accountant.

8. FIRE ALARM INSTALLATION 117 HIGH STREET

In order to comply with current health and safety regulations, a new fire alarm system is required to be fitted at the Town Council offices at 117 High Street. Three quotes have been sourced as follows: -

- 1) £4198
- 2) £4695
- 3) £6525

The Committee is asked to approve a quotation for the installation of a new fire alarm system.

9. VISIT WILTSHIRE

The Town Council has been invited to subscribe to an annual membership of Visit Wiltshire at a cost of £721 + VAT. Royal Wootton Bassett and Cricklade were previously part of a joint membership of the scheme that ran for two years between 2012-2014, the cost of which was covered by the local Area Board. At a meeting of the Revenue and Resources Committee held on Thursday 25th September 2014, it was resolved not to continue with sole membership after the joint scheme with Cricklade expired in September 2014. A summary of activities covered during the joint scheme is attached, *Appendix E*, alongside a list of benefits that would be provided with a renewed membership, *Appendix F*.

The Committee is asked whether it wishes to subscribe to Visit Wiltshire for one year from September 2015 at a cost of £721 +VAT.

10. COMMUNICATIONS

The Committee is asked whether it wishes to issue any Press Releases or other Communications in respect of the Committee Agenda items.

11. EXCLUSION OF THE PUBLIC AND PRESS

The Committee 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.

