

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 24th September 2015 [R&R/3/2015-2016], copy previously circulated.

5. VISIT WILTSHIRE

At a meeting of the Revenue and Resources Committee held on Thursday 24th September 2015, an invitation to subscribe to annual membership of Visit Wiltshire at a cost of £721 +VAT was discussed. It was resolved to enquire as to the possibility of a 50% reduction in the membership fee for

one year, to allow the Council to assess the usefulness and value of the scheme.

David Andrews, Chief Executive of Visit Wiltshire, has informed the Council that unfortunately a 50% discount would not be possible, however an extra £250 worth of partner benefits would be available should the Town Council wish to subscribe for 12 months. The extra benefits would include an online Royal Wootton Bassett banner advert on one of the Visit Wiltshire pages for three months, and the inclusion of Royal Wootton Bassett content in one of the Visit Wiltshire newsletters, which is circulated to 60,000 contacts.

The Committee is asked whether it wishes to subscribe to Visit Wiltshire for one year at a cost of £721 +VAT, to include £250 worth of extra partner benefits.

6. INTERNAL AUDIT REPORT

Report from the Council's Internal Auditor, in respect of internal audit work carried out on 22nd October 2015.

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

7. HIGHWAYS WORKING PARTY

To consider a report on a meeting of the Highways Working Party held on Wednesday 11th November 2015, copies previously circulated.

8. FIRE ALARM INSTALLATION 117 HIGH STREET

Following a meeting of the Revenue and Resources Committee held on Thursday 24th September 2015, it was resolved to defer the item on the installation of a fire alarm system for the Council Offices at 117 High Street until further investigation had been undertaken to answer outstanding

queries. The Town Council's Health and Safety Officer, David Houlden, has completed the necessary enquiries and provided information relating to current health and safety regulations and the Offices at 117 High Street, attached *Appendix B*. The Regulatory Reform (Fire Safety) Order 2005, Section 8.1, advises employers to take 'reasonably practicable' steps to ensure the safety of those using the building. Supplementary guidance provided by the Government suggests that such steps would include fire detection and warning systems for office areas. Three quotes have been sourced for the installation of the recommended system as follows: -

- 1) £4198
- 2) £4695
- 3) £6525

It is also recommended that such a system be linked to the existing alarm at 117 High Street, which would incur a charge in the region of £95.

If Members have technical questions relating to this report they are asked to take these up with David Houlden prior to the meeting.

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

9. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE

The Committee is asked to consider making recommendations to the Full Council for its budgetary position in the 2016-2017 financial year.

Copies of the complete draft budget, including figures for the Amenities Committee as well as for Revenue and Resources are attached, *Appendix C*, together with explanatory notes, the Fixed Assets Replacement Reserve, Projected General Reserve Analysis 2015-2016, Budgeted General Reserve Analysis 2016-2017 and proposed Precept calculation.

Members are asked to note that to avoid problems previously experienced, all recharges have been set to zero for budgetary purposes only.

Members are reminded that the draft estimates represent on-going commitments and service provision at current levels. Changes have only been incorporated where there is a clear intent by the Council to undertake change following discussion with the Chairman.

The Council has previously identified the possible need for a CATG contribution budget for minor highway works; the Committee is therefore asked to consider assigning a budget for this purpose.

If Members have detailed questions regarding the budget paperwork they are encouraged to submit these to Kalpesh Patel in advance of the meeting in order for the Committee to focus on strategic management of the budget.

The Committee is asked to consider the draft budget for the 2016-2017 year, and make recommendations accordingly.

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.

