

ROYAL WOOTTON BASSETT TOWN COUNCIL

Minutes of a Meeting of the Revenue & Resources Committee held on Thursday 24th September 2015 at 7.30pm in the Committee Room, Royal Wootton Bassett Rugby Club, Ballards Ash, Royal Wootton Bassett.

PRESENT: Councillors: Steve Bucknell, Mike Farrow, Ian Ferries, Mike Leighfield, Marion Sweet.

Also in attendance: Councillor Chris Wannell.

Officers in Attendance: Johnathan Bourne, Town Clerk, Michelle Temple, Administrative Services Manager, Emily Maiden, Committee Clerk and Administrative Assistant.

12. APOLOGIES

Apologies for absence were received from Councillors Paul Heaphy, Sue Doyle and John Wilks.

13. 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.

14. CHAIRMAN'S ANNOUNCEMENTS

There were no chairman's announcements made.

15. CONFIRMATION OF MINUTES

RESOLVED to confirm and sign minutes of meetings of the Committees held on Thursday 18th June [R&R/2/2015-2016], copy previously circulated.

16. GRANT AID

The Committee was asked to consider a Grant Aid application submitted by Wootton Bassett Brass; report and supporting documentation previously circulated. Mr Walton was in attendance to represent Wootton Bassett Brass and answer any questions from the Committee regarding the application.

Members were impressed with the detail of the application, which is for the purchase of new banners to add the Royal prefix to the name of the Brass Band. Wootton Bassett Brass has undertaken fundraising activities in order to raise 50% of the total cost of the banners, and have approached the Town Council for the remaining 50%. Members appreciated the fundraising efforts of Wootton Bassett Brass to secure matched funding for the project, and the attendance of a representative at the meeting.

RESOLVED to award Wootton Bassett Brass £718.50 for the purchase of new banners.

17. 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 previously circulated.

2) Corporate Credit Card Procedure – The Committee was asked to adopt the procedure for the use of a corporate credit card, copy previously circulated.

The Committee was asked to adopt the new financial procedures as above.

RESOLVED to adopt the Fraud Prevention and Corporate Credit Card procedures.

18. 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 previously circulated.

The Committee was 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.

RESOLVED to approve the new payment policy and re-authorise BACS payment authority to the Town Clerk.

19. 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) £4,198

2) £4,695

3) £6,525

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

Prior to the start of the meeting, it became apparent that a number of questions on the installation of a new fire alarm system would need to be raised with the Town Council's Health and Safety Officer before a decision could be made over which quotation offered the best service. Unfortunately the Health and Safety Officer is currently on sick leave, and therefore cannot be contacted to resolve any outstanding issues. The item was therefore withdrawn from the agenda, to be discussed at the next meeting of the Revenue and Resources Committee.

20. 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 was previously circulated alongside a list of benefits that would be provided with a renewed membership.

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

RESOLVED to enquire as to the possibility of obtaining a 50% discount for one year so as to assess the usefulness and value for money of joining Visit Wiltshire. If the scheme does prove to be beneficial during that year, the Committee could then revisit the possibility of annual membership at a future meeting.

21. COMMUNICATIONS

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

RESOLVED to issue communications on the Grant Aid award made to Wootton Bassett Brass.

22. EXCLUSION OF THE PUBLIC AND PRESS

The Committee was 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.

