

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 that the Chairman wishes to make, including the following: -

- Fire Alarm System – Update on the fire alarm and detection system at 117 High Street following a visit from a Fire Safety Officer. Report from David Houlden, the Town Council's Health and Safety Officer attached, *Appendix A*.
- Public Convenience – To receive an update from the Town Clerk on a meeting held at County Hall on Tuesday 26th January 2016. Information on the cost of the maintenance contract for public conveniences across the county has been received from Wiltshire Council, copies available on request.
- Contract tendering – Verbal update from the Town Clerk regarding new regulations issued by the Government in respect of contract tendering, which will be incorporated into the Council's Corporate Governance Review.

4. CONFIRMATION OF MINUTES

To confirm and sign minutes of meetings of the Committee held on Thursday 26th November 2015 [R&R/4/2015-2016], copy previously circulated.

5. GRANT AID

The Committee is asked to consider two Grant Aid Applications submitted by Wootton Bassett Bowls Club and the Rotary Club of Royal Wootton Bassett Town, report and supporting documentation attached, *Appendix B*.

6. MAYORAL CHAIN

To receive a report from Gillian Welsman-Clarke regarding the Mayoral jewel and chain, copy attached *Appendix C*. Once the names of the current Mayor and two previous incumbents have been engraved upon the blank shields within the chain, there will be no space remaining for additional names to be added in the future. Vaughton's, who specialise in producing Chains of Office, have therefore suggested adding a new inner row of shield design links, with both rows then sewn into a larger collar, requiring a new insert for the carry case. In addition to this, it has been suggested that a new velvet collar be added to the Deputy Mayor's chain.

The Committee's instructions are sought.

7. WORKSHOP EQUIPMENT – FORD RANGER

The old Ford Ranger vehicle used by the Grounds Maintenance Team has been found to have a major fault that renders the vehicle dangerous to use; it appears that the floor of the cabin has become corroded over time and is now falling out. Matters such as this would usually be brought to the Amenities Committee in the first instance for approval and onward referral, however due to the urgent nature of the fault, this item has been brought directly to the Revenue and Resources Committee as an emergency item.

Provision for the replacement of the Ford Ranger has been made in the asset replacement reserve. The balance available for the replacement of this specific vehicle is £19,275. The Town Council replaced its other Ford Ranger during 2015 at a cost of £16,910; therefore the funds available within the replacement reserve are sufficient to cover the purchase of a new Ford Ranger. The Grounds Maintenance Team Leader John MacIndoe is currently sourcing quotes for a replacement vehicle as a matter of urgency; these figures will be brought to the meeting for consideration.

The Committee is asked to approve replacement of the faulty Ford Ranger, utilising funds from the asset replacement reserve to cover the purchase cost.

8. CALENDAR OF MEETINGS

To receive a draft calendar of meetings for the 2016-17 civic year for consideration, to be recommended to Full Council. Copy attached, *Appendix D*.

9. COMMEMORATIVE BENCH SEATS

To receive a report on the possibility of acquiring WWI and WWII bench seats, copy attached *Appendix E*.

10. APPEALS PANEL

To appoint a Councillor to serve on the Appeals Panel alongside Councillors Paul Heaphy and Ian Ferries, following the resignation of Jai Cunningham from the Town Council.

The Committee is asked to appoint a Member to the Appeals Panel. Please note that the appointee must not be a member of the Personnel Sub Committee, which currently comprises Councillors Mike Leighfield, Sue Doyle and Mary Champion.

11. COMMUNICATIONS

The Committee is asked whether it wishes to issue any communications in respect of the Committee agenda items above.