

**ROYAL WOOTTON BASSETT TOWN COUNCIL**

Minutes of a Meeting of the Revenue & Resources Committee held on Thursday 28<sup>th</sup> January 2016 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, Paul Heaphy, Mike Leighfield, and John Wilks.

Also in attendance: Councillor Linda Frost

Officers in Attendance: Johnathan Bourne, Town Clerk, Michelle Temple, Administrative Services Manager and John MacIndoe, Groundsman Team Leader

**35. APOLOGIES**

Apologies for absence were received from Councillors Sue Doyle and Marion Sweet.

**36. 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 12<sup>th</sup> July 2012.

Councillor John Wilks declared an interest with the Grant Aid for the Bowls Club.

### 37. CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed members of 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 was previously circulated.

RESOLVED to note that following Fire Officer recommendations a significantly revised system is now being instructed saving the Council in a region of £3000.

- Public Convenience – To receive an update from the Town Clerk on a meeting held at County Hall on Tuesday 26<sup>th</sup> 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.

The Town Clerk reported that he had carried the Council's message to Wiltshire Council namely that it would be happy to take over the Boroughfields public conveniences provided this came as part of a package to include the car park.

Wiltshire Council had advised that they would report this back but there service provision would cease from 1<sup>st</sup> April 2016.

RESOLVED to advise Wiltshire Council that the Town Council might be prepared to take over the running of the toilets from 1<sup>st</sup> April 2016 subject to receipt of condition survey of the building, confirmation of possible Tupe arrangements and a copy of the head lease, noting that Wiltshire Council do not own the building.

- 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.

RESOLVED to note and confirm report.

Further RESOLVED to investigate the feasibility of using a Pre-Qualification Questionnaire to establish a framework for those wishing to tender.

### **38. CONFIRMATION OF MINUTES**

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

### **39. GRANT AID**

The Committee was 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 previously attached.

- Rotary Club – RESOLVED to request the Rotary Club submit a balance sheet on the form and that a member of the group to be present to speak on behalf of the Rotary Club. To defer until the next meeting on 24<sup>th</sup> March 2016.
- Wootton Bassett Bowls Club – RESOLVED to grant £500.00. Members shared that the Area Board have a scheme of grant money to which local groups can apply for. Town council to pass on the Area Board details.

### **40. MAYORAL CHAIN**

To receive a report from Gillian Welsman-Clarke regarding the Mayoral jewel and chain, copy previously attached. 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.

RESOLVED to approve the manufacture of a new inner row for the Mayors chain and the addition of a velvet collar for the Deputy Mayor chain. Quotations to be sought in accordance with the Council's Financial Regulations.

#### **41. 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 was asked to approve replacement of the faulty Ford Ranger, utilising funds from the asset replacement reserve to cover the purchase cost.

RESOLVED to approve replacement of the Ford Ranger authorising the Grounds Maintenance Team Leader to seek quotations and accept the one considered to be most appropriate up to the value of £17,000.

#### **42. 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 previously circulated.

The Committee was asked to flag up any problems with Johnathan, Michelle or Emily before the final calendar is forwarded to the Council meeting on 25<sup>th</sup> February 2016.

Recommendation to add a graph below the calendar showing the schools term dates.

#### **43. COMMEMORATIVE BENCH SEATS**

To receive a report on the possibility of acquiring WWI and WWII bench seats, copy preciously circulated.

RESOLVED to:

- Not to proceed with the Commemorative Bench seats, declining the kind offer from Bevirs Solicitors.

Further RESOLVED to include an item on the agenda for the next Council meeting to discuss the way in which the outstanding £900 donations received could be allocated.

#### **44. 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 was 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.

RESOLVED to invite Councillors Marion Sweet and Linda Frost.

**45. COMMUNICATIONS**

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

RESOLVED to issue communications on the following:

- The closure of the Public Conveniences in Boroughfields
- Grant Aid award made to Wootton Bassett Bowls Club
- The diversion route

*The Meeting closed at 8.45pm*