

## **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 12<sup>th</sup> 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 Committees held on Thursday 24<sup>th</sup> March 2016 [R&R/6/2015-2016] and Thursday 26<sup>th</sup> May 2016 [R&R/1/2016-2017]. Copies previously circulated.

### **5. HIGHWAYS WORKING PARTY**

To receive an update report on the work of the Highways Working Party, copy to follow.

**6. FIRE RISK ASSESSMENT – MERCHANT HOUSE**

To receive a report on the results of the fire safety assessment at Merchant House, outlining the findings, recommended actions, and quotations sourced to undertake any necessary works, copy attached, *Appendix A*.

The Committee is asked to consider the recommendations and appoint Company B to undertake the identified work.

**7. END OF YEAR INTERNAL AUDIT REPORT 2015/2016**

The Town Council has received a copy of the end of year internal audit report for 2015-2016, copy attached *Appendix B*.

The Committee is asked to note the report.

**8. COMMUNICATIONS**

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