

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 Committees held on Thursday 24th March 2016 [R&R/6/2015-2016] and Thursday 26th 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.