

**RWBTC/2/2016-2017**

26<sup>th</sup> May 2016

## **ROYAL WOOTTON BASSETT TOWN COUNCIL**

Minutes of a meeting of Royal Wootton Bassett Town Council held on Thursday 26<sup>th</sup> May 2016 at 7.30pm at Manor House, Lime Kiln, Royal Wootton Bassett.

**PRESENT:** Councillors: Mary Champion, Susan Doyle, Mike Farrow, Linda Frost, Janet Georgiou, Paul Heaphy, Mike Leighfield, Marion Sweet, Audrey Wannell, Chris Wannell and John Wilks.

**Officers in Attendance:** Johnathan Bourne, Town Clerk, Michelle Temple, Administrative Services Manager, Emily Maiden, Committee Clerk, Kalpesh Patel Accountant and Gill Welsman-Clarke, Administrative Officer.

### **9. APOLOGIES**

Apologies for absence were received from Councillors Steve Bucknell, Ian Ferries, Steve Watts, Sue Hughes and Michael Page.

### **10. 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 Thursday 12<sup>th</sup> July 2012.

**RESOLVED** to note that no Declarations of Interest were made.

## **11. WRITTEN REPORTS**

The following written reports were received:-

Wiltshire Police – Sgt Donna West  
Member of Parliament – James Gray MP

Copies of documents received were previously circulated.

## **12. CONFIRMATION OF MINUTES**

RESOLVED to confirm and sign Minutes of meetings of the Council held on Thursday 7<sup>th</sup> April 2016 [RWBTC/8/15-16], 2015 and Thursday 5<sup>th</sup> May 2016 [RWBTC/1/16-17]. Copies previously circulated.

## **13. MAYOR'S COMMUNICATIONS**

Retiring Mayor Councillor Ian Ferries was not in attendance.

New Mayor Mary Champion gave an update of all the events she has attended since being Mayor.

Mary asked for volunteers to help at the “Love your Market” event, which is being held on Wednesday 1<sup>st</sup> June 2016 between 10.00am – 12.00pm. Councillors Mike Farrow, Mike Leighfield and Marion Sweet all volunteered to help.

## **14. TO ANSWER ANY QUESTIONS**

There were no questions either with or without notice received under Standing Orders.

## 15. APPOINTMENT OF STANDING COMMITTEES

The Council is advised that under Section 15 of the Local Government and Housing Act 1989, a duty is placed on relevant authorities to allocate seats on Committees, Sub-Committees and other bodies in accordance with the political balance on the Council. Parish and Town Councils were exempted from the legislation, as the majority are not elected on party political lines. Where a Council is elected on party political lines it is recommended that the allocation of seats should reflect the political balance of the Council.

When transferred to Committees, the current political balance of the Council would see each political party represented at the ratio of 1 Liberal Democrats to 7 Conservatives. In view of this split, the Group Leaders are encouraged to come to an amicable agreement regarding representation on Committees, to bring to the meeting.

The Council was asked to appoint Standing Committees as follows:

**Amenities Committee** – 8 Members including the Mayor and Deputy Mayor, unless they decline to serve.

RESOLVED to elect the following councillors:-

Susan Doyle, Sue Hughes, Mary Champion, Linda Frost, Mike Leighfield, Jai Cunningham, John Wilks and Janet Georgiou.

**Planning Committee** - 8 Members including the Mayor and Deputy Mayor, unless they decline to serve.

RESOLVED to elect the following councillors:-

Audrey Wannell, Paul Heaphy, Michael Page, Steve Bucknell, Chris Wannell, Ian Ferries, John Wilks and Janet Georgiou.

## **ADJOURNMENT**

The Council Meeting here adjourns to enable the following to carry out their annual business as specified on their respective Agendas:

*Amenities Committee* [green paper]

*Planning Committee* [blue paper]

The Council then reconvened to transact the following business:

**Revenue & Resources Committee** – 8 Members including the Mayor, Deputy Mayor, unless they decline to serve, and Chairs of Amenities and Planning.

RESOLVED to elect the following councillors:-

Mike Leighfield, Paul Heaphy, Susan Doyle, Mike Farrow, Ian Ferries, Steve Bucknell, John Wilks and Marion Sweet.

## **ADJOURNMENT**

The Council Meeting here adjourns to enable the Revenue & Resources Committee to carry out its annual business as specified on the Agenda [orange paper].

The Council meeting then reconvened to transact the following business:

### **16. APPOINTMENT OF COUNCIL WORKING PARTIES**

The Town Council has established the following working groups as community-based, involving appropriate members of the community who serve alongside Council appointed representatives.

**a) Neighbourhood Planning Steering Group**

Mike Leighfield, Steve Bucknell, Marion Sweet, Michael Page and Mike Farrow.

**b) Community Led Planning Steering Group**

Sue Doyle, Mike Leighfield and Chris Wannell.

**c) Town Team**

John Wilks, Sue Hughes, Michael Page and Steve Watts.

**d) Town Garden Working Party**

Steve Bucknell, Mike Leighfield, Mary Champion, Susan Doyle, Janet Georgiou and Michael Page.

**17. APPOINTMENT OF OUTSIDE REPRESENTATIVES**

The Council was asked to make appointments, where necessary, to outside organisations. Attached was a current list of Representatives and expiry dates for their expected Terms of Office.

The Council's instructions were sought.

Also attached was a copy of a report detailing the Roles and Responsibilities of Outside Representatives, previously circulated as part of the Councillors Training Pack, June 2013.

RESOLVED to make appointments as detailed on the sheet previously circulated.

**18. DEEDS AND TRUST INSTRUMENTS**

Report from the Town Clerk detailing the Deeds and Trusts held by the Town Council, which is now in the format of a Land Terrier.

RESOLVED that the report be adopted but to advise Bevirs Solicitors to include Merchants House.

**19. SUBSCRIPTIONS**

Report from the Town Clerk detailing subscriptions recommended to the Council and the renewal dates shown.

RESOLVED that the report be noted.

**20. ANNUAL TOWN MEETING**

Report on the Annual Town Meeting held on Thursday 28<sup>th</sup> April 2016. Copy previously circulated.

RESOLVED that the report be noted.

**21. CHEQUE SIGNATORIES**

It is the usual practice of the Council to appoint the Mayor, Deputy Mayor and Chairs of Standing Committees as signatories to the Council's main bank accounts.

It has been noted that the possibility exists for related Councillors to sign the same cheque. In order to protect the Councillors concerned from accusations of collusion, it is current practice that the Officers ensure that related Councillors never sign the same cheque.

The cheque signatories for the Civic Year 2014-2015 were Councillors Sue Hughes, Chris Wannell, Mary Champion, Ian Ferries, Mike Farrow, Mike Leighfield, Linda Frost and Marion Sweet.

The Council was asked to consider arrangements for the forthcoming year.

RESOLVED to appoint Councillors Sue Hughes, Chris Wannell, Mary Champion, Ian Ferries, Mike Farrow, Mike Leighfield, Linda Frost and Marion Sweet.

## **22. MAYORAL ENGAGEMENTS**

The Mayor receives many invitations during the Civic Year and there will be occasions when attending some of these events will not be possible. In such cases, the invitations are passed to the Deputy Mayor, but again, this is not always achievable. It must be remembered that as well as taking on the duties and responsibilities involved in the role, the Mayor will often be holding down a full time job.

It is extremely important that we represent the Town by attending as many events as possible throughout the year. At a meeting of the Town Council held on Thursday 14<sup>th</sup> May 2009, the Council adopted a policy with regard to Mayoral engagements and resolved to establish a priority order. This order was amended at a meeting held on Thursday 29<sup>th</sup> May 2014 as follows:-

- Mayor
- Deputy Mayor
- Immediate Past Mayor
- Chair of Revenue & Resources
- Chair of Amenities
- Chair of Planning

The Council was asked to note and confirm the above.

RESOLVED to note the above.

**23. ANNUAL RETURN AND STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2015.**

Annual Return from Kalpesh Patel, Accountant. Copy previously circulated.

The Council was asked to: -

- a) Review and agree questions 1-9 on Section 1 of the Annual Return, Annual Governance Statement 2015-16.

RESOLVED to agree the above.

- b) Approve Section 2 of the Annual Return, Accounting Statements 2015-16.

RESOLVED to agree the above.

The Committee was asked to formally adopt the annual return for the financial year ended 31<sup>st</sup> March 2016, so that this can be forwarded to the External Auditor.

Also attached was a Statement of Accounts, which is not subject to audit, but which Members should view as providing not only valuable background information, but also a clear record of both income and expenditure, and the Council's balance sheet position.

Kalpesh Patel was in attendance at the meeting to present the report, and answer any queries.

RESOLVED to adopt the accounts for the financial year ended 31<sup>st</sup> March 2016, so that these can be forwarded to the External Auditor.



**24. EVENTS PARKING POLICY**

Report from Gill Welsman-Clarke regarding Wiltshire Council's new event parking scheme, copy previously circulated.

Members were asked to note the report and consider the recommendations presented.

RESOLVED that the report be noted.

**25. EXCLUSION OF THE PUBLIC AND PRESS**

The Council is 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.

*Meeting closed at 8.55pm*