

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 the meeting of the Committee held on Thursday 29th September 2016 [R&R/3/16-17]. Copies previously circulated.

5. WILTSHIRE COUNCIL LIBRARY ALTERATIONS

At a meeting of the Revenue and Resources Committee held on Thursday 29th September 2016, Members discussed Wiltshire Council's proposed alterations to Royal Wootton Bassett Library.

Members advised that any alterations must provide the appropriate level of facilities for the Town Council and community groups if a financial contribution was expected by Wiltshire Council.

At the meeting of Thursday 29th September 2016 it was felt that there was not enough information provided at that time regarding room sizes and available facilities, and therefore the item was deferred until Wiltshire Council was able to supply this information.

Copies of the required information providing details of the proposal are attached, *Appendix A*. Laurie Bell, Associate Director of Communities and Communications at Wiltshire Council, will be in attendance to answer any questions from Members.

Councillors will note from the attached papers that Wiltshire Council are following the model successfully piloted at Calne Library. Should Members wish to view the library in Calne prior to the meeting, they are of course at liberty to do so. Please note that the facility is closed on Wednesdays and Sundays, with extended opening hours on Fridays and Mondays when the library closes at 7pm.

The Committee is asked to consider whether in principle it wishes to work on this scheme in partnership with Wiltshire Council.

6. COMMUNITY MAGAZINE

To receive a request from the Community Magazine for an increase in the amount of funding from the Town Council, correspondence attached, *Appendix B*.

The Community Magazine is published 4 times per year and distributed to every household in Royal Wootton Bassett. In 2003 the magazine found itself in a position of financial difficulty, which the Town Council addressed by contracting the magazine to publish and distribute its newsletter as part of the magazine.

This contract meant that the Town Council contributed £3,260 per annum to the Community Magazine, with the proviso that the 8 centre pages were under the editorial control of the Council, dedicated to Town Council

business, and printed in full colour at a time when the magazine was otherwise produced in black and white.

In 2012, the Community Magazine noticed a drop in revenue due to fewer local businesses placing advertisements in the magazine as a result of the economic climate. The Chair and Vice Chair of the Community Magazine approached the Town Council with a proposal to produce a Winter supplement as well as the 3 regular editions of the Magazine. The Town Council resolved to increase its funding for the Community Magazine from £3,260 per annum to £5,850, which allowed the Community Magazine to stabilise their financial position, as well as improving the quality of Town Council communications by moving to quarterly publication. By publishing the 8 middle pages four times per year, the Town Council's communications met the requirements for the benchmark that all all local Councils are encouraged to attain.

In the four years since that resolution was passed, the magazine has felt the effects of inflation whilst also requiring an increased circulation due to the number of new homes in Royal Wootton Bassett. For these reasons, the Chairman of the magazine has submitted a request for an increase in funding of 10.25%, which equates to £600 per annum.

The Committee's instructions are sought.

7. REVISED CORPORATE GOVERNANCE

All Town and Parish Councils are required to produce Corporate Governance documents, outlining the principles, regulations and processes by which a Council conducts its business. Royal Wootton Bassett Town Council's full suite of Corporate Governance documents is separated into 15 sections, running to a lever-arch file of papers. The last full review of these documents took place in 2008, although a number of individual sections have been reviewed and updated since this time.

Over the past 6-months an independent advisor has been reviewing the full Corporate Governance documents, and has produced a short report detailing suggested amendments, copy attached *Appendix C*.

Any Member wishing to ask questions about the complete suite of documents is advised to approach the Committee Chairman or Town Clerk in advance of the meeting. All Councillors will receive electronic copies of the full Corporate Governance pack once the documents have been adopted.

The Committee is asked to approve the proposed changes and recommend the adoption of the Corporate Governance documents to Full Council.

8. INTERIM INTERNAL AUDIT REPORT

To receive a report from the Council's Internal Auditor, in respect of internal audit work carried out on 5th October 2016. Copies attached, *Appendix D*.

9. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE

The Committee is asked to consider making recommendations to the Full Council for its budgetary position in the 2017-2018 financial year.

Copies of the complete draft budget, including figures for the Amenities Committee as well as for Revenue and Resources are attached together with explanatory notes, *Appendix E*. Annexed to the Appendix are the Total Reserve Summary, Projected General Reserve Analysis (as at March 2017), and proposed Precept calculation for 2017-2018.

Members are asked to note that to avoid problems previously experienced, all recharges have been set to zero for budgetary purposes only.

Members are reminded that the draft estimates represent on-going commitments and service provision at current levels. Changes have only been incorporated where there is a clear intent by the Council to undertake change following discussion with the Chairman.

If Members have detailed questions regarding the budget paperwork they are encouraged to submit these to Kalpesh Patel on or before Wednesday 23rd November 2016 on kalpesh@royalwoottonbassett.gov.uk, in order for the Committee to focus on strategic management of the budget.

The Committee is asked to consider the draft budget for the 2017-2018 year, and recommend the level of Precept for the Council's consideration and adoption.

10. COMMUNICATIONS

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

11. EXCLUSION OF THE PUBLIC AND PRESS

The Committee 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.