

QUESTION TIME

Prior to the formal commencement of the meeting, Councillors will 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 Thursday 12th July 2012.

3. WRITTEN REPORTS

To receive written reports from the following: -

Wiltshire Police

Member of Parliament

Wiltshire Councillors

Area Board Representatives

Representatives appointed by the Council

Copies of documents received are attached, *Appendix A*.

4. CONFIRMATION OF MINUTES

Of a meeting of the Council held on Thursday 6th October 2016 [RWBTC/4/16-17]. Copy previously circulated.

5. MAYOR'S COMMUNICATIONS

6. TO ANSWER ANY QUESTIONS

With and without notice received under Standing Orders.

7. PLANNING COMMITTEE

Report on a meeting of the Planning Committee held on Thursday 3rd November 2016 [P/4/16-17], copies previously circulated, and Thursday 24th November 2016 [P/5/16-17], copy to follow.

8. AMENITIES COMMITTEE

Report on a meeting of the Amenities Committee held on Thursday 3rd November 2016 [A/4/16-17]. Copies previously circulated.

9. REVENUE AND RESOURCES COMMITTEE

Report on a meeting of the Revenue and Resources Committee held on Thursday 24th November 2016 [R&R/4/16-17]. Copy to follow.

10. TOWN TEAM

Report on a meeting of the Town Team held on Tuesday 16th November 2016, copies previously circulated.

11. NEIGHBOURHOOD PLAN

To receive a verbal update from the Chairman, Councillor Mike Leighfield, on the Neighbourhood Plan.

12. COMMITTEE AND WORKING PARTY APPOINTMENTS

At a meeting of the Town Council held on Thursday 6th October 2016, Councillor Stephan Jarvis was co-opted onto the Council as a result of a Casual Vacancy arising in the North Ward. At present, Councillor Jarvis has not been appointed to any of the Town Council's Committees or Working Parties, therefore there are vacant positions on the following Council bodies: -

Planning Committee
Revenue and Resources Committee
Repatriation Effects Archive Working Party
Communications Strategy Working Party
Economic Development Working Party
Town Council Investments Working Party

Councillor Jarvis has attended a number of Committee and Working Party meetings in order to ascertain which Working Parties he is able to assist. The Council is asked to:

- a) Appoint Councillor Jarvis to the Planning and Revenue and Resources Committees,
- b) Consider filling the vacant positions on the Working Parties as outlined above, utilising Councillor Jarvis' skills where appropriate.

13. WILTSHIRE COUNCIL LIBRARY ALTERATIONS

At a meeting of the Revenue and Resources Committee held on Thursday 29th September 2016, Members were advised of a scheme to make alterations to Royal Wootton Bassett Library as proposed by Wiltshire Council. Laurie Bell, Associate Director of Communities and

Communications at Wiltshire Council, attended a meeting of the Revenue and Resources Committee on Thursday 24th November 2016 in order to present the library alteration proposals and answer any questions.

The presentation delivered by Laurie Bell outlined two possible options for the remodelling of the library. The Committee considered the benefits of each proposal, and resolved to arrange for Councillors Mike Leighfield and Marion Sweet to attend a meeting with Laurie Bell together with the Town Clerk, in order to establish which of these options would be able to deliver a facility which meets the needs of the community and fulfils the requirements of the Town Council. This meeting has been arranged for Tuesday 6th December 2016.

The Council is asked to receive a verbal report on the progress of the meeting between Town Council representatives and Laurie Bell.

14. 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 previously circulated with the Revenue and Resources agenda. All Councillors will receive electronic copies of the full Corporate Governance pack once the documents have been approved.

The independent advisor's report was considered by the Revenue and Resources Committee on Thursday 24th November 2016, and the proposed changes were approved. Following the meeting, the Town Clerk noticed one reference to the Civic Centre had been made in the Policy Plan section. This reference has now been removed.

The Council is asked to approve the revisions made by the independent advisor, noting the removal of the reference to the Civic Centre in the Policy Plan section; and adopt the revised Corporate Governance documents, as recommended by the Revenue and Resources Committee.

15. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE

Councillors are advised that the effect of Section 106 of the Local Government Finance Act 1982 is that if, when considering budgetary items, any Councillor is in arrears for more than two months with his/her Council Tax, he/she must declare that Section 106 of the Local Government and Finance Act 1982 applies and neither speak nor vote on the matter before Council. Failure to observe this renders the Councillor liable for prosecution by the Director of Public Prosecutions.

It is the responsibility of the Town Council to levy a precept on Wiltshire Council to cover its costs for the 2017/2018 financial year. Wiltshire Council is the charging authority and will collect this on behalf of the Town Council.

Although Standing Committees make budgetary bids and the Revenue and Resources assesses these in making its recommendations to Council, it is the Council alone that has the power to levy the precept. The Town Council can only levy its precept once per year and this must be submitted to Wiltshire Council no later than 20th January 2017.

At the meeting of the Revenue and Resources Committee held on Thursday 24th November 2016, it was recommended that a Precept of £877,520 be levied.

As the Revenue and Resources Committee did not propose any changes to the proposed budget for the setting of the 2017/2018 Precept, **Members are asked to bring the budget documents from the R&R meeting of the 24th November 2016 to the Full Council meeting to save on photocopying costs.** The page showing the final calculation of the Precept 2017/2018 is attached, *Appendix B*.

It is recommended that the Council formally set the Precept for 2017/2018 as below: -

The charge for a Band D property would be £194.81, which represents a 2.63% increase from the previous financial year. This increase is required in order to account for the loss of the Wiltshire Council precept grant, and the cost of taking on the public toilets in Boroughfields after they were closed by Wiltshire Council. Based upon these figures, the total Precept for 2017/2018 would be set at £877,520

The Council is asked to formally set the Precept for 2017/2018.

16. EXTERNAL AUDIT REPORT 2015-2016

The Council is asked to note the External Audit report for the 2015-2016 financial year, copy attached *Appendix C*.

17. CIVIC AWARD

At the Revenue and Resources meeting held on Thursday 24th November 2016 it was resolved to make three nominations for Civic Awards. Each of the three people nominated have been approached and have accepted their nominations. In all cases, the nominees are anxious to ensure that the award also reflects the hard work and dedication put in by their respective sports clubs. Such assurances have been given, being mindful that this was the Council's original intent.

The Council is asked to confirm the nominations and authorise the Town Clerk to make arrangements for a suitable presentation ceremony in early 2017.

18. COMMUNICATIONS

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

19. 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.