

ROYAL WOOTTON BASSETT TOWN COUNCIL

Minutes of a Meeting of the Revenue & Resources Committee held on Thursday 14th September 2017 at 7.30pm in Manor House, Lime Kiln, Royal Wootton Bassett.

PRESENT: Councillors: Robert Anstee, Steve Bucknell, Mike Farrow, Nic Hughes, Mike Leighfield, Marion Sweet and Steve Walls.

Also in attendance: Councillor Paul Heaphy

Officers in Attendance: Johnathan Bourne, Town Clerk, Michelle Temple, Administrative Services Manager, Emily Maiden, Committee Clerk and Administrative Assistant.

13. APOLOGIES

Apologies for absence were received from Councillor Jenny Stratton.

14. 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.

RESOLVED to note that no Declarations of Interest were made.

15. CHAIRMAN'S ANNOUNCEMENTS

RESOLVED to note that no announcements were made.

16. CONFIRMATION OF MINUTES

RESOLVED to confirm and sign minutes of a meeting of the Committee held on Thursday 15th June 2017 [R&R/6/2016-2017], Copy previously circulated.

17. HUMAN RESOURCES CONTRACT

For the past ten years the Town Council has contracted out its Human Resources provision. During this time two different companies have been employed and the current contract is coming up for renewal. Four quotations for this work has been sought and attached, *Appendix A*, is a report from the Town Council Accountant Kalpesh Patel outlining the process.

The Committee was asked to consider the recommendations and appoint a HR service provider.

RESOLVED to appoint Quotation 2 at £2,100 each year, based on a One Year Contract.

18. WEBSITE PROVISION

As members will be aware the Town Council is scheduled to update our website, which although functional is now tired in appearance.

Members were asked to receive a verbal report from the Chairman on steps currently underway to facilitate that project.

The Chairman advised the committee that three quotes had been received which will be brought back to Council with a recommendation.

The committee would like the following items considered:

- Include in the report web addresses of what the three companies have already designed to see the quality of work

- Be able to link to other websites
- To consider payment opportunity function to use in the future
- Royal Wootton Bassett email addresses for all Councillors
- Electronic diary which is compatible with a Tablet, mobile phone and PC
- Document depositing

The Chairman advised the Committee that the Repatriation Project working party should be reinstated along with some others. He would like to take the request to the next Council meeting.

19. COMMUNICATIONS

The Committee was asked whether it wished to issue any press releases or other communications in respect of the committee agenda items.

RESOLVED not to issue any communications.

The meeting closed at 7.46pm