

ROYAL WOOTTON BASSETT TOWN COUNCIL

Minutes of a Meeting of the Revenue & Resources Committee held on Thursday 23rd November at 7.30pm in Manor House, Lime Kiln, Royal Wootton Bassett.

PRESENT: Councillors: Robert Anstee, Mike Farrow, Mike Leighfield, Jenny Stratton, Marion Sweet, Steve Walls

Also in attendance: Councillors: Paul Heaphy, Rebecca Hearne, Caroline Redmond

Officers in Attendance: Johnathan Bourne, Town Clerk, Michelle Temple, Administrative Services Manager, Kelly Warren, Administrative Officer.

20. APOLOGIES

Apologies for absence were received from Councillors Steve Bucknell and Nic Hughes.

21. 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.

22. CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised the Committee of the following: -

- Community Hub: The Town Council is awaiting the contract from Wiltshire Council's legal department.
- Repatriation Project: The files have been boxed up and taken away by the scanning company to be digitalised over the winter months. There is a possibility of the larger items being displayed at the Library; this is still being investigated.
- New Website: The order has been placed with the website company and a draft layout has been sent to the office for comments.
- HR Contract: The contract with Thrings Solicitors has now been signed and will take effect in the New Year.
- CCTV: The CCTV Suite is complete and Councillors are encouraged to book a visit with Dave Williams.

23. CONFIRMATION OF MINUTES

RESOLVED to confirm and sign minutes of a meeting of the Committee held on Thursday 14th September 2017 [R&R/3/2017-2018], Copy previously circulated.

24. INTERIM INTERNAL AUDIT REPORT

The Committee received a report from the Council's Internal Auditor, in respect of internal audit work carried out on 4th October 2017. Copies previously circulated.

RESOLVED to note the report.

25. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE

The Committee was asked to consider making recommendation to the Full Council for its budgetary position in the 2018-2019 financial year.

Copies of the complete draft budget, including figures for the Amenities committee as well as for Revenue and Resources were previously circulated, together with the Total Reserve Summary and proposed Precept calculation for 2018-2019. Members were asked to note that to avoid problems previously experienced, all recharges have been set to zero for budgetary

purposes only. Members were 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.

The Committee discussed the draft budget for the 2018-2019 year taking into consideration the following:

- a) Recommendation from the Amenities Committee to a 4% increase in its budget primarily to fund the additional maintenance for the children's play equipment.
- b) With a planned expenditure of £500,000 there is a need to start restoring funds into the projects sinking fund.

It was proposed by Councillor Mike Leighfield and seconded by Councillor Steve Walls to recommend the Precept calculation of £939,215.00 to Full Council, whereby the charge for a Band D property would be £199.81, which represents a 2.57% increase from the previous financial year.

26. 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 is separated into numerous sections, running to a lever-arch file of papers.

At this time last year, the Council undertook a comprehensive review of its Corporate Governance documents leaving only a handful to be done this year. The policies outstanding were as follows, copies previously circulated:

- Equality and Diversity Policy
- Community Engagement Strategy
- Environmental Policy
- Training Policy and Statement of Intent for Councillor and Employees
- Value for Money Statement
- Statement how the Council meet its duties in relation to Biodiversity and Crime and Disorder

- Statement how the Council provides Leadership in Planning for the Future of the Community
- Statement on how the Council Manages the Performance of Council as a Corporate Body
- Statement that the Council Manages the Performance of each Individual Staff Member to Achieve its Business Plan

The Committee considered the draft Corporate Governance documents and RESOLVED to recommend the adoption by Full Council once the following amendments have been made:

- Amend paragraph 4 of the Equality and Diversity Policy to include ‘Transgender’ under the section of Sexual Orientation.
- Amend the wording of the Local Democracy tab within the Action Plan of the Community Engagement Strategy from ‘Ongoing but high priority in the sixth months leading to local council elections’ to say ‘Ongoing to encourage to sufficient candidates in local council elections’.
- Documents to be reviewed annually

27. COMMUNICATIONS

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

RESOLVED to issue a press release regarding the new CCTV Suite.

The meeting closed at 8.25pm