

**RWBTC/2/2018-2019**

31<sup>st</sup> May 2018

**ROYAL WOOTTON BASSETT TOWN COUNCIL**

Minutes of a meeting of Royal Wootton Bassett Town Council held on Thursday 31<sup>st</sup> May 2018 at 7.40pm at Manor House, Lime Kiln, Royal Wootton Bassett.

PRESENT: Councillors: Robert Anstee, Steve Bucknell, Mike Farrow, Janet Georgiou, Paul Heaphy, Nic Hughes, Sue Hughes, Caroline Redmond, Jenny Stratton, Marion Sweet, Steve Walls and Steve Watts.

Officers in Attendance: Johnathan Bourne, Town Clerk, Michelle Temple, Administrative Services Manager, Kalpesh Patel, Accountant and Kelly Warren, Administrative Officer and Committee Clerk.

**9. APOLOGIES**

Apologies were received from Councillors David Bowler, Mary Champion and Mike Leighfield.

Apologies were also received from Wiltshire Councillor Chris Hurst.

**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 received.

## **11. WRITTEN REPORTS**

Written reports were submitted by Mr James Gray MP and Councillors Nic Hughes and Steve Walls as representatives of the Area Board.

## **12. CONFIRMATION OF MINUTES**

RESOLVED to confirm and sign minutes of a meeting of the Council held on Thursday 5<sup>th</sup> April 2018 [RWBTC/9/2017-2018] and Thursday 10<sup>th</sup> May 2018 [RWBTC/1/2018-2019]. Copies previously circulated.

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

The new Mayor, Councillor Mike Farrow advised he has attended 13 engagements since becoming Mayor such as Buckingham Palace Garden Party, Carnival and Calne Mayor Making

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

There were no questions received 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.

The Council currently comprises 9 Conservatives, 6 Liberal Democrats and 1 vacancy. The Council is therefore recommended to represent

each political party on Standing Committees at a ratio of 5 Conservatives to 3 Liberal Democrats.

The Council is 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:-

Sue Hughes, Robert Anstee, Mary Champion, Mike Leighfield, Mike Farrow, Caroline Redmond, Janet Georgiou and Steve Walls.

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

RESOLVED to elect the following Councillors:-

Janet Georgiou, Steve Watts, Nic Hughes, Paul Heaphy, Steve Bucknell, Mike Farrow, David Bowler and Caroline Redmond.

## **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 reconvenes 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, Mike Farrow, Nic Hughes, Mary Champion, Steve Bucknell, Marion Sweet, Jenny Stratton and David Bowler.

## **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 reconvenes to transact the following business:

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

#### **a) Community Hub Working Party (library Project)**

RESOLVED to elect Councillors Mike Leighfield and Marion Sweet.

### **17. APPOINTMENT OF OUTSIDE REPRESENTATIVES**

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

The Council's instructions were sought.

RESOLVED to make appointments as detailed on the attached representatives list for 2018/2019.

### **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.

It was noted that it is normal practice for the Council to physically inspect all of its Deeds and Trusts once during each 4 year term.

RESOLVED that the report be adopted and the Town Clerk and staff be commended for pulling the document together.

## **19. SUBSCRIPTIONS**

Report from the Town Clerk detailing subscriptions recommended to the Council.

The Council was reminded that the joint subscription to the Wiltshire Association of Local Councils (WALC) and the National Association of Local Councils (NALC) was not renewed last year and would be reviewed this year.

RESOLVED

- a) Not to renew the membership of WALC and NALC.
- b) Further resolved to adopt the remaining membership and renew as they become due.

## **20. ANNUAL TOWN MEETING**

Report on the Annual Town Meeting held on Thursday 26<sup>th</sup> April 2018. Copy previously circulated.

RESOLVED to note the report.

## **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 2017-2018 were Councillors Steve Bucknell, Mike Farrow, Sue Hughes, Mike Leighfield and Janet Georgiou.

Any Councillors appointed would need to present identification to the Council's banks. Those authorised to sign need to be able to make themselves available to sign cheques during the daytime.

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

RESOLVED to confirm with the current arrangements.

## **22. MAYORAL ENGAGEMENTS**

The Mayor receives many invitations during the Civic Year; the previous Mayor received invites to 110 events. There will be occasions when attending some of these events will not be possible. In such cases, the invitations are passed to the Deputy Mayors, 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 noted and confirmed continuation of the above policy.

## **23. END OF YEAR INTERNAL AUDIT REPORT 2017-2018**

Report from the Council's internal Auditor, in respect of internal audit work carried out for the previous financial year. Copy previously circulated.

RESOLVED to note the report.

**24. ANNUAL RETURN AND STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2018**

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

At a meeting of the Town Council held on Thursday 5<sup>th</sup> April 2018, the Council reviewed and agreed questions 1-9 on Section 1 of the Annual Return, Annual Governance Statement 2017 – 2018.

The Council was asked to:-

- a) Approve Section 2 of the Annual Return, Accounting Statements 2017-2018.
- b) Formally adopt the Annual Return for the financial year ended 31<sup>st</sup> March 2018, so that this can be forwarded to the External Auditor.

Also attached was a Statement of Accounts, copy previously circulated, 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, together with the Council's balance sheet.

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

RESOLVED to adopt the Annual Return and Statement of Accounts for the year ending 31<sup>st</sup> March 2018.

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

RESOLVED 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 of the confidential nature of the business to be transacted.

