



## ROYAL WOOTTON BASSETT TOWN COUNCIL

RWBTC/5/2019-2020

10<sup>th</sup> October 2019

Dear Councillor

In accordance with the Local Government Act (LGA) 1972, Schedule 12, paragraphs 10 (2) (b) you are summoned to attend a meeting of the **Royal Wootton Bassett Town Council**. The meeting will be held on **Thursday 10<sup>th</sup> October 2019 at 7.30pm** at Wiltshire Golf Club\*, Vastern Wharf, Royal Wootton Bassett, SN4 7PB for the transaction of business as set out in the Agenda below.

*\*The Golf Club is a licenced premises and so no alcoholic drinks will be permitted in the meeting room during the course of the meeting.*

Yours sincerely

  
Johnathan Bourne  
Town Clerk

### Councillors:

Robert Anstee  
David Bowler  
Steve Bucknell  
Mary Champion  
Mike Farrow  
Janet Georgiou  
Paul Heaphy  
Nic Hughes (Deputy Mayor)

Sue Hughes  
Mike Leighfield  
Caroline Redmond  
Eve Silvester  
Jenny Stratton  
Marion Sweet  
Steve Walls  
Steve Watts (Mayor)

To be noted.

**11. CATG UPDATE**

To receive a report from Councillor Mike Farrow, giving an update of the CATG meeting held on 11<sup>th</sup> September 2019, copy attached *Appendix C*.

To be noted.

**12. LG BOUNDARY COMMISSION WORKING PARTY**

To receive a report from the Boundary Commission Working Party meeting held on Tuesday 10<sup>th</sup> September 2019, copy attached *Appendix D*.

The Council is asked to adopt the recommendations and make these to LG Boundary Commission, in time for the deadline on 15<sup>th</sup> October 2019.

**13. CLIMATE CHANGE WORKING PARTY**

To receive a report from the Climate and Environmental Emergency Working Party held on Wednesday 4<sup>th</sup> September 2019, copy attached *Appendix E*.

Also, to receive an update from the meeting held on 1<sup>st</sup> October 2019.

**14. TREE PLANTING PROPOSAL**

To receive a report from Joshua Toll, Community Project Officer, outlining a recommendation to take forward suggesting of tree planting on a council site, junction of Stone over Lane. Copy attached *Appendix F*.

## **15. NOTICE OF MOTION**

Notice of Motion received from Councillor Steve Bucknell.

*That this Council approached Wainhomes with an offer to enter into discussions with a view to Royal Wootton Bassett Town Council taking ownership of a responsibility for delivering the country park adjacent to the Barnyards Hill development.*

The motion is seconded by Councillor Eve Silvester.

## **16. DEVOLUTION UPDATE**

To receive a report from Joshua Toll, Community Project Officer, following an initial meeting held Friday 27<sup>th</sup> September 2019. Copy attached *Appendix G*.

## **17. NEW MAYORAL PROCESS**

To receive a report from Town Clerk, Johnathan Bourne, advising members on the legality of using a secret “ballot box” system for the annual Election of Mayor and Deputy Mayor.

A copy of the report is attached, *Appendix H*.

## **18. LOCAL COUNCIL AWARD SCHEME**

Members will be aware that the Council has submitted an application under the Local Council Award Scheme, this is a government benchmarking process for Parish and Town Councils.

The Council has been awarded the Gold standard which is the highest level the Government can award.

Attached is a summary explaining the benchmarking process. Showing that Royal Wootton Bassett Town Council is the 47<sup>th</sup> Council in the

country out of 10,000 Parish and Town Councils to be recognised as an exemplar.

The award will be presented to the Mayor at his Civic Service by a prominent member of the Improvement and Development Board who administer the scheme on behalf of the government. Copy attached *Appendix I*.

## **19. GENERAL POWER OF COMPETENCE**

The Council is currently eligible to use the General Power of Competence under the Localism Act 2011. The Council is required to periodically reaffirm its right to do so.

To consider re-adoption of the General Power of Competence.

Royal Wootton Bassett Town Council confirms that it meets the criteria necessary for it to adopt the General Power of Competence:

- i) The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;
- ii) The clerk to the council holds the Certificate in Local Council Administration; and
- iii) The clerk to the council has completed the relevant training;

The council is asked to reaffirm and re-adopt the above.

## **20. CODE OF CONDUCT**

The Town Council currently operates under the Wiltshire Council model code of conduct, Wiltshire Council have recently changed the model and so members are now asked to consider for adoption the revised changes to arrangements for dealing with Code of Conduct Complaints Briefing, copy attached *Appendix J*.

RECOMMENDATION that the council adopts the provisions of the revised Briefing Note 19-025.

## **21. CORPORATE GOVERNANCE REVIEW PROGRAMME**

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. The last full review of these documents took place between 2016 and 2017.

The Council is asked to note that a review programme will be brought forward to cover all documents over the next year.

## **22. AGENDA DELIVERY PROPOSAL**

Councillor Paul Heaphy has asked the Council to consider by way of general discussion, the mechanism for delivery of agendas to see if this can be improved.

## **23. CHANGE TO THE SCHEME OF DELEGATION**

At the Revenue and Resources committee meeting held on 26<sup>th</sup> September 2019, the Chairman proposed a change in the Scheme of Delegation to require that any discussions with third parties wishing to purchase land owned by the Town Council are conducted via the Revenue & Resources Committee not at the Amenities Committee.

Precise wording for a change to the Scheme of Delegation will be brought to the meeting by Councillor Bucknall who proposed the change.

## **24. COMMUNICATIONS**

The Council is asked whether it wishes to issue any press releases or other communications in respect of the committee agenda items.

