

RWBTC/1/2021-2022
20th May 2021

ROYAL WOOTTON BASSETT TOWN COUNCIL

Minutes of a meeting of the Annual Meeting of Royal Wootton Bassett Town Council held on Thursday 20th May 2021 at 7.00pm at St Bartholomew & All Saints Church.

PRESENT Councillors: Rob Anstee, Sandra Brinkley, Steve Bucknell, Michael Cotton, Pat Farrow, Paul Heaphy, Josephine Holloway, Fiona Holness, Nic Hughes, Sue Hughes, Andrew Matthews, Eve Silvester, Jenny Stratton, Carole Tan, Steve Walls and Steve Watts.

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

Michelle Temple, Administrative Services Manager, welcomed both the returning councillors and the new councillors to the first face to face meeting in over a year. Michael Page then led the meeting in prayer.

1. ELECTION OF MAYOR

Proposed by Councillor Jenny Stratton, seconded by Councillor Steve Watts.

RESOLVED that Councillor Steve Walls of 5 Sheridan Drive, Royal Wootton Bassett be and is hereby elected Mayor of the Town and Community of Royal Wootton Bassett for the ensuing Civic year.

The newly elected Mayor signed the Declaration of Acceptance of Office.

2. ELECTION OF DEPUTY MAYOR

Proposed by Councillor Nic Hughes, seconded by Paul Heaphy.

RESOLVED that Councillor Steve Watts of 60 Noremars Road, Royal Wootton Bassett be and is hereby elected Deputy Mayor the Town and Community of Royal Wootton Bassett for the ensuing Civic year.

3. APPOINTMENT OF TOWN CRIER AND SWORD BEARER

The Council was asked to appoint a Town Crier and Sword Bearer.

RESOLVED to appoint Owen Collier as Town Crier and Sword Bearer for the ensuing Civic year.

4. APOLOGIES

No apologies were received.

5. 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.

RESOLVED to note that no Declarations of Interests were made.

6. GENERAL POWER OF COMPETENCE

It was recommended that the Council consider re-adoption of General Power of Competence in accordance with The Parish Council (*General Power of Competence*) (*Prescribed Conditions*) Order 2012.

RESOLVED to readopt the General Power of Competence in noting the statements below:

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

- a) 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;
- b) The Clerk to the council holds the Certificate in Local Council Administration; and
- c) The Clerk to the council has completed the relevant training.

7. APPOINTMENT OF 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 of 8 Conservatives, and 8 Liberal Democrats. The ratio for Committees should be 4 Conservatives, and 4 Liberal Democrats.

It is therefore recommended that there should be 4 Conservatives and 4 Liberal Democrats on each of the Standing Committees.

The Council was 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: -

Sandra Brinkley, Michael Cotton, Pat Farrow, Fiona Holness, Sue Hughes, Eve Silvester, Carole Tan and Steve Watts.

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

RESOLVED to elect the following Councillors: -

Michael Cotton, Paul Heaphy, Nic Hughes, Sue Hughes, Andrew Matthews, Carole Tan, Steve Walls and Steve Watts.

ADJOURNMENT

The Council Meeting adjourned to enable the following to carry out their annual business as specified on their respective Agendas:

Amenities Committee [blue paper]

Planning Committee [yellow paper]

The Council then reconvened to transact the following business:

The Council was asked to re-designate the Investment Working Group and Manor House Working Group to Sub Committees.

RESOLVED to re-designate the Investment Working Group and Manor House Working Group to Sub Committees.

Revenue & Resources Committee – 8 Members including the Mayor, Deputy Mayor and Chairs of Amenities and Planning, unless they decline to serve.

RESOLVED to elect the following Councillors: -

Rob Anstee, Steve Bucknell, Josephine Holloway, Nic Hughes, Andrew Matthews, Jenny Stratton, Steve Walls and Steve Watts.

ADJOURNMENT

The Council Meeting adjourned to enable the Revenue & Resources Committee to carry out its annual business as specified on the Agenda [buff paper].

The Council then reconvened to transact the following business:

8. APPOINTMENT OF OUTSIDE REPRESENTATIVES

The Council was asked to make appointments, where necessary to, outside organisations. The list of Representatives and expiry dates for their expected Terms of Office was previously circulated.

Following appointment, all relevant groups and organisations will be notified of the council decision and provided contact details for the representatives. Should appointed representatives not hear from the group, they are encouraged to make contact themselves in order to start a meaningful dialogue.

RESOLVED to make appointments as detailed on the attached representatives list for 2021-2022.

9. SUBSCRIPTIONS

Report from the Accountant, previously circulated, detailing subscriptions recommended to the Council.

RESOLVED to renew all subscriptions as detailed.

10. DEEDS AND TRUST INSTRUMENTS

RESOLVED to note that this item will be deferred to a future meeting of the Full Council.

11. CHEQUE SIGNATORIES

It is 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.

RESOLVED to appoint the following Councillors as cheque signatories: -
Steve Walls, Steve Watts, Sue Hughes, Paul Heaphy and Rob Anstee.

12. ANNUAL RETURN AND STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2021

Annual Return from Kalpesh Patel, Accountant, copy previously circulated. The Council was asked to: -

a) Approve questions 1-9 on section 1 of the Annual Return 2020-2021.

RESOLVED to adopt questions 1-9 on Section 1 of the Annual Return 2021-2022.

b) Approve section 2 of the Annual Return, Accounting Statements 2021-2022.

RESOLVED to adopt section 2 of the Accounting Statements 2021-2022.

13. ANNUAL TOWN MEETING

RESOLVED to note that there has been no Annual Town meeting in 2021.

14. VENUE FOR COUNCIL MEETINGS

Michelle Temple, Administrative Services Manager, provided an updated on the availability of venues for the forthcoming council meetings. Due to committed ongoing bookings at the Memorial Hall this venue is unavailable except for the next meeting of the Amenities Committee being held on Thursday 10th June 2021. Alternative venues are Manor House and Wiltshire Golf Hotel.

RESOLVED to book the Memorial Hall for the Amenities Committee meeting being held on Thursday 10th June 2021 and aim to use Manor House for the remaining meetings and look into equipment required for live streaming.

15. COMMUNICATIONS

RESOLVED to issue the following communications:

- New Mayor and Deputy Mayor for 2021-2022
- Venue for next meeting

The meeting ended with a blessing by Michael Page to the new Mayor for his forthcoming Civic year.

Meeting closed at 7.55pm