

**WOOTTON BASSETT TOWN COUNCIL**

Minutes of a meeting of the Wootton Bassett Town Council held on Thursday 13<sup>th</sup> May 2010 at 7.30pm in the Council Chamber, Civic Centre, Station Road, Wootton Bassett.

**PRESENT:** Councillors: Steve Bucknell, Mary Champion, Peter Doyle, Susan Doyle, Linda Frost, Peter Roberts, Bill Roberts, Jenny Stratton, Steve Walls, Audrey Wannell and Chris Wannell

Officers in Attendance: Johnathan Bourne, Town Clerk  
Michelle Temple, Administrative Team Leader and Susan Huish, Administrative Assistant

**10. APOLOGIES**

Apologies for absence were received from Councillor Owen Gibbs, Paul Heaphy, Mike Leighfield, Sanjay Soni and Ernie Taylor.

**11. DECLARATIONS OF INTEREST**

To receive Declarations of Interest in accordance with the Local Authorities (Model Code of Conduct) Order 2007.

RESOLVED to note that no declarations were made.

**12. WRITTEN REPORTS**

Councillor Mollie Groom submitted a written report as representative of Wiltshire Council.

Councillors raised the following questions;-

Regarding climate change, Councillor Peter Roberts asked what the targets that were set for Wiltshire Council were and how was money, granted by the Carbon Trust, spent.

Councillor Steve Bucknell sought clarification as to why and how a consultation of Special Educational Needs is happening. Councillor Bucknell also raised whether it is legal to gather signatures for a petition at a polling station.

Finally, Councillor Peter Roberts thanked Mollie Groom for her report but suggested that any future reports be written in a more 'public friendly way'.

### **13. CONFIRMATION OF MINUTES**

RESOLVED to sign minutes of a meeting of the Council held on Thursday 15<sup>th</sup> April 2010 [WBTC/9/2009-2010] and Wednesday 5<sup>th</sup> May 2010 [WBTC/1/2010-2011].

### **14. MAYOR'S COMMUNICATIONS**

#### **Communications from the retiring Mayor**

There were no communications from the retiring Mayor

#### **Communications from the new Mayor**

The new Mayor advised that since her inauguration a week ago, she had attended the Holocaust lecture at Wootton Bassett School, Mayor Making in Malmesbury and the repatriation of four servicemen.

### **15. TO ANSWER ANY QUESTIONS**

No questions were raised either with notice under Standing Order 43(a) or without notice under Standing Order 43(b)

## 16. APPOINTMENT OF STANDING COMMITTEES

The Council was 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.

In view of the current political balance, it was suggested that one Liberal Democrat be invited to join each of the Committees.

The Council was asked to appoint Standing Committees as follows:

**Amenities Committee** – 8 Members including the Mayor and Deputy Mayor.

RESOLVED to appoint the following Councillors:-

Steve Bucknell, Mary Champion, Susan Doyle, Linda Frost, Owen Gibbs, Mike Leighfield Bill Roberts and Chris Wannell.

**Planning Committee** - 8 Members including the Mayor and Deputy Mayor.

RESOLVED to appoint the following Councillors:-

Steve Bucknell, Owen Gibbs, Paul Heaphy, Mike Leighfield, Peter Roberts, Sanjay Soni, Jenny Stratton and Audrey Wannell.

## ADJOURNMENT

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

*Amenities Committee* (green paper)

*Planning Committee* (pink paper)

The Council then reconvened to transact the following business:

**Revenue & Resources Committee** – 8 Members including the Mayor, Deputy Mayor and Chairs of Amenities and Planning.

RESOLVED to appoint the following Councillors:-

Mary Champion, Peter Doyle, Susan Doyle, Owen Gibbs, Paul Heaphy, Mike Leighfield, Peter Roberts and Steve Walls.

### **ADJOURNMENT**

The Council Meeting then adjourned to enable the Revenue & Resources Committee to carry out its annual business as specified on the Agenda (yellow paper).

The Council meeting then reconvened to transact the following business:

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

The Council was asked to make appointments, where necessary, to outside organisations. Attached was a 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 sheet.

#### **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 the newly drafted Land Terrier.

RESOLVED the report be adopted.

**19. SUBSCRIPTIONS**

Report from the Town Clerk detailing subscriptions recommended to the Council and the renewal dates shown.

RESOLVED the report be adopted.

**20. ANNUAL TOWN MEETING**

Report on the Annual Town Meeting held on Thursday 29<sup>th</sup> April 2010.

RESOLVED the report be adopted.

Further RESOLVED to endorse the views of the meeting in respect of the display suggestions for repatriation appreciation artifacts.

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

RESOLVED that the Council appoint the following Members as Cheque signatories:

Councillors Mary Champion, Peter Doyle, Paul Heaphy, Owen Gibbs and Mike Leighfield.

Further RESOLVED to amend the Councils Financial Regulations to prevent Members of the same family signing cheques.

## **22. APPOINTMENT OF INTERNAL AUDITOR**

The position of the Councils Internal Auditor for the 2010-2011 financial year is currently held by Auditing Solutions Ltd, at a cost of £1080.00. They are in their 2<sup>nd</sup> year of a 3 year contract.

The Council RESOLVED to note the above.

## **23. MAYORAL ENGAGEMENTS**

The Mayor receives many invitations during the Civic Year and there will be occasions when attending some of these events will not be possible. In such cases, the invitations are passed to the Deputy Mayor, 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 as follows:-

- Mayor
- Deputy Mayor
- Chair of Revenue & Resources
- Chair of Amenities
- Chair of Planning
- Immediate Past Mayor

The Council RESOLVED to note the above.

*Meeting closed at 8.24pm*