

QUESTION TIME

Prior to the formal commencement of the meeting, Councillors will receive questions from members of the public for a period not exceeding ten minutes.

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

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

4. WRITTEN REPORTS

To receive written reports from the following:-

*Wootton Bassett Police
Member of Parliament
Wiltshire Council
Representatives appointed by the Council*

5. CONFIRMATION OF MINUTES

Of a meeting of the Council held on Thursday 15th April 2010 [WBTC/9/2009-2010] and Wednesday 5th May 2010 [WBTC/1/2010-2011]. Copies previously circulated.

6. MAYOR'S COMMUNICATIONS

- Communications from the retiring Mayor
- Communications from the new Mayor

7. TO ANSWER ANY QUESTIONS

With notice received under Standing Order 43 [a]

With notice received under Standing Order 43 [b]

8. 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.

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

The Council is asked to appoint Standing Committees as follows:

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

Retiring Members: Steve Bucknell, Mary Champion, Susan Doyle, Linda Frost, Owen Gibbs, Paul Heaphy, Mike Leighfield and Bill Roberts.

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

Retiring Members: Owen Gibbs, Paul Heaphy, Mike Leighfield, Peter Roberts, Sanjay Soni, Jenny Stratton, Ernie Taylor and Audrey Wannell.

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 [pink paper]

The Council then reconvenes to transact the following business:

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

Retiring Members: Steve Bucknell, Mary Champion, Peter Doyle, Susan Doyle, Owen Gibbs, Mike Leighfield, Peter Roberts and Jenny Stratton.

ADJOURNMENT

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

The Council meeting then reconvenes to transact the following business:

9. APPOINTMENT OF OUTSIDE REPRESENTATIVES

The Council is asked to make appointments, where necessary, to outside organisations. Attached is a current list of Representatives and expiry dates for their expected Terms of Office. *Appendix A.*

10. 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. *Appendix B.*

11. SUBSCRIPTIONS

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

12. ANNUAL TOWN MEETING

Report on the Annual Town Meeting held on Thursday 29th April 2010. Copy previously circulated.

13. 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 Council is asked to consider arrangements for the forthcoming year.

14. 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 2nd year of a 3 year contract.

The Council is asked to note the above.

15. 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 14th 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 is asked to note the above.