

# CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Strategy and Resources Committee held at the Town Hall, High Street, Chippenham on Wednesday 13 April 2011 at 7.00 pm.

PRESENT: Councillor ACG Noblet (Chairman)  
Councillors Mrs DB Allen, Mrs MF Lloyd, MAC Packard, JA Phillips,  
Mrs NM Phillips, Mrs LS Roberts-Rance, JR Scragg and WA Wood

## OFFICERS

PRESENT: Mrs S Wilthew (Clerk & Chief Executive)  
Mr CNA Williams (Head of Support Services)

### 107. APOLOGIES

Apologies for absence were received from Councillors MC Coates, WJ Douglas, Mrs SE Oakes, DLB Powell and Mrs JM Wood.

### 108. DECLARATION OF INTEREST

Councillor Mrs MF Lloyd declared a personal interest in the matters relating to the Chippenham Folk Festival and Chippenham Sailing & Canoeing Club referred to in Minute 121/10 and took no part in any discussion or voting in respect of those organisations.

### 109. PUBLIC QUESTION TIME

There were no written or verbal questions from any member of the public.

### 110. MINUTES

The Minutes of the meeting held on Wednesday 16 February 2011 were approved as a correct record and signed by the Chairman.

### 111. MATTERS ARISING

There were no matters arising not covered elsewhere on the agenda.

### 112. CHAIRMAN'S ANNOUNCEMENTS

- (i) Congratulations were recorded to Councillor Rob Jones on his marriage to M/s Frankie Wilson.
- (ii) The Chairman recorded thanks to all Members and Officers who had supported the Committee during what at times had been a difficult year, but which had ended on a note of great optimism for the future.

113. FINANCIAL ADMINISTRATION

(a) Accounts for Payment/Cheque Payment Audit

In accordance with policy, schedules of payments randomly selected by Councillor Mrs LK Andre and Councillor R Jones were received and reported upon. The audit trails and supporting evidence had been produced for the Members concerned (copies in Minute Book).

After taking Members' Question to clarify aspects of the BACS payment systems

**RESOLVED** that

- (i) The favourable report by Councillors Mrs LK Andre and R Jones be approved.
- (ii) Any future cheque audits including a BACS payment would specify how many payments to creditors had been included in it.

(b) Expenditure

**RESOLVED** that expenditure for the following periods be approved:-

01–31 January 2011 in the sum of £192,263.77 inc. VAT  
01-28 February 2011 in the sum of £218,668.27 inc. VAT.

(c) Internal Audit

On receiving a report by the Head of Support Services (copy in Minute Book)

**RESOLVED** that

- (i) Ratification be given to the appointment of Auditing Solutions Ltd. to complete the Internal Audit programme for 2010/11.
- (ii) The above be regarded as without prejudice to the review of the vacant post of Personal Assistant which will be presented to the Personnel Sub-Committee at its next meeting.

114. PERFORMANCE REVIEW SUB-COMMITTEE

The Minutes of the meeting held on Tuesday 03 March 2011 having been proposed and duly seconded

**RESOLVED** that the Minutes of the meeting be received and as far as necessary adopted.

115. MUSEUM AND HERITAGE MANAGEMENT COMMITTEE

The Minutes of the meeting held on Tuesday 15 March 2011 having been proposed and duly seconded

**RESOLVED** that the Minutes of the meeting be received and as far as necessary adopted.

116. STANLEY PARK DEVELOPMENT WORKING PARTY

(i) Minutes

The Minutes of the meeting held on Thursday 17 March 2011 having been proposed and duly seconded

**RESOLVED** that the Minutes be received and as far as necessary adopted subject only to the Recommended items in Minute 17/10 relating to the Capital Programme.

(ii) Capital Programme

The Recommendations in Minute 17/10 having been proposed and duly seconded

**RESOLVED** that

- (a) The terms and conditions set down by the Football Foundation in respect of grant aid in a sum not exceeding £351,229 be approved, including in particular a legal charge over the property at Stanley Park so that if it was sold within a period of 21 years the grant would be repayable.
- (b) Free usage by the Wiltshire Football Association (100 hours p.a.), exact times by agreement, be approved.
- (c) Consideration be given at the end of the project to formation of a User Group which would replace the Stanley Park Development Working Party.
- (d) A Supplementary Capital Estimate in a sum not exceeding £87,000 be approved, financed by draw down from General Reserve in 2011/12.
- (e) The Clerk & Chief Executive, or Responsible Financial Officer, be authorised to sign any forms required by the Football Foundation to implement this capital project.

117. TOWN AND NEELD HALL WORKING PARTY

(i) Minutes

The Minutes of the following meetings having been proposed and seconded:-

- Monday 14 February 2011
- Monday 28 February 2011
- Monday 21 March 2011
- Monday 04 April 2011

**RESOLVED** that the Minutes of the meetings be received and as far as necessary adopted subject only to the Recommended items in Minutes 28/10 and 29/10 of the meeting held on Monday 04 April 2011 relating to appointment of a consultant and joint working respectively.

(ii) Appointment of Consultant

The Recommendation contained in Minute 28/10 was proposed and duly seconded subject to a minor administrative amendment

**RESOLVED** that Maya Studio Architects be appointed to draw up for consideration a medium term development plan for the Neeld Hall on a free of charge basis.

(iii) Joint Working

The Recommendation contained in Minute 29/10 having been proposed and duly seconded

**RESOLVED** that the Officers be authorised to discuss further with Mr S Kelman access to the premises which are let to him in connection with functions held in the Neeld Hall.

118. CIVIC AWARD WORKING PARTY

(i) Minutes

The Minutes of the meeting held on Thursday 31 March 2011 having been proposed and duly seconded

**RESOLVED** that the Minutes of the meeting be received and as far as necessary adopted subject only to the Recommended items in Minutes 06/10 and 07/10 relating to the Civic Award Certificate and the Civic Award Scheme respectively

(ii) Civic Award Certificate

The Recommendation contained in Minute 06/10 having been proposed and duly seconded

**RESOLVED** that

- (a) Nominations “A” and “B” be approved and forwarded to the meeting of the Town Council on Wednesday 20 July 2011 when the names would be made public.
- (b) Expenditure be authorised on a permanent memento to be presented together with a Certificate, such memento to be broadly comparable in specification and price to that presented to the recipients of the Civic Award 2009.
- (c) The final specification of the memento to be at the discretion of the Mayor who would be in Office for the Municipal Year 2011/12.
- (d) The sum of £200 be included in the budget for 2012/13 and annually thereafter to enable a maximum of five awards to be presented if required.

(iii) Civic Award Scheme

The Recommendations contained in Minute 07/10 having been proposed and duly seconded

**RESOLVED** that

- (a) A Civic Award Scheme be approved for future years without seeking further authority with any approved awards being made at Civic Sunday in any year.
- (b) The Civic Award Scheme be notified by way of the usual public advertisement, Town Council notice boards and website.

119. TOWN PROMOTIONS & EVENTS AND CHIPPENHAM TOURIST INFORMATION CENTRE

A report by the Tourism, Events & PR Manager was submitted (copy in Minute Book)

**RESOLVED** that

- (i) The report be received.

- (ii) The following funding requests be approved:-
- The River Festival 27-28 August 2011: £1000.00 for contribution in kind
  - Town Centre Business Forum Lunch 22 September 2011: £1100.00 primarily to cover catering costs
  - Some Like It Hotter 26 October 2011: £1000.00 for production and advertising.
- (iii) Consideration be given to a theme for the Town Centre Business Lunch Forum and a report presented to the meeting of the Committee to be held on 22 June 2011.

120. TOWN MARKET

Arising from Minute 59/10 of the Amenities Committee on Wednesday 16 March 2011 a Recommendation in respect of the future management of the Town Market was tabled.

It was noted that a report had been received from NABMA, following their consultancy visit on a free of charge basis, which broadly supported the Recommendation.

After careful consideration the Recommendation was proposed and duly seconded

**RESOLVED** that

- (i) A policy decision was approved to devolve the management and operation of the Town Market to Wiltshire Council with effect from 01 June 2011.
- (ii) The above be subject only to Wiltshire Council consulting on a regular basis with the Town Council on the future operation of the Market including any planned developments or changes and gives an undertaking to give representation for the Town Market on any management body.

**Prior to consideration of the next item, Councillor Mrs MF Lloyd declared a personal interest as referred to in Minute 108/10 above.**

121. DONATIONS

A report was received itemising requests for donations from organisations which met the current criteria (copy in Minute Book).

An amendment to reduce one of the sums applied for was proposed and seconded, and on putting it to the vote the amendment was lost.

After careful consideration

**RESOLVED** that

The following donations be approved, that numbered (v) falling within Section 137 of the Local Government Act 1972:-

	£
(i) ChAP Health & Social Care Project	962.00
(ii) Chippenham Churches Together	1770.00
(iii) Chippenham Folk Festival	2500.00
(iv) Rotary Club of Wiltshire Wiltshire Vale	500.00
(v) Mediationplus	<u>500.00</u>
	<u>6232.00</u>

122. **CHIPPENHAM AREA BOARD MEETING**

**RESOLVED** that a request be made to the next available meeting for a review of all signage within the Town by Wiltshire Council.

123. **PRESS RELEASE**

**RESOLVED** that a Press Release be issued regarding the Donations approved under Minute 121/10.