

STRATEGY AND RESOURCES COMMITTEE

15 June 2011

Dear Councillor

NOTICE is hereby given that a meeting of the **Strategy and Resources Committee** will be held at the Town Hall, High Street, Chippenham at which your attendance is requested on **Wednesday 22 June 2011 at 7.00pm.**

Yours faithfully

Sue Wilthew
Clerk & Chief Executive

To: Councillors Mrs DB Allen
WJ Douglas
Mrs EA Kennedy
Mrs MF Lloyd
ACG Noblet
Mrs SE Oakes
MAC Packard
BS Patterson
Mrs NM Phillips
JR Scragg
WA Wood
Mrs JM Wood

DLB Powell (ex-officio)
JA Phillips (ex-officio)

Other Members of the Council for information

AGENDA

1. APOLOGIES

2. DECLARATION OF INTEREST

All Members of the Town Council are reminded to declare any interest they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the Code of Conduct included in current approved Standing Orders.

3. PUBLIC QUESTION TIME

To receive any written or verbal questions from the public.

4. MINUTES

To approve as a correct record and to sign the minutes of the meeting held on Wednesday 18 May 2011 (copy previously circulated).

5. MATTERS ARISING

Matters of information not covered on the Agenda.

6. CHAIRMAN'S ANNOUNCEMENTS

7. FINANCIAL ADMINISTRATION

(a) Accounts for Payment/Cheque Payment Audit

In accordance with policy two Members have been invited to select invoices for inspection. Schedules of selected invoices chosen by Councillors BS Patterson and Mrs ME Stickland (copy enclosed).

Following that selection, all supporting documentation for those items will be made available at the meeting. Members will be able to view this information prior to the commencement of the meeting.

(b) Expenditure

To note expenditure for the following periods:-

01 – 31 March 2011 in the sum of £216,236.69 inc. VAT

01 – 30 April 2011 in the sum of £165,910.23 inc. VAT

(c) Statement of Accounts 2010/11

To receive a report (copy attached) on the above together with enclosures referred to:-

- (i) A Management Report for Month 12 (copy attached).
- (ii) A Financial Statement devised for reporting purposes (copy attached).
- (iii) Annual Return in the statutory form (copy attached).
- (iv) A Statement of Corporate Governance (copy attached).

(Members are requested to give advance notice of any questions relating to the above items).

8. TOWN AND NEELD HALL WORKING PARTY

To ratify the nomination of Councillor Mrs SE Oakes on the above for the ensuing Municipal Year (Minute 13/11 refers).

9. MAYOR'S CHRISTMAS CARD

To seek approval for schools in the Chippenham Area to be invited to design a Christmas Card.

10. MUSEUM AND HERITAGE MANAGEMENT COMMITTEE

To receive the Minutes of the meeting held on Tuesday 14 June 2011 (copy to follow).

11. TOWN PROMOTIONS & EVENTS AND CHIPPENHAM TOURIST INFORMATION CENTRE

To receive a report from the Tourism Events and PR Manager on Town events and promotions (copy attached).

12. ANNUAL REPORT 2010/11

- (i) To receive a report from the Clerk & Chief Executive (copy attached) and draft Annual Report (copy enclosed).
- (ii) To note that final approval will be given by full Council at the meeting to be held on the rising of this meeting.

13. COMMUNITY ENGAGEMENT STRATEGY

To receive a report from the Clerk & Chief Executive (copy attached).

14. DONATIONS

To consider requests from organisations for donations from Chippenham Town Council (schedules and copies of application forms attached).

Further detailed information for each application is available in the Office for Members' perusal prior to the meeting.

Members are reminded that the sum of £13,768 remains in the approved budget for 2011/2012.

15. CHIPPENHAM AREA BOARD MEETING

To consider whether there are any items to be forwarded to the next available meeting of Wiltshire Council's Chippenham Area Board.

(Members may wish to submit details and attend on agreed items).

16. PRESS RELEASE

To consider, if necessary, the issue of a press release arising from the meeting.