

STRATEGY AND RESOURCES COMMITTEE

7 September 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 14 September 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 22 June 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 Mrs DB Allen and JR Scragg (copy attached).

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 May 2011 in the sum of £208,714.38 inc. VAT
01 – 30 June 2011 in the sum of £175,330.24 inc. VAT

(c) Action for Market Towns

To consider whether to renew membership of the above which expires on 9 September 2011 (£220 annually from 1 April).

(d) Town/Neeld Hall: Staff Use

To consider a report requesting allowing staff to use the Town/Neeld Hall free of charge for a staff social event once each year (copy attached).

(e) Baydons Wood

To consider the Recommended item contained in Minute 21 of Amenities Committee held on Wednesday 6 July 2011:

- (i) That a lease be entered into for no more than 25 years with the option to renew.
- (ii) The Town Council accepts the one-off sum of £300 offered by the Woodland Trust.
- (iii) Approval be given to complete, in accordance with Standing Orders, any lease documents required by the Woodland Trust to transfer Baydons Wood to the Town Council.

(f) Proposed Fishing Lakes Development

To consider the any Recommended item contained in the Minutes of the Amenities Committee held on Wednesday 7 September 2011.

The Recommendations arising from the Stanley Park Development Working Party held on Wednesday 24 August 2011 are set out below for ease of reference:-

- (i) Approval is given in principle to the project to provide fishing lakes on the basis of option 1 (single delivery).
- (ii) Approval is given to the inclusion of £50,000 in the proposed capital programme for 2012/13.
- (iii) Approval is given for officers to begin formal negotiations with possible private sector partners for management/operation of the proposed lakes, and negotiations with possible grant funding bodies.

A copy of the report previously circulated to the Working Party is enclosed.

8. MEDIUM TERM FINANCIAL STRATEGY

To receive the proposed Medium Term Financial Strategy (copy attached).

Recommendation that

It be adopted to underpin the budget preparation cycle for 2012/13.

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

9. 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).

10. TOWN AND NEEDLE HALL WORKING PARTY

(i) To receive the Minutes of the meeting held on Wednesday 27 July 2011 (copy previously circulated) including the Recommended item contained in Minute 7/11.

(ii) Arising from Minute 7/11 to consider adoption of Option 2B.

A report by the Head of Service Delivery on Needle Hall Improvements and the financial implications is circulated.

A copy of the report previously circulated to the Working Party is enclosed.

11. MUSEUM AND HERITAGE MANAGEMENT COMMITTEE

To receive the Minutes of the meeting held on Tuesday 6 September 2011 (copy to follow).

12. JUBILEE WORKING PARTY

To appoint a Jubilee Working Party for the ensuing Municipal Year comprising 5 Members plus 2 ex-officio Members (Minute 27(vi) refers).

13. PERFORMANCE REVIEW SUB-COMMITTEE

(i) To propose that the above convenes on Wednesday 12 October at 2.30pm.

(ii) The Sub-Committee will review the current structure and operation of the Education Service.

14. REVIEW OF THE CURRENT OPERATING ARRANGEMENTS FOR THE MONITORING OF THE CCTV SYSTEM

To receive and consider a policy report by the Head of Service Delivery (copy attached).

15. 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 £5,800 remains in the approved budget for 2011/2012.

16. CHIPPENHAM NIGHT TIME ECONOMY

(i) To receive the Minutes of the meeting held on 30 June 2011 (copy enclosed).

(ii) To consider any policy implications.

17. "CHIPPENHAM ALIVE" INITIATIVE

To receive a verbal report by the Clerk & Chief Executive.

18. 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).

19. PRESS RELEASE

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