

# CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Strategy and Resources Committee held at the Town Hall, Chippenham on Wednesday 14 September 2011 at 7.00 pm.

PRESENT: Councillor ACG Noblet (Chairman)  
Councillors Mrs DB Allen, Mrs EA Kennedy, Mrs MF Lloyd,  
Mrs SE Oakes, MAC Packard, BS Patterson, JA Phillips,  
Mrs NM Phillips, JR Scragg, Mrs JM Wood and WA Wood

## OFFICERS

PRESENT: Mrs S Wilthew (Clerk & Chief Executive)  
Mr CNA Williams (Head of Support Services)  
Mr A Jones (Head of Service Delivery)  
Mrs EJ King (Tourism, Events & PR Manager)

### 39. APOLOGIES

Apologies for absence were received from Councillors WJ Douglas and DLB Powell.

### 40. DECLARATION OF INTEREST

Councillor Mrs MF Lloyd declared a personal interest in the application for a donation from Holiday at Home (Chippenham Methodist Circuit) and took no part in the consideration of that application (Min.55/11)

Councillor JR Scragg declared a personal interest in the application for a donation from Chippenham Good Neighbours Link Scheme and took no part in the consideration of that application (Min. 55 /11)

Councillor Mrs DB Allen declared a personal interest in the possible approach to the Area Board for partnership funding for CCTV and took no part in the discussion (Min. 54 /11)

Councillor MAC Packard declared a personal interest in the possible approach to the Area Board for partnership funding for CCTV and took no part in the discussion (Min. 54 /11)

Councillor Mrs NM Phillips declared a personal interest in the possible approach to the Area Board for partnership funding for CCTV and took no part in the discussion (Min. 54/11)

### 41. PUBLIC QUESTION TIME

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

### 42. MINUTES

The Minutes of the meeting held on Wednesday 22 June 2011 were approved as a correct record and signed by the Chairman.

43. MATTERS ARISING

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

44. CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated that for convenience the order of the agenda would be varied to allow items relating to Events to be considered together (Minutes 45 – 48 inclusive refer).

45. TOWN PROMOTIONS & EVENTS AND CHIPPENHAM TOURIST INFORMATION CENTRE

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

After careful consideration

**RESOLVED** that

- (i) The report be received and noted.
- (ii) Approval be given in principle to a Mega Zoo in Summer 2012 and to a Civil War Event in Summer 2013.

46. JUBILEE WORKING PARTY

**RESOLVED** that

- (i) A Working Party as normally understood was not approved.
- (ii) An informal group be constituted comprising The Mayor, Deputy Mayor and volunteers recruited through "Talk of the Town" and the website.
- (iii) The question of any Officer support be considered subsequently.

47. CHIPPENHAM NIGHT TIME ECONOMY

**RESOLVED** that

- (i) The Minutes of the meeting held on 30 June 2011 were received.
- (ii) There were no new policy implications to consider.

48. “CHIPPENHAM ALIVE” INITIATIVE

On receiving a verbal report by the Clerk & Chief Executive

**RESOLVED** that

- (i) The organisation of three evenings of extended openings at monthly intervals beginning on Thursday 20 October (6.00pm – 9.00 pm) be endorsed.
- (ii) The probable provision of Street Trading and Street Entertainment on each evening be noted.

49. FINANCIAL ADMINISTRATION

(a) Accounts for Payment/Cheque Payment Audit

In accordance with policy, schedules of payments randomly selected by Councillor Mrs DB Allen and Councillor JR Scragg were received and reported upon. The audit trials and supporting evidence had been produced for the Members concerned (copies in Minute Book)

**RESOLVED** that the favourable report by Councillors Mrs DB Allen and JR Scragg be approved.

(b) Expenditure

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

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

**RESOLVED** that

- (i) Renewal of membership (£220.00 p.a) be agreed in principle.
- (ii) Implementation be delegated to the Clerk & Chief Executive subject only to a cost/benefit analysis.

(d) Town/Neeld Hall: Staff Use

A report by the Clerk & Chief Executive was received (copy in Minute Book)

After careful consideration and the taking of a vote

**RESOLVED** that authorisation was given for one use of the Town/Neeld Hall per year for a staff social event, on a free of charge basis.

(e) Baydon's Wood

The Recommended item contained in Minute 21/11 of Amenities Committee was formally proposed and seconded

**RESOLVED** that

- (i) A lease is 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 is given to complete, in accordance with Standing Orders, any lease documentation required by the Woodland Trust to transfer Baydon's Wood to the Town Council.

(f) Stanley Park:Proposed Fishing Lakes Development

The Recommended item contained in Minute 31/11 of Amenities Committee was tabled.

Members' Questions were taken to clarify the parameters of the authority which was being sought and an assurance was given that contractual commitments would not be entered into without seeking further approval.

After careful consideration the Recommended item was proposed and duly seconded and Councillor JA Phillips requested that a recorded vote be approved in accordance with Standing Order 22(i).

This request was approved and on the vote being taken there were nine votes in favour and none against with three abstentions.

Members voting in favour:-

Cllr Mrs DB Allen	Cllr MAC Packard
Cllr Mrs EA Kennedy	Cllr JR Scragg
Cllr Mrs MF Lloyd	Cllr WA Wood
Cllr ACG Noblet	Cllr Mrs JM Wood
Cllr Mrs SE Oakes	

Members who abstained:-

Cllr JA Phillips	Cllr Mrs NM Phillips
Cllr BS Patterson	

**RESOLVED** that

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

50. **MEDIUM TERM FINANCIAL STRATEGY**

On receiving the proposed Medium Term Financial Strategy (copy in Minute Book)

**RESOLVED** that it was adopted to underpin the budget preparation cycle for 2012/13.

51. **TOWN AND NEELD HALL WORKING PARTY**

(a) **Minutes**

The Minutes of the meeting held on Wednesday 27 July 2011 having been proposed and duly seconded

**RESOLVED** that the Minutes of the meeting be approved and as far as necessary adopted subject to the Recommended item contained in Minute 07/11 regarding possible improvements to the Neeld Hall ("Option 2B").

(b) **Neeld Hall Improvements**

The Recommendation contained in Minute 07/11 was tabled together with a report by the Head of Service Delivery (copy in Minute Book).

Members' Questions were taken to clarify aspects of the proposed improvements together with the funding options and the timescale for any public consultation.

The Recommended item having been proposed and duly seconded

**RESOLVED** that

- (i) Approval was given to Option 2B as the preferred design option to further enhance and improve the Neeld Hall.

- (ii) The Officers seek to purchase the vacant retail unit adjacent to the Neeld Hall and subject to agreement of terms, the Clerk & Chief Executive or Responsible Financial Officer be authorised to sign in accordance with Standing Orders any forms required to secure the freehold purchase of this property.
- (iii) A budget figure of £35,000 for the purchase of the vacant retail unit was approved for inclusion in the Medium Term Financial Strategy.
- (iv) The Officers appoint a consultant to further progress work referred to in the submitted report as Phase 1 of the building enhancements.
- (v) A Supplementary Capital Estimate of £3500, financed from savings or unspent contingencies be approved for 2011/12 to progress the work outlined in Phase 1.
- (vi) A total budget figure of £950,000 was approved for inclusion In the Medium Term Financial Strategy, phased over a five year period, to fund approved enhancements and improvements to the Neeld Hall.
- (vii) The Officers investigate alternative methods of funding the capital investment referred to in (vi) above, to include the possibility of a loan or partnership funding.

52. MUSEUM AND HERITAGE CENTRE MANAGEMENT COMMITTEE

The Minutes of the meeting on Tuesday 06 September 2011 having been proposed and duly seconded

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

53. PERFORMANCE REVIEW SUB-COMMITTEE

**RESOLVED** that

- (i) Approval was given to a meeting of the Sub-Committee being convened on Wednesday 12 October 2011 at 2.30 pm.
- (ii) The Sub-Committee will review the current structure and operation of the Education Service.

**Prior to consideration of the next item Councillor Mrs DB Allen, Councillor MAC Packard and Councillor Mrs NM Phillips each declared a personal interest as stated in Minute 40/11 above.**

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

A report by the Head of Service Delivery was presented (copy in Minute Book).

A comprehensive review was carried out of the Town Council's policies, current operations, management policies and legal obligations under the Crime & Disorder Act.

Recommendations were proposed from the Chair and after taking a vote

**RESOLVED** that

- (i) Negotiations take place to establish the cost of a revised level of minimum hours of coverage.
- (ii) An approach is made to the Area Board for a partnership contribution to operating costs.
- (iii) In house operation with volunteers be explored.

**Prior to consideration of the next item Councillor Mrs MF Lloyd and Councillor JR Scragg each declared a personal interest as stated in Minute 40/11 above.**

55. DONATIONS

A report and supporting papers were received from organisations which met the current criteria (copies in Minute Book)

**RESOLVED** that the following donations be approved, those numbered (iii) to (vii) falling within Section 137 of the Local Government Act 1972:-

	£
(i) Chippenham Good Neighbours Link Scheme	100.00
(ii) Wiltshire North Girl Guide Mountaineering Unit	750.00
(iii) Bath & District Cruse	500.00
(iv) Corsham Knitting & Crochet Club	150.00
(v) Dorothy House Hospice Care	884.00
(vi) Golden-Oldies Charity	750.00
(vii) Wiltshire Music Centre Trust Ltd.	<u>1000.00</u>
	<u>4134.00</u>

Arising from the discussion of the above items it was agreed that a review of the Grants & Donations criteria and procedures would be presented to the next meeting to be implemented from 01 April 2012, and it was intended to revert to twice yearly decision making.

56. CHIPPENHAM AREA BOARD MEETING

**RESOLVED** that the intended application for Revenue funding for CCTV be notified as a possible item.

57. PRESS RELEASE

**RESOLVED** that no specific Press Release be issued, and the Minutes made available in the usual way.