

STRATEGY AND RESOURCES COMMITTEE

26 October 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 02 November 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 19 October 2011 (copy enclosed).

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 M Pile (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 July 2011 in the sum of £520,920.88 inc. VAT
01 – 31 August 2011 in the sum of £762,440.02 inc. VAT
01 – 30 September 2011 in the sum of £160,039.59 inc. VAT

(c) External Audit 2010/11

To receive the Annual Return signed by Mazars LLP (copy attached).

(d) First Interim Internal Audit Report 2011-12

To receive the First Interim Internal Audit Report 2011-12 and note the Internal Auditor's recommendations (copy attached).

(e) Revised Estimates 2011/12

To receive a report on the above by the Head of Support Services and the appendix referred to (copy attached).

(f) Outstanding Loans: Annual report on Servicing of Loans

To receive the annual report on servicing of loans (copy attached).

(g) Town Expansion EMF

To consider a joint report by Councillors M Coates, Mrs M Pile, BS Patterson and T Bate on the above (copy attached).

(h) Support Services Review of Structure

Arising from Min 24(vi) of Personnel Sub-Committee held on 08 September 2011 to approve Supplemental Revenue Estimate in the sum of £6,443.00.

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

8. BUDGETARY CYCLE: PROPOSALS FOR YEAR 2012/13

To receive a report by the Head of Support Services in respect of the forthcoming budget approval cycle (copy attached).

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. PERFORMANCE REVIEW SUB-COMMITTEE

To receive the Minutes of the meeting held on Wednesday 12 October 2011 and approve the Recommended item contained in Minute 8/11.

11. 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 £1,666 remains in the approved budget for 2011/2012.

12. STRATEGIC PLAN 2011 - 13

To note that the Strategic Plan has been circulated and will be discussed at an "away day" on a date to be advised.

13. MEMBERS' TRAINING DAY

To remind Members that the above will be held on Thursday 10 November 2011 between the hours of 6.00pm and 9.00pm at Stanley Park Sports Ground.

14. MARKET PLACE: PROPOSED SITING OF SCULPTURE

To consider a report from Chippenham Civic Society regarding proposals for a town sculpture (copy attached).

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.