

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Strategy and Resources Committee held at the Town Hall, High Street, Chippenham on Wednesday 02 November 2011 at 7.00 pm.

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

ALSO

PRESENT: Councillors Mrs M Pile, MC Coates and TC Bate

OFFICERS

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

70. APOLOGIES

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

71. DECLARATION OF INTEREST

No declaration of interest as defined by the code of conduct in the current approved Standing Orders was received.

72. PUBLIC QUESTION TIME

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

73. MINUTES

The Minutes of the meeting held on Wednesday 19 October 2011 were approved as a correct record and signed by the Chairman subject to the starting time of the meeting being amended to 6.15 pm.

74. MATTERS ARISING

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

75. CHAIRMAN'S ANNOUNCEMENTS

- (i) The Chairman stated that for convenience the order of the agenda would be varied so that the report on Town Promotions & Publicity and Chippenham Tourist Information Centre would be taken earlier.
- (ii) The Chairman pointed out that Members were welcome to respond on an individual basis to consultation by the Boundary Commission regarding Parliamentary Constituencies.

76. TOWN PROMOTIONS & EVENTS AND CHIPPENHAM TOURIST INFORMATION CENTRE

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

After taking Members' Questions

RESOLVED that

- (i) The report be received and noted.
- (ii) The funding request of £700.00 be approved from the 2011/12 Events Budget.
- (iii) The funding requests of £1000.00, £1950.00 and £1100.00 be approved from the 2012/13 Events Budget and the sum of £6500.00 be included in an Earmarked fund on closure of the 2012/13 accounts.
- (iv) A profit and loss account be presented for each approved event.

77. FINANCIAL ADMINISTRATION

(a) Accounts for Payment/Cheque Payment Audit

In accordance with policy, schedules of payments randomly selected by Councillor BS Patterson and Councillor Mrs M Pile were received and reported on. The audit trails and supporting evidence had been produced and reported on for the Members concerned (copies in Minute Book)

RESOLVED that the favourable report by Councillor BS Patterson and Councillor Mrs M Pile be approved.

(b) Expenditure

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

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

On noting changes to the audit procedure and receiving the Annual Return signed by Mazars LLP (copy in Minute Book)

RESOLVED that completion of the audit procedure be noted.

(d) First Interim Internal Audit Report 2011/12

On receiving the First Interim Report for 2011/12 and recommendations arising (copy in Minute Book)

RESOLVED that

- (i) The report be noted and the recommendations be endorsed.
- (ii) A revised draft of Standing Orders and Financial Regulations be presented to the meeting of Strategy & Resources Committee in February 2012 for consideration and debate.
- (iii) A report on revised Heritage Centre Financial Procedures be presented to the above meeting.
- (iv) Report on revised procedures for the Assessment and Management of Risk be presented to the above meeting.
- (v) A formal response be given to the Internal Auditor accordingly.

Arising from the discussion it was noted that the same meeting would consider proposed revisions to the Grants & Donations scheme.

(e) Revised Estimates

On receiving a report by the Head of Support Services and the Appendix referred to (copies in Minute Book)

RESOLVED that

- (i) The Revised Estimates in the submitted Appendix be approved and adopted as a Revised Budget for 2011/12.
- (ii) Operational funding for CCTV be approved for the period 01 November 2011 to 31 March 2012 (£6240.00).
- (iii) A draw down from General Reserve in a sum not exceeding £29,743 be approved.
- (iv) Any operational savings which accrue subsequently are returned to balances on 31 March 2012.

(f) Outstanding Loans: Annual Report on Servicing Loans

On receiving a report by the Finance Officer (copy in Minute Book)

RESOLVED that the servicing of the Town Council's three loans continue on the present basis with the existing lender for the forthcoming year.

(g) Town Expansion EMF

A report prepared by Councillors M Coates, Mrs M Pile, BS Patterson and TC Bate was presented (copy in Minute Book)

The Members named above were thanked for all their work in compiling the report and invited to speak about their Recommendations arising from it.

Members Questions were then taken to scrutinise the policy, legal and precedent implications of approval of any of the Recommendations.

After careful consideration and debate, a Recorded Vote in accordance with Standing Order 22(i) was approved as requested by Councillor M Coates

The Recommendations were then proposed and seconded individually:-

- (i) Recommendation for expenditure in the sum of £11,653 in respect of the installation of metal litter bins, metal benches, a set of goal posts, repairs to Astroturf and community notice boards in Cepen Park Central

Members voting in favour:-

Cllr BS Patterson
Cllr JA Phillips

Members voting against:-

Cllr Mrs DB Allen	Cllr JR Scragg
Cllr Mrs MF Lloyd	Cllr Mrs JM Wood
Cllr ACG Noblet	Cllr WA Wood
Cllr MAC Packard	

Member abstaining: Cllr Mrs NM Phillips

RESOLVED that the proposed expenditure in the sum of £11,653 be not approved

- (ii) Recommendation for expenditure of the sum of £1,300 in respect of land at Willow Bank/Stainers Way and retention of the sum of £10,000 in an EMF in respect of land at Curlew Drive subject to the outcome of S106 investigations

Members voting in favour:-

Cllr BS Patterson
Cllr JA Phillips
Cllr Mrs NM Phillips

Members voting against:-

Cllr Mrs DB Allen	Cllr JR Scragg
Cllr Mrs MF Lloyd	Cllr Mrs JM Wood
Cllr ACG Noblet	Cllr WA Wood
Cllr MAC Packard	

RESOLVED that the proposed expenditure in the sum of £11,300 be not approved.

- (iii) Recommendation for expenditure in the sum of £17,650 to improve the areas surrounding Derriads Pond was withdrawn by the proposer, Councillor T Bate.

RESOLVED that this Recommendation fell automatically.

- (iv) Recommendation for expenditure in the sum of £17,650 towards a community hall project serving Cepen Park

Members voting in favour:-

Cllr BS Patterson

Members voting against:-

Cllr Mrs DB Allen	Cllr JR Scragg
Cllr Mrs MF Lloyd	Cllr Mrs JM Wood
Cllr ACG Noblet	Cllr WA Wood
Cllr MAC Packard	

Members abstaining: Cllrs JA Phillips, Cllr Mrs NM Phillips

RESOLVED that this proposed expenditure in the sum of £17,650 be not approved.

- (v) Recommendation to retain for a 12 month period a balancing sum of £12,347 in an EMF for future projects as they arise

RESOLVED that in view of the Minutes (i) to (iv) above, this Recommendation fell automatically.

Further Recommendations were then proposed from the Chair and on taking a vote which was unanimous except for one abstention (Cllr BS Patterson)

RESOLVED that

- (vi) The sum of £70,600 currently in the Town Expansion Earmarked Fund be returned to balances on the closure of the 2011/12 accounts.

- (vii) All Revenue items identified by Councillors MC Coates, TC Bate and Mrs M Pile (£1,300 maximum) be included in the Revenue Budget of the Amenities Committee.
- (viii) Further consideration be given to the possible use of land at Curlew Drive, subject only to any decision taken by Town Council at its meeting on 23 November 2011 on the Recommended item from Planning & Environment Committee (Min. 101(iii)/11).
- (ix) The possibility of grant aid for the Community Hall serving Cepen Park be reconsidered when more information and plans are available.

(h) Support Services: Review of Structure

Arising from Minute 24(vi)/11 of Personnel Sub-Committee

RESOLVED that a Supplementary Estimate for 2011/12 be approved in the sum of £6,443.00

78. BUDGETARY CYCLE: PROPOSALS FOR YEAR 2012/13

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

RESOLVED that

- (i) The guide limit for the 2012/13 budget preparation cycle be 2% for staff costs to reflect increments and increased employer costs.
- (ii) The guide limit for 2012/13 for all other Revenue Expenditure on approved services be 41/2%.
- (iii) The total provision for Capital Expenditure be no more than that approved under the Medium Term Financial Strategy (£494,500)
- (iv) The Planning and Environment Committee and the Amenities Committee be invited to formulate their budgets within the approved guide limits, for consideration by Strategy & Resources Committee on 14 December 2011.
- (v) The budget for Strategy & Resources Committee as a spending committee in its own right be prepared within the same guide limits for consideration at the meeting on 14 December 2011.
- (vi) The Fees & Charges for 2012/13 be subject to an increase of not less than 3% overall, the precise figure to be subject to further analysis and results from Local Authorities providing comparable services.

79. PERFORMANCE REVIEW SUB-COMMITTEE

(a) Minutes

The Minutes of the meeting held on Wednesday 12 October 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 08/11 regarding a review of the Education Service.

(b) Review of the Education Service

The Recommendation contained in Minute 08/11 having been proposed and duly seconded

RESOLVED that

- (i) Officers be authorised to undertake a full review, carrying out what consultation is required on how it can best be run in future for the increased benefit for the local community. Detailed analysis of available options concerning staffing, cost and possible outside funding be prepared and a further report with Recommendations be submitted to another meeting.
- (ii) The Manager/Curator circulate by email a review plan to members of the Sub-Committee for their consideration.
- (iii) The target date for completion is 14 December 2011 if proposals are to be reflected in the 2012/13 budget, but the review to be thorough and not necessarily constrained by that date.

80. 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, that numbered (iii) falling within Section 137 of the Local Government Act 1972:-

	£
(i) Chippenham Lions Club	500.00
(ii) Chippenham Night Time Economy Group (NTE)	740.00
(iii) North Wiltshire Young Musicians	426.00
	<u>1666.00</u>

Arising from the discussion on this item it was agreed that one applicant should be informed their application was insufficiently specific and should request support for individual events.

Councillor Mrs MN Phillips requested that her objection to not approving the application from the Rotary Club of Chippenham be recorded.

81. STRATEGIC PLAN 2011-13

RESOLVED that a Seminar would be held on Friday 25 November 2011(10.00 am) to consider this further.

82. MEMBERS' TRAINING

RESOLVED that a training session led by an outside facilitator would be held on Thursday 10 November 2011 from 5.30 pm, at Stanley Park.

Arising from the discussion it was agreed that transport for those going would be co-ordinated.

83. MARKET PLACE: PROPOSED SITING OF SCULPTURE

A letter from the Chairman of the Civic Society was received (copy in Minute Book)

After careful consideration of the proposed statue and alternative sites

RESOLVED that this Council reserves its position until such time as the Civic Society has consulted the community.

84. CHIPPENHAM AREA BOARD MEETING

RESOLVED that no additional items be put forward for possible inclusion on the Agenda for the next meeting.

85. PRESS RELEASE

RESOLVED that no formal Press Release be issued and the minutes made available in the usual way.

The meeting closed at 8.45 pm

These Minutes are subject to confirmation at the next meeting.