

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Strategy & Resources Committee held at the Town Hall, High Street, Chippenham on Wednesday 14 December 2011 at 7.00 pm.

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

ALSO

PRESENT: Councillors MC Coates and Mrs M Pile

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)
Mrs SP Prentice (Finance Officer)

86. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs DB Allen, WJ Douglas, Mrs EA Kennedy, Mrs SE Oakes, MAC Packard and DLB Powell.

87. DECLARATION OF INTEREST

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

88. PUBLIC QUESTION TIME

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

89. MINUTES

The Minutes of the meeting held on Wednesday 02 November 2011 were approved as a correct record and signed by the Chairman.

90. MATTERS ARISING

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

91. CHAIRMAN'S ANNOUNCEMENTS

- (i) The Chairman reported that the concert by the Bournemouth Symphony Orchestra in the Neeld Hall had been a well attended and successful event.
- (ii) The Chairman reported that the Sporting Achievements Evening on Wednesday 30 November had been a popular and successful event.

- (iii) The Chairman reported that the official opening of the All Weather Pitch and Changing Block Extension at Stanley Park had been held on Thursday 01 December 2011. The projects had been completed on time and on budget.

Thanks were recorded to all Members, Officers, advisors and contractors as well as to the funding partners, particularly the Football Foundation and Community First (Landfill Tax Credits).

Subsequently the Town Council had been informed that the Stanley Park facility had been awarded Public Sector Outdoor Facility of the Year by the Institute of Groundsmanship.

92. FINANCIAL ADMINISTRATION

(a) Accounts for Payment/Cheque Payment Audit

In accordance with policy, schedules of payments randomly selected by Councillor MC Coates and Mrs SA Gibson 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 MC Coates and Councillor Mrs SA Gibson be approved.

(b) Expenditure

RESOLVED that expenditure for the following period be approved:-

01- 31 October 2011 in the sum of £301,620.20 inc. VAT.

93. TOWN PROMOTIONS & EVENTS AND CHIPPEMHAM 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) Approval be given to the funding request of £1800.00 from the 2012/13 Events Budget.
- (iii) The larger sized newsletter be broadly based, contain more pictures and be used for public consultation on a regular basis.
- (iv) The layout and title be reviewed.

94. MUSEUM AND HERITAGE MANAGEMENT COMMITTEE

The Minutes of the meeting held on Tuesday 29 November 2011 having been proposed and duly seconded

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

95. RIVER FESTIVAL: POLICY AND FUNDING

A joint report by the Clerk & Chief Executive and Head of Support Services was presented (copy in Minute Book).

After careful consideration

RESOLVED that this matter be deferred to Town Council on Wednesday 18 January 2012 when all Members would have the opportunity for consideration and debate of the policy implications.

96. PROPOSED FEES AND CHARGES 2012/13

A report by the Head of Support Services was presented together with the Appendix referred to (copies in Minute Book).

RESOLVED that

- (i) The policy to charge “the best that can reasonably be obtained” to users of all facilities to underpin the costs of these services and meet all known audit requirements, be reaffirmed.
- (ii) It was noted this policy would protect the Town Council against any challenge that its stewardship of its assets had been “deficient and/or unlawful”
- (iii) The Fees & Charges 2012/13 as presented be approved and included as Appendix I to these Minutes, subject only to “rounding” the charges specified to the nearest whole number.
- (iv) A written response be given to Councillor JA Phillips, and circulated to all Members, giving the definition of “Community” used in the published Fees & Charges.

97. PROPOSED BUDGET 2012/13

A report by the Head of Support Services was presented together with the Appendix referred to (copies in Minute Book)

After taking Members’ Questions to scrutinise aspects of the accounts it was noted that provision had been made for all approved projects.

The following amendments were tabled and duly seconded:-

Delete:	Improvements to CCTV System	£ 2500.00 (4605.299)
	CCTV Replacement programme	£ 7500.00 (4611.299)
	Consultants Costs (part)	£ <u>146.00</u> (4071.290)
	Total Reduction	<u>£10,146.00</u>

The above amendments were approved and incorporated into a Substantive Motion which was then proposed from the Chair.

On taking a vote which was unanimous

RESOLVED that

- (i) The proposed budget for 2012/13 for Planning and Environment Committee be approved as presented.
- (ii) The proposed budget for 2012/13 for Amenities Committee be approved as presented.
- (iii) The proposed budget for 2012/13 for those undertakings which are the responsibility of Strategy & Resources Committee as a spending committee in its own right be approved as amended.
- (iv) The sum of £135,000 be drawn down from General Reserve to partly fund the capital programme 2012/13.

RECOMMENDED

- (v) A net overall budget in the sum of £1,701,390 as included as Appendix II to these Minutes be forwarded for final approval to the meeting of Town Council on Wednesday 18 January 2012 with a request that approval be given for a Precept in the same sum, to be levied on Wiltshire Council accordingly.

98. **DONATIONS**

It was noted that the approved budget for 2011/12 had been spent in full and that currently no requests were outstanding.

99. **TOWN HALL: UNIT No.2**

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

RESOLVED that

- (i) Strategy & Resources Committee Minute 82/11 regarding relocation of the Tourist Information Centre be rescinded.

- (ii) Approval be given to the relocation of the Tourist Information Centre to Unit No.2, Town Hall, subject only to approval by the Local Planning Authority.
- (iii) Approval is given to direct costs of this relocation being incurred in a sum not exceeding £5000.00 to be financed from underspending and/or unexpended contingency items within the approved 2011/12 Revised Budget for Strategy & Resources Committee.
- (iv) Approval be given in principle to the re-letting of the Offices at the Heritage Centre, currently occupied by Concept Staffing, at the end of the existing lease in September 2012.

100. MONKTON AND ISLAND PARKS: PROPOSED DEVOLUTION OF SITE

Following a policy decision taken by Strategy & Resources Committee on 19 October 2011 (Min. 66/11) and subsequent approval by the Area Board, it was noted that discussions regarding all "Reserved Matters" continued. An Officers' meeting was held on Friday 09 December 2011.

It was also noted that the latest legislative changes should resolve some of the anomalies of the voting rights of "dual hatted Members"

RESOLVED that the above updates be noted.

101. TOWN CENTRE WORKING PARTY

RESOLVED that this item be deferred to Town Council on Wednesday 18 January 2012 for consideration and debate when a background paper would be presented.

102. CHIPPENHAM AREA BOARD

RESOLVED that any new items proposed for inclusion on the Agenda for the next meeting had to be submitted to Clerk & Chief Executive before Wednesday 21 December 2011.

103. PRESS RELEASE

RESOLVED that a Press Release be issued regarding the Recommendation to Town Council to increase the Precept (Council tax) by 2.5% for 2012/13.

The meeting closed at 8.00 pm.

These Minutes are subject to confirmation at the next meeting.