



Chippenham  
Town Council

Improving  
the quality  
of town life

Thursday 31 August 2017

To: Councillors:

Desna Allen  
Peter Hutton  
Nick Murry  
Ashley O'Neill  
Andy Phillips  
John Scragg

Jenny Budgell  
Teresa Hutton  
Mary Norton  
Michelle Pearce  
Chris Ruck  
Sandie Webb (Chairman)

Dear Councillor,

**MEETING OF THE STRATEGY & RESOURCES COMMITTEE – WEDNESDAY 06  
SEPTEMBER 2017**

You are summoned to attend a meeting of the Strategy & Resources Committee to be held at The Town Hall, High Street, and Chippenham on **Wednesday 06 September 2017** commencing at **7pm** for the transaction of the business given in the Agenda attached.

All council meetings are open to the public and press. Members of the public are invited to address the Council at this meeting at 7pm.

Yours faithfully,

Mark Smith MBA LLB (Hons) CMgr FCMI  
Chief Executive

## **RECORDING OF PUBLIC COUNCIL MEETINGS**

Recording and using social media is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Town Council staff prior to the meeting as there are rules which must be followed.

### **7pm PUBLIC QUESTION TIME (not to exceed 30 minutes)**

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting.

A record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting.

## **AGENDA**

### **STRATEGY & RESOURCES COMMITTEE MEETING**

**Wednesday 06 September 2017**

#### **1. APOLOGIES FOR ABSENCE**

To receive apologies for absence and consider if the reason for absence should be formally approved by the Council.

#### **2. DECLARATION OF INTEREST**

*All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct.*

*Members are reminded to declare any dispensation granted in relation to any relevant matter.*

#### **3. MINUTES**

To receive the draft minutes of the meeting held on Wednesday 14 June 2017 (copy attached).

#### **4. CHAIRMAN'S ANNOUNCEMENTS**

#### **5. COMMITTEE MINUTES**

To receive the following:

a) Civic Matters Sub-Committee

The draft minutes of the meeting held on Wednesday 26 July 2017 (copy previously circulated).

b) Community Donations Sub-Committee

The draft minutes of the meeting held on Thursday 29 June 2017 (copy previously circulated).

**6. WORKING PARTY MEMBERSHIP**

To receive a report and Terms of Reference from the Head of Finance and Administration on the proposed reconvening of the Finance Working Party and consider if there are any actions that need to be taken as a result of the information received (copy attached).

**Members are requested to give advance notice of any questions relating to these items.**

**7. AUDIT OF ACCOUNTS PAYABLE AND BANK RECONCILIATION AT JULY 2017**

To receive a report from the Head of Finance and Administration on the BACS and cheque audit, the current financial state of the Council and a summary of Income and Expenditure for Month 4 and consider if there are any actions that need to be taken as a result of the information received (copy attached).

**8. DELEGATION OF FINANCIAL RESPONSIBILITY TO SPENDING OFFICERS**

To receive a report from the Head of Finance and Administration on a proposed amendment to the current policy, to include an increase to the spending ability of two Officers and consider if there are any actions that need to be taken as a result of the information received (copy attached).

**9. DIRECT DEBIT ARRANGEMENTS**

To receive a report from the Head of Finance and Administration on the current Direct Debits in place, to seek a resolution to continue with these arrangements and consider if there are any actions that need to be taken as a result of the information received (copy attached).

**10. PHOTOCOPIER AND FRANKING MACHINE LEASES**

To receive a report from the Head of Finance and Administration on the need to renew the lease on the photocopiers, the potential to review the contract on the franking machine and consider if there are any actions that need to be taken as a result of the information received (copy attached).

**11. PURPLE FLAG**

To receive a report on the Purple Flag update from the Chief Executive and consider if there are any actions that need to be taken as a result of the information received (copy attached).

**12. CHIPPENHAM BUSINESS IMPROVEMENT DISTRICT (BID)**

To receive a report from the Chief Executive on the compliance with the Service Level Agreement of Chippenham BID and consider if there are any actions that need to be taken as a result of the information received (copy attached).

**13. NOTICE BOARD**

To receive a report from the Deputy Chief Executive on the existing locations of noticeboards, management of those boards, the feasibility of placing notice boards in other locations in town and consider if there are any actions that need to be taken as a result of the information received (copy attached).

**14. ITEMS FOR FUTURE AGENDA**

Members are invited to submit items for inclusion on future Committee Agenda that are within the Committee's remit. Any items submitted this evening are not for discussion at this meeting but may be considered for a future date. (This does not preclude Members putting forward written Motions or Recommendations at other times as specified in SO 8).

**15. DATE OF NEXT MEETING**

The next meeting of the Strategy & Resources Committee will be held on Wednesday 25 October 2017.

**16. EXCLUSION OF THE PUBLIC AND PRESS**

To pass, if considered necessary, the following resolution:

"The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2 as amended by the Local Government Act 1972 s100 and also from any items on the agenda which are deemed to relate as Exempt Information as defined by the Freedom of Information Act 2000".

**17. CCTV LEASE AGREEMENT**

To receive a report from the Deputy Chief Executive on the need to consider new arrangements beyond December 2017 for CCTV cover in the town centre and consider if there are any actions that need to be taken as a result of the information received (copy attached).

**18. I.C.T. REVIEW OUTCOME AND FUTURE REQUIREMENTS**

To receive a report from the Head of Finance and Administration on the outcome of a recent audit from an I.C.T. consultant who has considered the Council's current I.C.T. infrastructure, hardware, software, protection, security and support contract and and consider if there are any actions that need to be taken as a result of the information received (report to follow).