

# CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Strategy and Resources Committee held at the Town Hall, High Street, Chippenham on Wednesday 6<sup>th</sup> September 2017 at 7pm.

**COUNCILLORS:** Desna Allen Jenny Budgell  
Peter Hutton Teresa Hutton  
Mary Norton Ashley O'Neill  
Michelle Pearce Andy Phillips  
Chris Ruck John Scragg  
Sandie Webb (Chairman)

**IN ATTENDANCE:** Councillor Nina Phillips

**OFFICERS PRESENT:** Mark Smith (Chief Executive)  
Adrian Jones (Deputy Chief Executive)  
Charlotte Starkie (Head of Finance and Administration)

## **PUBLIC QUESTION TIME**

No questions were received.

## **22. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Nick Murry.

## **23. DECLARATION OF INTEREST**

No declarations of interest were made.

## **24. MINUTES**

Members approved as a true record the minutes of the meeting held on Wednesday 14<sup>th</sup> June 2017 and they were duly signed by the Chairman.

### **RESOLVED that:**

The minutes are approved as a correct record and signed by the Chairman.

## **25. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman confirmed that two Strategic Plan consultation public meetings had been held in Kingsley Road Community Centre and Pewsham Community Centre and a third event will be held in the Town Hall on Monday 11<sup>th</sup> September at 6pm. Following these events, the draft Strategic Plan will be circulated to local partners and schools for their comments.

## **26. COMMITTEE MINUTES**

### **Civic Matters Sub Committee**

Councillor Mary Norton presented the draft minutes from the Civic Matters Sub Committee on 26<sup>th</sup> July 2017. There were no matters to note.

### Community Donations Sub Committee

Councillor Desna Allen presented the draft minutes from the Community Donations meeting held on 29<sup>th</sup> June 2017. All matters had been resolved.

## **27. WORKING PARTY MEMBERSHIP**

Members received a report from the Head of Finance and Administration requesting that the Finance Working Party be reconvened.

The Chairman sought 6 nominations to become members of the working party. The following names were considered: Councillors Jenny Budgell, John Scragg, Andy Phillips, Sandie Webb and Mary Norton.

### **RESOLVED that:**

- a. Councillors Jenny Budgell, John Scragg, Andy Phillips, Sandie Webb and Mary Norton become members of the Finance Working Party.
- b. The Head of Finance and Administration would email all Council members to see if anyone else wished to join the Finance Working Party.

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

Members noted the report presented by the Head of Finance and Administration on the current financial position of the Council.

Councillor Peter Hutton asked that as part of the budget setting process, the number of properties that are liable to pay council tax is communicated to the Council. The Head of Finance and Administration confirmed that this information is provided to the Council each November by Wiltshire Council, entitled the tax base, as part of the process for determining the Council's precept.

### **RESOLVED that:**

The report be noted.

## **29. DELEGATION OF FINANCIAL RESPONSIBILITY TO SPENDING OFFICERS**

Members received a report from the Head of Finance and Administration and resolved to adopt the amended policy on delegated financial responsibility to officers, with an increase to £1,500 for the Marketing Officer and the Customer Service Information Officer.

### **RESOLVED that:**

Members adopt the amended policy on delegated financial responsibility to officers.

## **30. DIRECT DEBIT ARRANGEMENTS**

Members received a report from the Head of Finance and Administration that explained the need for the Council to confirm that the use of Direct Debit is an acceptable form of payment for utilities and similar contracts (lease of equipment, loans, waste, phone, ICT, energy, credit card payments and national non domestic

rates). It was confirmed that the Council continues using the method of Direct Debit payment as listed in the report.

**RESOLVED that:**

Members continue to support the method of using Direct Debit to pay for fixed and variable amounts in accordance with Financial Regulations on matters relating to utility bills, waste, leases and loans and national non domestic rates.

**31. PHOTOCOPIER AND FRANKING MACHINE LEASES**

Members received a report from the Head of Finance and Administration on the need to review the lease on the photocopier, which was coming to the end of term and the franking machine, which had seen a change in company administration.

Members agreed to delegate responsibility to the Head of Finance and Administration to prepare the relevant documentation for the tender process, to invite to tender, and to enter into a new contract for the photocopier.

Members also delegated responsibility to the Head of Finance and Administration to review the contract on the franking machine.

**RESOLVED that:**

- a. Responsibility be delegated to the Head of Finance and Administration to prepare the relevant documents, to invite to tender, and to award a new contract for the photocopier, in accordance with Financial Regulations.
- b. Responsibility be delegated to the Head of Finance and Administration to review the contract on the franking machine, and to inform this committee if savings can be made by amending the existing contract arrangements.

**32. PURPLE FLAG**

Members received a report from the Chief Executive on the emerging activities associated with Purple Flag. There will be a purple themed breakfast on 6<sup>th</sup> October 2017, which will commence a purple themed weekend with traders and partners.

An assessment date for reaccreditation has been confirmed as June 2018, with the outcome being known in September 2018. In addition; the Council has been asked if it would consider hosting the national Purple Flag Awards event in November 2018. This has been confirmed, as has a contribution from Purple Flag to the event.

**RESOLVED that:**

The report be noted.

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

The Chief Executive confirmed that, in accordance with the SLA with the BID, the Council is receiving the monthly management accounts from the BID.

Councillor Peter Hutton asked that the Council be aware that in the new financial year the BID will have to undergo an election amongst its members to determine if the BID, as an entity, continues. Therefore the Council needs to be aware that the monies that it gives to the BID to fund events in town be safeguarded until the point when the BID's future is known.

**RESOLVED that:**

- a. The report be noted.
- b. A safeguard be put in place to ensure that funds to the BID in 2018/19, in accordance with the Service Level Agreement, are released when the future of the BID is known, following the Bid's election.

**34. NOTICEBOARD**

Members received a report from the Deputy Chief Executive on where notice boards are currently sited across town, and to consider locations for new noticeboards.

The request includes one board at Derriad's Pond, one in Redlands and one at the Hathaway Medical Centre. Members also suggested the following locations: Near the Co-op in Queens Crescent, one in Pewsham Park and one near the play area on Audley Road. In addition; it was requested that further boards be considered near the Co-op in Oakfield's and eventually in the Bird's Marsh development.

**RESOLVED that:**

- a. Approval is given for the siting of notice boards at Redlands, Hathaway Medical Centre and Derriad's Pond.
- b. That responsibility is delegated to the Deputy Chief Executive to explore the feasibility of installing noticeboards at Pewsham Park, Audley Road, Queens Crescent and Oakfield's (subject to land lords' permission etc.)
- c. That the funding for the above notice boards is taken from the Community Projects Earmarked Funds.

**35. ITEMS FOR FUTURE AGENDA**

No matters were submitted for consideration at a future meeting.

**36. DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 25<sup>th</sup> October 2017 at 7pm.

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

**RESOLVED that:**

"The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960 s.1 (sub section 2) as amended by the Local Government Act 1972 s.100 and also from any items on the agenda which are deemed to relate to Exempt Information as defined by the Freedom of Information Act 2000"

### **38. CCTV LEASE AGREEMENT**

Members received a confidential report from the Deputy Chief Executive. Members considered the options as detailed in the report and supported the recommendations contained within the report.

#### **RESOLVED that:**

- a. The Chief Executive pursue the recommendations contained within the report.
- b. That the Chief Executive write a letter to the Police and Crime Commissioner inviting them to make a financial contribution to the running of the town's CCTV system.
- c. That more effective publicity be given to promote the CCTV system in town.

### **39. I.C.T. REVIEW OUTCOME AND FUTURE REQUIREMENTS**

Members received a confidential report from the Head of Finance and Administration. Members considered the contents of the report and supported the recommendations contained within the report.

Members considered the need to form a Working Party to ensure that all the business needs of the Council have been considered. The Chairman sought nominations to form this Working Party and the following names were agreed:

Councillors Ashley O'Neill, Michelle Pearce, Chris Rick and Nina Phillips.

#### **RESOLVED that:**

- a. The Head of Finance and Administration pursue the recommendations contained within the report.
- b. That a single meeting ICT Working Party, consisting of Councillors Ashley O'Neill, Michelle Pearce, Chris Rick and Nina Phillips, be set up at the point of receiving tender documents to ensure that members of Chippenham Town Council are confident that the procurement of services and infrastructure match the business needs of Chippenham Town Council and to give a strategic overview to the process.
- c. It was further agreed that the emerging Strategic Plan will consider a comprehensive Communication Strategy which will look at the introduction of new methods of communication with the public, including applications on smart phones etc.

The meeting concluded at 8.05pm.

These minutes are subject to confirmation at the next meeting

Signed on behalf of the committee as a true record of the meeting

Signed:

Date: