



Chippenham
Town Council

Improving
the quality
of town life

Wednesday 18th October 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 25th OCTOBER 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 25th October 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 25th October 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

Members of the Town Council are 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 6th September 2017 (copy attached).

4. CHAIRMAN'S ANNOUNCEMENTS

5. CHIPPENHAM BID UPDATE

To receive an update from Chippenham BID which outlines the programme of events for 2018/2019 and provides a review of events to date in 2017/2018 (copy attached).

6. WORKING PARTY FEEDBACK

- i. **Finance Working Party:** To receive the notes from the Finance Working Party meeting dated 3rd October 2017 (previously circulated).

- ii. **Wiltshire Council Car Park Charges Consultation Working Party:** To receive the notes and questionnaire from the Wiltshire Council Car Park Charges Consultation Working Party dated 16th October 2017 and to consider the proposed response as prepared by this Working Party to Wiltshire Council (copy attached).

7. ASSET TRANSFER & SERVICE DEVOLUTION WORKING PARTY

To receive a report from the Chief Executive on the proposal to set up a working party to advise the Strategy & Resources Committee on matters relating to the transfer of Assets & Service Devolution from Wiltshire Council (copy attached).

8. AUDIT OF ACCOUNTS AND BANK RECONCILIATION FOR SEPTEMBER 2017

- i. To receive the documentation in relation to the BACS and Cheque Audit for the Council's accounts for Months 5 and 6, 2017 (Agenda Items 8i & 8ii attached).
- ii. To receive the Bank Reconciliation at end of September 2017 (Agenda Items 8iii, 8iv & 8v attached).

9. PHOTOCOPIER LEASE AT THE TOWN HALL AND MUSEUM

To receive a report from the Head of Finance and Administration on the outcome of the recent invitation to tender for 2 new photocopiers at the Town Council (copy attached).

10. FINANCIAL POSITION OF THE TOWN COUNCIL

To receive a report from the Head of Finance and Administration on the current financial position of the Council at the end of month six 2017/18 (report attached).

11. EXTERNAL AUDITORS REPORT FOR 2016 TO 2017

To receive the external auditor's report on the conclusion of the limited assurance audit for the financial year 2016 to 2017 and to note the comments contained within the report (copy attached).

12. INTERNAL AUDITORS REPORT

To receive the first internal audit report for the financial year 2017 to 2018 and to note the comments contained in the report (copy attached).

13. BUDGET SETTING PROCESS FOR 2018/19

To receive a report from the Head of Finance and Administration that outlines the budget setting process for 2018/19 (copy attached).

14. UPDATE ON THE OPERATION OF THE BATH ROAD TOILET

To receive a report, as requested by Councillor Peter Hutton, from the Deputy Chief Executive, on the usage of the Bath Road toilet facility (copy attached).

15. SPONSORSHIP OPPORTUNITIES

To receive a report, as requested by Councillor Melody Thompson, from the Deputy Chief Executive on Christmas sponsorship opportunities (copy attached).

16. 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).

17. DATE OF NEXT MEETING

The next meeting of the Strategy & Resources Committee will be held on Wednesday 13th December 2017.