



Chippenham
Town Council

Improving
the quality
of town life

Wednesday 6th December 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 13th DECEMBER 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 13th December 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) C.Mgr FCMI FILCM
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 13th December 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

To declare any pecuniary or non-pecuniary interests that councillors may have in any business of the Committee or Sub-Committees, in accordance with the latest approved Code of Conduct.

Councillors 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 25th October 2017 (copy attached).

4. SUB COMMITTEE MINUTES

i. Community Donations Sub Committee

To receive the draft minutes from the Community Donations Sub Committee dated 19th October 2017 (previously circulated) .

ii. Civic Matters Sub Committee

To receive the draft minutes from the Civic Matters Sub Committee dated 1st November 2017 (previously circulated).

iii. Personnel Sub Committee

To receive the draft minutes from the Personnel Sub Committee dated 9th November 2017 (previously circulated).

5. **CHAIRMAN'S ANNOUNCEMENTS**

6. **WORKING PARTY NOTES AND FEEDBACK**

Finance Working Party

To receive the notes from the Finance Working Party meeting held on 20th November 2017 (previously circulated).

7. **AUDIT OF ACCOUNTS FOR OCTOBER AND NOVEMBER 2017**

To receive the report and supporting documentation in relation to the BACS and Cheque Audit for the Council's accounts for Months 7 and 8 2017 (copy attached).

8. **RENEWAL OF THE GAS CONTRACT**

To receive and consider a report from the Head of Finance and Administration on the renewal of the council's gas contract for the Neeld and Town Hall (copy attached).

9. **DELEGATION OF FINANCIAL SPENDING LIMITS TO OFFICERS**

To receive and consider a report from the Head of Finance and Administration on proposed amendments to the list of authorised officers who hold spending limits. 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 items 10 and 11.

10. **DRAFT FEES AND CHARGES 2018/19**

To receive and consider a report, containing recommendations from the Amenities, Culture and Leisure Committee, from the Head of Finance and Administration, on the draft fees and charges for 2018/19 (copy attached).

11. **BUDGET AND PRECEPT FOR 2018/19**

To receive and consider a report, containing recommendations from the Finance Working Party, from the Head of Finance and Administration on the proposed budget and precept for 2018/19 (copy attached).

12. **UPDATE ON THE OPERATION OF THE BATH ROAD TOILET**

To receive and consider a progress report from the Deputy Chief Executive, on the Bath Road toilet facility (copy attached).

13. VISUAL IDENTITY AND COUNCIL BRANDING

To receive and consider a report from the Marketing and Communication Officer on the future branding of the council (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 21st February 2018.

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.

17. CHIPPENHAM BID

This report is confidential and has been circulated in paper form to councillors only.

To receive a report from the Chief Executive on the events programme and the BID's partnership relationship with the Town Council

18. PRESS RELEASE

To consider, if necessary, the issue of a press release arising from the meeting.