

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Strategy and Resources Committee held at the Town Hall, High Street, Chippenham on Wednesday 21st February at 7pm.

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

OFFICERS PRESENT: Mark Smith (Chief Executive)
Adrian Jones (Deputy Chief Executive)
Charlotte Starkie (Head of Finance and Administration)
Daryl Jones (Corporate Support Manager)
Lynsey Nichols (Marketing and Communications Officer)

PUBLIC PRESENT: None

75. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Peter Hutton and Nick Murry.

76. DECLARATION OF INTEREST

No declarations of interest were made.

77. MINUTES

Councillors approved as a true record the minutes of the meeting held on Wednesday 13th December 2017 and they were duly signed by the Chairman.

RESOLVED that:

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

78. COMMITTEE MINUTES

i. Community Donations Sub Committee

Councillors noted the draft minutes from the Community Donations Sub-Committee dated 08 February 2018. All matters have been resolved.

RESOLVED that:

The minutes be noted.

ii. Civic Matters Sub Committee

Councillors noted the draft minutes from the Civic Matters Sub-Committee dated 31 January 2018 and endorsed the recommendation for an Honorary Freeman position. All matters have been resolved.

RESOLVED that:

The minutes be noted and that

- a) Councillors agreed to reinstate the position of Honorary Freeman of Chippenham.

b) Only Chippenham Town Councillors can nominate individuals for this honour.

iii. Personnel Sub Committee

Councillors noted the draft minutes from the Personnel Sub-Committee meeting held on 01 February 2018. All matters have been resolved.

RESOLVED that:

The minutes be noted.

79. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairmans announcements.

80. WORKING PARTY NOTES AND FEEDBACK

Standing Orders Working Party

Councillors noted the draft notes from the Standing Orders Working Party dated 06 February 2018.

81. REVIEW OF STANDING ORDERS

Councillors noted the proposed amendments to Standing Orders and recommended to Full Council that the revised version of Standing Orders be adopted by Chippenham Town Council at the next Full Council meeting. The Chairman thanked the Head of Finance and Administration for her contribution to this detailed work.

RESOLVED that:

The revised version of the Standing Orders be presented to Chippenham Town Council on 28 March 2018 for adoption.

82. FINANCIAL ADMINISTRATION: INVOICE AND PAYMENT CHECKS

Councillors noted the report from the Head of Finance and Administration on the internal cheques and BACS process.

RESOLVED that:

The report be noted.

83. COUNCIL'S CASH HOLDINGS AT MONTH 10, 2017 - 18

Councillors noted the report from the Head of Finance and Administration on the Council's cash holdings at Month 10. A report will be brought to the next meeting which will consider options for new investment opportunities as well as consider the treasury management policy of this council.

RESOLVED that:

The report be noted.

84. CURRENT FINANCIAL POSITION

Councillors noted the summary report from the Head of Finance and Administration on the financial position of the Council at the end of Month 9, 2017 – 18.

RESOLVED that:

The report be noted.

85. INTERNAL AUDIT REPORT – SECOND PERIOD 2017 TO 2018

Councillors noted the report from the Head of Finance and Administration on the second internal audit for the year and no matters had been raised and that there were no actions to undertake. The Chairman praised the Finance Department for this exemplary report.

RESOLVED that:

The report be noted.

86. REVIEW OF INTERNAL AUDIT CONTRACT

Councillors considered the report from the Head of Finance and Administration and agreed to the continued use of the services of Auditing Solutions for a further period of 5 years and delegate authority to the Head of Finance and Administration to complete the terms of engagement.

RESOLVED that:

The authority is delegated to the Head of Finance and Administration to complete the terms of engagement to utilise the services of Auditing Solutions for a further period of five years.

87. TOURISM STRATEGY WORKING PARTY

Councillors noted the report from the Chief Executive on the proposal to create a Tourism Strategy Working Party and recommended that the matter be referred to Full Council for consideration.

RESOLVED that:

The proposal to create a Tourism Strategy Working Party be referred to Full Council for consideration on 28 March 2018.

88. BATH ROAD TOILET

The Deputy Chief Executive gave a verbal update on the Bath Road toilet facility; which outlined measures that had been taken to overcome recent instances of anti-social behaviour. An update report will be brought to a future meeting. The Chairman commended the actions taken to retain this facility.

89. PRESS RELEASE

No matters were raised.

90. DATE OF NEXT MEETING

The next meeting of the Strategy & Resources Committee will be held on Wednesday 11 April 2018.

91. EXCLUSION OF THE PUBLIC AND PRESS

Councillors agreed to 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.

92. CHIPPENHAM 2017 BID EVENT – BREAKDOWN OF COSTS

Councillors noted the report from the Chief Executive on the cost of the BID's Christmas 2017 Event.

The meeting concluded at 7.53pm.

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:

DRAFT