



Chippenham  
Town Council

Improving  
the quality  
of town life

Wednesday 04 April 2018

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 11  
APRIL 2018.**

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 11 April 2018** 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 11 April 2018**

#### **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 21 February 2018 (copy attached).

#### **4. COMMITTEE MINUTES**

##### **i. Civic Matters Sub Committee**

To receive the draft minutes from the Civic Matters Sub-Committee dated 04 April 2018 (to follow).

#### **5. CHAIRMAN'S ANNOUNCEMENTS**

**6. FINANCIAL ADMINISTRATION: INVOICE AND PAYMENT CHECKS**

To receive a report from the Head of Finance and Administration on the internal cheques and BACS process (copies attached).

**7. COUNCIL'S CASH HOLDINGS AT MONTH 11, 2017 TO 2018**

To receive an update from the Head of Finance and Administration on the Council's cash holdings at Month 11 2017/18 (copy attached).

**8. INTERNAL AUDIT REPORT – THIRD PERIOD 2017 TO 2018**

To receive a report from the Head of Finance and Administration on the third internal audit for the year and to consider any actions and recommendations (copies attached).

**9. FINANCIAL RISK ASSESSMENT**

To receive a report from the Head of Finance and Administration on the financial risks applicable to this Council as part of the year end governance process (copy attached).

**10. CORPORATE GOVERNANCE STATEMENT**

To receive a report from the Head of Finance and Administration on the Annual Corporate Governance Statement (copy attached).

**11. GENERAL RESERVES AND EARMARKED FUNDS POLICY PROPOSAL**

To receive and consider a report from the Head of Finance and Administration on a draft policy for the management of General Reserves and Earmarked Funds (copy attached).

**12. ICT REVIEW**

To receive an update from the Head of Finance and Administration on the progress with the ICT Review (copy attached).

**13. PRESS RELEASE**

Councillors are invited to raise items for a press release.

**14. DATE OF NEXT MEETING**

The next meeting of the Strategy & Resources Committee will be held on Wednesday 13 June 2018.

**15. 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.

**16. CHIPPENHAM PANCAKE RACE EVENT**

To receive a report from the Chief Executive on the recent Pancake Race event, arranged by the Chippenham BID (copy attached).

**17. PROPERTY MANAGEMENT**

- a. To receive a report from the Deputy Chief Executive on the outcome of a market rent review for Unit 1, Town Hall, the High Street, Chippenham (copy attached).
- b. To receive a report from the Deputy Chief Executive on the lease of Ground Floor Rooms at 9-11 Market Place, Chippenham (copy attached).