

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Strategy and Resources Committee held at the Town Hall, High Street, Chippenham on Wednesday 11 April at 7pm.

COUNCILLORS: Desna Allen
Peter Hutton
Nick Murry
Michelle Pearce
John Scragg
Jenny Budgell
Teresa Hutton
Mary Norton
Andy Phillips
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)

PUBLIC PRESENT: None

93. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ashley O'Neill and Chris Ruck.

94. DECLARATION OF INTEREST

No declarations of interest were made.

95. MINUTES

Councillors approved as a true record the minutes of the meeting held on Wednesday 21 February 2018 and they were duly signed by the Chairman.

RESOLVED that:

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

96. COMMITTEE MINUTES

i. Civic Matters Sub Committee

Councillors noted the draft minutes from the Civic Matters Sub-Committee dated 4 April 2018 and the recommendations therein. All matters have been resolved.

RESOLVED that:

The minutes be noted and

- a) Nominees A & D to receive a Civic Award at Civic Sunday 2018 and that these names be made public at the June meeting of the Town Council.

97. CHAIRMAN'S ANNOUNCEMENTS

- i. The Chairman announced that the Devolution Working Party report would be considered in the confidential part of the meeting.

- ii. The Chairman thanked Councillors for their support to the Strategy & Resources Committee during her term in office; this being the last meeting of this municipal year.
- iii. The Chairman encouraged Councillors to engage the support of local residents to attend the forthcoming Town Meeting on 2nd May 2018 and to receive questions from the public on any issues relating to the town. The Chairman reiterated that this meeting is for the residents and is not a Town Council meeting.

98. 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.

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

Councillors noted the report from the Head of Finance and Administration on the Council's cash holdings at Month 11.

RESOLVED that:

The report be noted.

100. INTERNAL AUDIT REPORT – THIRD PERIOD 2017 TO 2018

Councillors noted the report from the Head of Finance and Administration on the third internal audit for the year and no matters had been raised and that there were no actions to undertake.

RESOLVED that:

The report be noted.

101. FINANCIAL RISK ASSESSMENT

Councillors noted the report from the Head of Finance and Administration recommending that Councillors adopt the Financial Risk Assessments as part of the year end process and to ensure compliance with corporate governance. Councillors discussed the report and highlighted that the sum assured for the purposes of insurance for the Town Hall and The Neeld had altered significantly; the explanation of which was the change to the dividing line in the two respective boundaries.

RESOLVED that:

- i. The report be noted.
- ii. The dividing line of the boundaries between the Town Hall and The Neeld to be reviewed.
- iii. The Financial Risk Assessments as part of the year end process were adopted to ensure compliance with corporate governance.

102. CORPORATE GOVERNANCE STATEMENT

Councillors noted the report from the Head of Finance and Administration reminding Councillors to ensure it has in place adequate systems of control, that its business is conducted in accordance with the Law and proper standards and that public money is safeguarded and properly accounted for.

RESOLVED that:

- i The report be noted.
- ii The report be submitted to Full Council for endorsement.

103. GENERAL RESERVES AND EARMARKED FUNDS POLICY PROPOSAL

Councillors noted the report from the Head of Finance and Administration recommending the next steps being proposed to create new policies for the management of General Reserves and Earmarked Funds.

RESOLVED that:

- i The report be noted.
- ii Authority be delegated to the Chief Executive to proceed with arranging more meetings of the Finance Working Party for the purpose of establishing a draft policy for the management of General Reserves and Earmarked Funds.

104. ICT REVIEW

Councillors noted the report from the Head of Finance and Administration outlining the timeline and progress to date of the ICT Review.

RESOLVED that:

The report be noted.

105. PRESS RELEASE

No matters were raised.

106. DATE OF NEXT MEETING

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

107. 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.

108. CHIPPENHAM PANCAKE RACE

Councillors noted the report from the Chief Executive on the cost of the BID's Pancake Race.

RESOLVED that:

The report be noted.

109. PROPERTY MANAGEMENT

Councillors noted the two reports from the Deputy Chief Executive;-

- a) The market rent review for Unit 1, Town Hall, High Street, Chippenham and
- b) Lease of ground floor rooms at 9 – 11 Market Place, Chippenham.

RESOLVED that:

- i. The reports be noted.
- ii. Authority be delegated to the Chief Executive to act as outlined in the recommendation of the reports.

110. DEVOLUTION WORKING PARTY

Councillors noted the report from the Chief Executive and recommendations therein.

RESOLVED that:

- iii. The report be noted.
- iv. Authority be delegated to the Chief Executive to act as outlined in the recommendation of the report.

The meeting concluded at 8.02 pm

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: