

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Strategy and Resources Committee held at the Town Hall, High Street, Chippenham on Wednesday 13 June 2018 at 7pm.

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

OFFICERS PRESENT: Mark Smith (Chief Executive)
Adrian Jones (Deputy Chief Executive)
Daryl Jones (Corporate Support Manager)
Lynsey Nichols (Communications & Marketing Officer)
Gillian Ballinger (Acting Responsible Finance Officer)
Heather Rae (Democratic & Civic Officer)

PUBLIC PRESENT: None

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Desna Allen, James Adman, Peter Hutton and John Scragg.

2. DECLARATION OF INTEREST

No declarations of interest were made.

3. NOTIFICATION OF SUBSTITUTION

Councillor Raj Gill substituting for Councillor James Adman.
Councillor Michelle Pearce substituting for Councillor Desna Allen.

4. MINUTES

Councillors approved as a true record the minutes of the meeting held on Wednesday 11 April 2018.

RESOLVED that:

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

5. CHAIRMAN'S ANNOUNCEMENTS

- i) The Chairman welcomed Gillian Ballinger, Acting Responsible Finance Officer.
- ii) The Chairman introduced Heather Rae (Democratic & Civic Officer) who commenced with the council on 4 June 2018.
- iii) The Chairman congratulated the officers for organising and delivering the magnificent NALC Study Tour that took place on Monday 11th June.

She had received many compliments from the visiting delegates and the NALC hierarchy and wished all staff involved to be thanked.

6. FINANCIAL ADMINISTRATION FOR 2017/18

The Acting Responsible Financial Officer presented the report to give background information on various financial processes, including, Limited Assurance Audit, Internal & External Audit and Financial Statements.

Councillors were also requested to receive the Annual Governance and Accountability Return for the year 2017/18 and agree with the assertions in Section One and to agree with the Accounting Statements in Section Two, and then receive the unaudited Financial Statements for the year end 31st March 2018.

RESOLVED that

Councillors noted the report, year-end process and to recommend to Full Council on 20th June 2018 that:

- i. The individual statements contained within the Annual Governance Statement 2017/2018 (p2) be confirmed.
- ii. The figures contained within the Accounting Statements (p3) 2017/2018 be confirmed.
- iii. The unaudited financial statements for the year ended 31st March 2018 are adopted by Chippenham Town Council.

7. OUTSTANDING LOANS POSITION

The Acting Responsible Financial Officer presented the report to inform Councillors of the loans Chippenham Town Council currently hold with the Public Works Loan Board (PWLB), in accordance with the Councils Financial Regulations.

RESOLVED that

The report be noted.

8. FINANCIAL ADMINISTRATION: AUDIT OF ACCOUNTS PAYABLE AND MONTHLY BANK RECONCILIATIONS – MONTH 1, 2018/19

The Acting Responsible Financial Officer presented the report to provide Councillors with an assurance that an independent review of payments made in the last quarter had been undertaken and also to update Councillors on the current financial position of the council at the end of the current period (Month one of 2018/19).

RESOLVED that

The report be noted.

9. FINANCIAL PROCESSES

The Acting Responsible Financial Officer presented the report on the proposed changes to the cheque signing process, explaining the flowcharts on the current procedure on Appendix A and the proposed new procedure on Appendix B.

RESOLVED that

The revised streamlined process indicated in Appendix B was approved and adopted.

10. GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Corporate Support Manager presented the report outlining that the council has implemented good practice concepts and principles in order to become legally compliant and that policies to support this compliancy now need to be adopted formally by the council.

RESOLVED that

The following policies and procedures are approved and adopted so that Chippenham Town Council becomes legally compliant.

- i) CTC – Data Privacy Impact Assessments and Privacy Notices
- ii) CTC – Data Protection Policy
- iii) CTC – Data Breach Management Procedure

11. CHIPPENHAM BID LINK COUNCILLOR

The Chief Executive presented the report to appoint a Chippenham Town Councillor as the Link Councillor for Chippenham BID as set out in the Service Level Agreement dated 23rd April 2015.

RESOLVED that

Councillor Andy Phillips be appointed as the Link Councillor for Chippenham BID.

12. CHIPPENHAM BID – NIGHT TIME MARSHAL SCHEME

The Deputy Chief Executive presented the report to consider a request from Chippenham BID for partnership funding to support the Night Time Marshal scheme in the town.

RESOLVED that

The Town Council supports the BIDs request and funds two additional shifts of the Night Time Marshal Scheme over the Christmas period at the cost of £336.

13. NEELD PHASE 3 WORKING PARTY

The Deputy Chief Executive presented the report to seek the agreement of the strategy & Resources Committee to resurrect the Neeld Phase 3 Working Party. Councillors discussed the contents of the report.

RESOLVED that

- i) The Neeld Phase 3 Working Party is re-formed.
- ii) The following 7 Councillors were nominated to be on this working party.

Jenny Budgell	Peter Hutton	Mary Norton
Andy Phillips	David Powell	Chris Ruck
Sandie Webb		
- iii) The Chief Executive is authorised to determine the level of adequate support required and arrange the date and time of the first meeting.
- iv) At the first meeting of the Working Party it seeks to review and amend as necessary the Terms of Reference.

14. PRESS RELEASE

The following press release were requested by Councillors:-

- i) The decision of the Town Council to support the Night Time Marshal Scheme by funding two additional shifts over the Christmas period.
- ii) Neeld Phase 3 Working Party

15. DATE OF NEXT MEETING

The next meeting date of this Committee will take place at 7pm on Wednesday 5th September 2018.

The meeting closed at 7.29pm.

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date