

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Town Council held at the Town Hall, High Street, Chippenham on Wednesday 20 June 2018 at 7pm.

COUNCILLORS	James Adman	Desna Allen	Richard Bambury
	Peter Bishop	Holly Bradfield	Jenny Budgell
	Clare Cape	Bill Douglas	Rajvir Gill
	Peter Hutton	Teresa Hutton	Ruth Lloyd
	Michael Merry	Nick Murry	Mary Norton
	Andy Phillips (Chairman)		David Powell
	Chris Ruck	John Scragg	Sandie Webb

OFFICERS	Mark Smith (Chief Executive)
	Daryl Jones (Corporate Support Manager)
	Lynsey Nichols (Communications & Marketing Officer)
	Gillian Ballinger (Acting Responsible Financial Officer)
	Andy Conroy (Planning Officer)

PUBLIC PRESENT	Three members of public were present
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PUBLIC QUESTION TIME

Jim Scott representing the Royal British Legion raised the issue of the War Memorial and whether it should be replaced with something easier to clean and maintain.

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ashley O'Neill, Nina Phillips and Melody Thompson.

19. DECLARATIONS OF INTEREST

No Declarations of Interest were made.

20. MINUTES OF THE PREVIOUS MEETINGS

The draft minutes of the Town Council meeting held on Wednesday 16 May 2018 were received as a true and accurate record of the meeting and signed by the Mayor.

RESOLVED that

The minutes be accepted as a true record of the proceedings.

21. PRESENTATION BY THE NATIONAL HEALTH SERVICE WILTSHIRE CLINICAL COMMISSIONING GROUP

The Town Council received a presentation from Dr Sandford-Hill, Sarah MacLennan and Linda Prosser on the National Health Service Wiltshire Clinical Commissioning Group regarding the provision of local healthcare services.

22. PRESENTATION OF THE NEIGHBOURHOOD PLAN FOR CHIPPENHAM

Dr Andrea Pellegram, the Town Council's appointed Planning Consultant, presented an overview on the role of the Neighbourhood Plan Working Party, up to and including the setting up of the Steering Group.

23. WILTSHIRE POLICE UPDATE REPORT

PS Don Pocock was present and answered questions relating to the report from the Wiltshire North Police Team, which was previously circulated.

24. MAYOR'S ANNOUNCEMENTS

- i) The Mayor circulated a written report outlining an account of his recent visits and gave congratulations to the staff and Councillors for their involvement in the John Coles Fun Day and the 'Chippenham Games' at Stanley Park.
- ii) Councillors received the list of engagements undertaken by the Mayor and Deputy Mayor.

25. LEADER'S ANNOUNCEMENTS

Councillor Sandie Webb stated that due to time constraints she would email Councillors the 'Leader's Update' tomorrow morning.

The video of the NALC Study Tour which took place on Monday 11 June 2018 was shown.

26. CHAIRMAN'S ANNOUNCEMENTS

Councillors will be aware of a two part Motion that was proposed by Councillor Nick Murry at Full Council on the 28 March 2018:

- i) That Chippenham Town Council endorses the establishment of a Cycle Network Development Group aimed at promoting opportunities for expanding and improving cycle routes and cycle parking in Chippenham.
- ii) It agrees to support the group by providing it with space for its (occasional) meetings."

It was previously resolved that:

Chippenham Town Council endorsed the establishment of a Cycle Network Development Group aimed at promoting opportunities for expanding and improving cycle routes and cycle parking in Chippenham. The Town Council invites the group to make an application for use of space in the Town Hall to the Community Donations Sub-Committee.

However, since the meeting on the 28th March, the Chief Executive has met with officers from Wiltshire Council to better understand the background to and the purpose of the Cycle Network Development Group. It is now clear that if we are to influence how the allocated funding is spent within our town, we need representation on the Group, at least at officer level.

Given that we shall be active members of the forum, we shall therefore be able to host meetings at the Town Hall (*subject to availability*) as we would with a meeting of any other group within the town that we attend.

We have an extant resolution that the Cycle Network Development Group are invited to make an application for use of space at the Town Hall, therefore they may do so if they wish. However, given that we shall be represented at the meetings, we can allocate meeting space as we would with any other town partner or group that we work with in a collaborative manner.

27. COMMITTEE MINUTES

- i) Amenities, Culture & Leisure Committee
The draft minutes of the meeting held on Wednesday 6 June 2018 were presented with all matters resolved.
- ii) Human Resources
The draft minutes of the meeting held on Thursday 7 June 2018 were presented with all matters resolved.
- iii) Planning, Environment & Transport Committee
The draft minutes of the meeting held on Thursday 17 May and 7 June 2018 were presented with all matters resolved.
- iv) Strategy and Resources Committee
The draft minutes of the meeting held on Wednesday 13 June 2018 were presented with all matters resolved; two of them being the next agenda items recommending that the Statutory Annual Return and Financial Statements are adopted by resolution.

28. CORPORATE GOVERNANCE STATEMENT

At the Strategy and Resources Committee held on 11 April 2018, Councillors received a report from the Head of Finance and Administration on the Corporate

Governance Statement, previously circulated. It was resolved (Minute 102 refers) that the report be submitted to Full Council for endorsement.

RESOLVED that

The Town Council endorses the report outlining 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.

29. FINANCIAL ADMINISTRATION FOR 2017 / 2018 (1)

Councillors received a report from the Acting Responsible Financial Officer containing recommendations from the Strategy and Resources Committee on 13 June 2018, recommending that the Statutory Annual Return and Financial Statements are adopted by resolution.

RESOLVED that

Councillors note the report and year end process, and agree to the recommendations from the Strategy & Resources committee on 13 June 2018 to adopt the Annual Return and Financial Statements.

30. ANNUAL GOVERNANCE STATEMENT

Councillors noted the report and

RESOLVED that

The positive assertions to the individual statements contained within the Annual Governance Statement (AGS) 2017 / 18 (Section 1 AGS) is approved and minuted and signed by the Chairman and Chief Executive.

31. ACCOUNTING STATEMENTS

Councillors noted the report and

RESOLVED that

The figures contained within the Accounting Statements 2017 / 2018 (Section 2 of the AGS) is approved and minuted, and signed by the Chairman.

32. UNAUDITED FINANCIAL STATEMENTS

Councillors noted the report and

RESOLVED that

The unaudited financial statements for the year ending 31 March 2018 be approved and minuted.

33. CIVIC AWARD RECIPIENTS

Councillors received a report from the Democratic and Civic Officer on this year's Civic Award recipients, which the Chief Executive presented. *(Please note correction of date on this report should read Wednesday 20 June 2018).*

RESOLVED that

The report be noted and a press and social media release would publish the names of the recipients who will receive an award at the Civic Sunday event on 2 September 2018.

34. CHIPPENHAM WAR MEMORIAL

Councillors received a report from the Deputy Chief Executive by means of background information, pertaining to the public question raised at the Annual Town Meeting on 2 May 2018. *(Please note correction to the title of this meeting on the heading should read Full Council, not the Strategy and Resources Committee).* Councillors debated the implications of continuing with the current policy decision to maintain and conserve the existing War Memorial or whether to pursue alternative options.

The Chairman, Councillor Andy Phillips proposed that the council continues with the current policy decision to conserve and maintain the existing war memorial in the existing place.

Councillor Desna Allen proposed an amendment to this substantive proposal being 'whilst pursuing alternative options'. This was seconded by Councillor John Scragg. After further debate, a vote was taken on the proposals.

Councillors voted against the amendment to the substantive proposal 'whilst pursuing alternative options' and agreed to continue with the current policy decision to conserve and maintain the existing war memorial in the existing place.

RESOLVED that

The Town Council continues with its current policy to conserve and repair the War Memorial on the existing site.

35. COUNCILLORS FEEDBACK

- i) Councillors received feedback from Wiltshire Councillors on significant work they are involved with: *(For future reference – if unable to attend a written report would be acceptable).*
 - a) Councillor Bill Douglas updated Councillors on the difficulties currently being faced by Turning Point.
 - b) Councillor Peter Hutton notified Councillors that the 'Blue Bus' would be in the town centre on Saturday morning to promote youth activities.
 - c) Councillor Peter Hutton updated Councillors on the Purple Flag project and stated that the assessment would take place on Saturday 28 July.
- ii) Councillors received feedback from Town Councillors on significant work they are involved with:
 - a) Councillor Desna Allen notified Councillors that she had been re-elected as the Chairman of the Chippenham Safer and Supportive Communities Committee.
 - b) Councillor John Scragg notified Councillors that the secretarial support for Chippenham CATG was being withdrawn, which may lead to the Chairman resigning.

36. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 26 September at 7pm.

The meeting closed at 9.03pm

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: