



Chippenham
Town Council

Improving
the quality
of town life

Wednesday 14 February 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 21 FEBRUARY 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 21 February 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 21 February 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 13 December 2017 (copy attached).

4. COMMITTEE MINUTES

i. Community Donations Sub Committee

To receive the draft minutes from the Community Donations Sub-Committee dated 08 February 2018 (previously circulated).

ii. Civic Matters Sub Committee

i. To receive the draft minutes from the Civic Matters Sub-Committee dated 31 January 2018 (previously circulated).

ii. To endorse the recommendation for an Honorary Freeman position.

iii. Personnel Sub Committee

To receive the draft minutes from the Personnel Sub-Committee meeting held on 01 February 2018 (previously circulated).

5. **CHAIRMAN'S ANNOUNCEMENTS**

6. **WORKING PARTY NOTES AND FEEDBACK**

Standing Orders Working Party

To receive the Standing Orders Working Party notes on 06 February 2018 (copy attached).

7. **REVIEW OF STANDING ORDERS**

To receive a report from the Head of Finance and Administration and to consider the recommendations from the Standing Orders Working Party for Full Council to adopt a new version of Standing Orders (copy attached).

Members are requested to give advance notice of any questions relating to the following item.

8. **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).

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

To receive an update on the Council's cash holdings at Month 10 (copy attached).

10. **CURRENT FINANCIAL POSITION**

To receive a summary report from the Head of Finance and Administration on the financial position of the Council at the end of Month 9, 2017 - 18 (to follow).

11. **INTERNAL AUDIT REPORT – SECOND PERIOD 2017 TO 2018**

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

12. **REVIEW OF INTERNAL AUDIT CONTRACT**

To receive a report from the Head of Finance and Administration on the need to enter into a new contract for Internal Audit (copy attached).

13. **TOURISM STRATEGY WORKING PARTY**

To receive a report from the Chief Executive on the proposal to create a Tourism Strategy Working Party.

14. BATH ROAD TOILET

To receive a verbal update from the Deputy Chief Executive on the Bath Road toilet facility.

15. PRESS RELEASE

Councillors are invited to raise items for a press release.

16. DATE OF NEXT MEETING

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

17. 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.

18. CHIPPENHAM 2017 BID EVENT – BREAKDOWN OF COSTS

To receive a report from the Chief Executive on the cost of the BID’s Christmas 2017 Event (copy attached).