

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Strategy and Resources Committee held at the Town Hall, High Street, Chippenham at 7.00pm on Wednesday 24 October 2018

Councillors: James Adman Desna Allen Ruth Lloyd
Mary Norton Andy Phillips Chris Ruck
John Scragg Sandie Webb (Chairman)

Officers Present: Mark Smith (Chief Executive)
Adrian Jones (Deputy Chief Executive)
Charlotte Starkie (Head of Finance & Administration)
Daryl Jones (Corporate Support Manager)
Lynsey Nichols (Communications & Marketing Officer)

Public Present: None

Press:- Julia Corbett, Gazette & Herald (7.15pm)

No public question time.

38. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Jenny Budgell, Clare Cape, Peter Hutton, Teresa Hutton and Ashley O'Neill.

39. NOTIFICATION OF SUBSTITUTION

Councillor Ruth Lloyd substituting for Councillor Jenny Budgell.

40. DECLARATION OF INTEREST

No declarations of interest were received.

41. MINUTES

To approve as a correct record and to sign the Minutes of the meeting held on Wednesday 5 September 2018

RESOLVED that:

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

42. CHAIRMAN'S ANNOUNCEMENTS

- i) The Chairman thanked Councillor Ruth Lloyd for substituting for Councillor Jenny Budgell who was representing the Town Council at the Chippenham Community Area Parish Forum being held at the same time.
- ii) The Chairman announced that Councillor Desna Allen would be replacing Councillor Rajvir Gill on the Tourism Strategy Working Party.

43. SUB COMMITTEE MINUTES

i. Community Donations Sub Committee

Councillors noted the draft minutes from the Community Donations Sub Committee dated 18 October 2018 and the recommendations therein. All matters have been resolved.

ii. Civic Matters Sub Committee

Councillors noted the draft minutes from the Civic Matters Sub Committee dated 10 October 2018 and the recommendations therein. All matters have been resolved.

44. TOURISM STRATEGY WORKING PARTY NOTES

Councillors noted the draft minutes from the Tourism Strategy Working Party dated 19 September 2018 and the recommendations therein. All matters have been resolved.

45. NEELD DEVELOPMENT WORKING PARTY NOTES

i) Councillors noted the minutes from the Neeld Development Working Party dated 4 September 2018 and the recommendations therein. All matters have been resolved.

ii) Councillors noted the draft minutes from the Neeld Development Working Party dated 15 October 2018 and the recommendation to increase the membership of this committee from 8 Councillors to 9 Councillors.

RESOLVED that

- a. Membership of the Neeld Development Working Party is increased to 9 Councillors.
- b. That Councillor Nick Murry join this working party.

46. STANLEY PARK SPORTS GROUND WORKING PARTY NOTES

Councillors noted the draft minutes from the Stanley Park Sports Ground Working Party dated 9 October 2018 and the recommendation to increase the membership of this committee from 7 Councillors to 9 Councillors.

RESOLVED that

- a. Membership of the Stanley Park Sports Ground Working Party is increased to 9 Councillors.
- b. That Councillors Ruth Lloyd and Mary Norton join this working party.

47. FINANCE WORKING PARTY NOTES

Councillors noted the draft minutes from the Finance Working Party held on 21 September and the draft notes from the Working Party held on 12 October 2018 and the recommendations therein. All matters have been resolved.

The Chairman re-iterated that all Councillors would be welcome to attend Finance Working Party meetings to give their input to the precept decision making process.

48. FINANCIAL ADMINISTRATION FOR 2018/19

The Head of Finance & Administration presented the report to inform Councillors on the accounts payable and bank reconciliations for Month 6 2018/19.

RESOLVED that

The report be noted.

49. CURRENT FINANCIAL POSITION 2018/19

The Head of Finance & Administration presented the report to inform Councillors on the current financial position of income and expenditure against budget for the second quarter 2018/19.

RESOLVED that

The report be noted.

50. GENERAL RESERVES AND EARMARKED FUND MANAGEMENT

The Head of Finance and Administration presented the report, which included recommendations from the Finance Working Party, to adopt a policy to manage General Reserves and Earmarked Funds.

It was proposed by Councillor John Scragg, seconded by Councillor Desna Allen and with all in favour it was

RESOLVED that

- i) The report be noted
- ii) The policy to manage General Reserves and Earmarked Funds be adopted.

51. BUDGET PROCESS FOR 2019/20 AND MEDIUM TERM FINANCIAL PLAN

The Head of Finance and Administration presented the report on the budget setting process for 2019/20.

Councillor John Scragg stated that he will attend the NALC Conference and feedback information he may receive in respect of precepts for 2019/20.

RESOLVED that

- i) The report be noted.

52. BATH ROAD TOILET UPDATE

The Deputy Chief Executive presented the report on usage and issues pertaining to the operation of the Bath Road Toilets.

RESOLVED that

- i) The report be noted.
- ii) Council notes the decision of the Chippenham BID and accordingly budgets a further £4,800 in additional expenditure for the financial year 2019/20.

53. PROPERTY MANAGEMENT

The Deputy Chief Executive presented the report detailing:-

- i) A recommendation from the Neeld Development Working Party to install automatic doors to the main entrance to the Town Hall
- ii) Report back on the external renovation works to the Town Hall, Neeld Community & Arts Centre & Museum buildings.
- iii) The results of the recent Planned Preventative Maintenance of Town Hall, Neeld & Museum Buildings and the associated future 5 year Medium Term Finance Strategy (MTFS) budgetary implications.

RESOLVED that

- i) To install automatic sliding doors to the main Town Hall entrance at a cost no greater than £10,000 plus VAT from the Neeld EMF.
- ii) Council note the external buildings work to the Town Hall, Neeld and Museum and the cost of the work met from Earmarked Funds, as detailed in the report.
- iii) Council sets aside £30,000 into an EMF in its 5 Year Medium Term Finance Strategy (i.e. from 2019/20 onwards) to meet the requirements of the PPM works programme.

54. CIVIC SUNDAY AMENDMENT

Councillors received a report from the Democratic and Civic Officer detailing a recommendation from Civic Matters Sub Committee Meeting dated 10 October 2018 regarding a change of date for Civic Sunday 2019.

Councillors discussed dates and it was

RESOLVED that

Officers are delegated to liaise with the relevant partners and venues and arrange a suitable date in June or July 2019.

55. UPDATE ON GENERAL DATA PROTECTIONS REGULATIONS

The Corporate Support Manager presented the report updating Councillors on GDPR which identified the need for a further three policies / codes of practice to be adopted to support the Town Council's legal compliancy.

RESOLVED that

The Town Council adopts

- i) Records Management Policy
- ii) Information Sharing - Code of Practice
- iii) CCTV Code of Practice

56. CORPORATE STRATEGIC PLAN UPDATE

The Head of Finance and Administration presented the report to inform Councillors of the outputs that have been achieved since the adoption of the Corporate Strategic Plan.

RESOLVED that

The report be noted.

57. PRESS RELEASE

The Chairman welcomed Julia Corbett from the Gazette and Herald. No press release requests were made.

58. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that

"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".

59. STANLEY PARK RECREATION AND SPORT FUTURE SCOPING STUDY

The Deputy Chief Executive presented the report providing further information in support of the Working Party's recommendation to conduct the next phase of the future scoping study.

RESOLVED that

- i) The report be noted.
- ii) That the council engages the existing consultant to undertake Phase 2 of the Stanley Park future sport and recreation study, on the project outputs and costs detailed in the report.

60. ICT TENDER UPDATE

The Head of Finance and Administration presented the report updating Councillors on the current status of the ICT Tender.

RESOLVED that

- i) The report be noted.
- ii) That the ICT Working Party be reconvened to allow Councillors James Adman and Ashley O'Neill to meet with the council's appointed ICT consultant to further understand and agree the terms and conditions before a contract is signed off.

61. BID UPDATE REPORT

The Chief Executive presented the report detailing the breakdown of the costs by Chippenham BID for the Chilli Festival, in accordance with the Service Level Agreement (SLA).

RESOLVED that

- i) The report be noted
- ii) Councillors authorise the 'underspend' of £275 be transferred to the 'overspend' on the Carnival budget.

62. DATE OF NEXT MEETING

The next meeting date of this Committee will take place on Wednesday 12 December 2018 at 7pm.

The meeting closed at 8.17pm

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: