

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Strategy and Resources Committee held at the Town Hall, High Street, Chippenham on Wednesday 5 September 2018

Councillors: Desna Allen Clare Cape Rajvir Gill
Teresa Hutton Peter Hutton Mary Norton
Ashley O'Neill Andy Phillips John Scragg
Sandie Webb (Chairman) Jenny Budgell (Except Agenda Item 19)

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)
Heather Rae (Democratic & Civic Officer)

Public Present: None

16. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors James Adman and Chris Ruck.

17. NOTIFICATION OF SUBSTITUTION

Councillor Rajvir Gill substituting for Councillor James Adman.

18. DECLARATION OF INTEREST

Councillor Jenny Budgell declared an interest in Agenda Item 19.

19. MINUTES

To approve as a correct record and to sign the draft Minutes of the meeting held on Wednesday 13 June 2018

RESOLVED that:

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

20. CHAIRMAN'S ANNOUNCEMENTS

The Chairman commended the 'Charing Skills' training that took place earlier in the week and recommended that all Councillors could benefit from attending and would be suggesting to Full Council to add this requirement to the Standing Orders.

21. BID EVENTS PLAN FOR 2019/20 AND PRESENTATION

The Chief Executive presented the report regarding the proposed BID Events Plan for 2019/2020, which was followed by BID Manager outlining more detail. (It was agreed to circulate a film made by the BID to Councillors after the meeting).

RESOLVED that:

- i) Councillors noted the presentation from the Chippenham BID and
- ii) Councillors delegate authority to the Chief Executive to finalise the events programme for 2019/2020.

22. SUB COMMITTEE MINUTES

- i) Community Donations Sub Committee
Councillors noted the draft minutes from the Community Donations Sub-Committee dated 28 June 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 25th July 2018 and the recommendations therein. All matters have been resolved.

23. FINANCE WORKING PARTY NOTES

- i) Councillors noted the draft notes from the Finance Working dated 21st August 2018 and the recommendations therein.
- ii) Councillors considered increasing the membership of the Finance Working Group from 7 Councillors to 9 councillors.

RESOLVED that

The Finance Working Party be increased to 9 Councillors and that these nominations be sought from Full Council.

24. FINANCIAL ADMINISTRATION FOR 2018/19

The Head of Finance and Administration presented the report to inform Councillors on the accounts payable and bank reconciliations; Month 4 2018/2019.

RESOLVED that

The report be noted.

25. FINANCIAL ADMINISTRATION FOR 2018/19

The Head of Finance and Administration presented the report to inform Councillors on the current financial position of income and expenditure against budget for the first quarter 2018/2019.

RESOLVED that

The report be noted.

26. DELEGATION OF FINANCIAL SPENDING LIMITS TO OFFICERS

The Head of Finance and Administration presented the report on proposed amendments to the list of authorised officers who hold spending limits.

RESOLVED that

Councillors agreed to approve and adopt the list removing the word 'Neighbourhood' from the Planning Officer's title.

27. INTERNAL AUDIT REPORT

The Head of Finance and Administration presented the report on the year end 2017/2018 internal audit report.

RESOLVED that

The report be noted.

28. ELECTRICITY CONTRACT RENEWAL

The Head of Finance and Administration presented the report on the renewal of the council's electricity contract.

RESOLVED that

That the report be noted and in particular that Chippenham Town Council enters into a three year contract with SWALEC for a period of 3 years from 1st January 2019.

29. RISK POLICY AND STRATEGY

The Head of Finance and Administration for Councillors presented the report to adopt a Corporate Risk Management Policy and Risk Management Strategy.

RESOLVED that

That the Strategy and Resources Committee recommends to Full Council:-

- i) That the Corporate Risk Policy is adopted with immediate effect
- ii) That the Corporate Risk Strategy is adopted with immediate effect.
- iii) That the Chief Executive has delegated authority to continue to manage the process for the creation and management of Risk Assessments and the Risk Register.

30. PRESS RELEASE

- i) The Chairman praised the work of the Finance Officers and requested that a press release be made covering the excellent outcome of the internal audit.

31. DATE OF NEXT MEETING

The next meeting date of this Committee will take place on Wednesday 24 October 2018 at 7pm.

32. 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”.

33. ICT TENDER OUTCOME

The Head of Finance and Administration presented the report updating Councillors of the work completed as part of the ICT review, next steps that need to be taken and seeking authority to proceed as outlined.

RESOLVED that

- i) Councillors noted the work completed to date to identify the risks facing the Council regarding Technology.
- ii) Councillors delegated to the Head of Finance and Administration authority to pursue the necessary work through BT and the preferred supplier to complete the audit of the existing network, and to pay for this audit from the EMFs.

- iii) Councillors delegated to the Head of Finance and Administration authority to place an order for the necessary upgrade of the infrastructure, subject to consultation with the independent ICT consultant and the preferred supplier, and to meet those costs from the EMFs, providing it does not exceed the upper limit of the EMF which is £49,429, noting that if costs exceed the value of the EMF then an Extraordinary Meeting will be called to consider either alternatives, or to seek permission to use General Reserves to pursue the project.
- iv) Councillors delegated authority to the Head of Finance and Administration to continue to work with the I.C.T. consultant to negotiate on the most favourable terms for the following:
 - a) Telephony system
 - b) Data Storage
 - c) Software
 - d) Hardware
 - e) Support Contract
- v) The Head of Finance and Administration brings a report to a future meeting to identify the costs to implement the above.

At 7.58pm Councillor Jenny Budgell declared an interest in the following agenda item and left the room.

34. PROPERTY MAINTENANCE (CAFÉ LEASE)

The Deputy Chief Executive presented a report updating Councillor's on the status of the Café Lease.

RESOLVED that

- i) Council notes that the cafe tenant has served notice to vacate the leased premises from 31st December 2018.
- ii) Authority is delegated to officers to agree a bars concession, on the same terms as outlined in the report for an interim period.
- iii) The Town Council takes the café area back in January and uses it in its current guise as the entrance to the Neeld for events, meetings and performances with positive messages explaining that this space is being developed by the Town Council.

At 8.12pm Councillor Jenny Budgell returned to the room.

35. BID ANNUAL ACCOUNTS FOR 2017/18

The Chief Executive presented the report containing the BID Annual Accounts in accordance with the Service Level Agreement.

RESOLVED that

The report and accounts be noted.

36. BID FINANCIAL BREAKDOWN FOR THE SOAPBOX DERBY

The Chief Executive presented the report containing a breakdown of the costs incurred by the Chippenham BID for the Soapbox Derby Event.

RESOLVED that

The report be noted.

37. BID FINANCIAL BREAKDOWN FOR THE CARNIVAL

The Chief Executive presented the report containing a breakdown of the costs incurred by the Chippenham BID for the Carnival Event.

RESOLVED that

The report be noted.

The meeting closed at 8.15 pm

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