

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 12 December 2018

Councillors: James Adman Desna Allen Jenny Budgetell (Vice)
Peter Hutton Teresa Hutton Mary Norton
Ashley O'Neill Andy Phillips (7.25pm) Chris Ruck
John Scragg Sandie Webb (Chairman)

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

Public Present: One

Press: Sarah Singleton, Gazette & Herald

Public Participation: One member of the public spoke on behalf of the Friends of Monkton Park, commending the notion of the devolution of Monkton Park from Wiltshire Council to Chippenham Town Council and offering their support.

63. APOLOGIES FOR ABSENCE

Apologies for absence was received from Councillor Ashley O'Neill.

64. NOTIFICATION OF SUBSTITUTION

No notifications of substitution received.

65. DECLARATIONS OF INTEREST

The Chairman re-iterated the importance of the Nolan 7 Principles of Public Life and the importance of notifying at the beginning of the meeting any declarations of interest.

Councillor Peter Hutton declared an interest in the precept as he is also involved with the Fire & Police Authorities setting their own budgets which in turn will affect the final precept for Wiltshire.

Councillor James Adman stated he had recently been appointed on the PCC of St Andrews Church and was yet to declare it electronically.

66. MINUTES

It was agreed that the minutes of the meeting held on 24 October 2018 were a correct record and

RESOLVED that:

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

67. CHAIRMAN'S ANNOUNCEMENTS

- i) The Chairman announced that the Town Council had today hosted 105 pupils from Kings Lodge School for an event in the Town Hall as part of 'Parliament Week'.
- ii) The Chairman thanked the working parties and officers for all the effort and input made into the finance, budget and devolution reports.

68. WORKING PARTY NOTES

i) NEELD DEVELOPMENT WORKING PARTY NOTES

Councillors noted the minutes from the Neeld Development Working Party dated 21 November and the recommendation to the Strategy & Resources Committee to consider and further agree the detailed proposals and financial costs of the short-term enhancements to the bistro/café area.

RESOLVED that:

The Strategy & Resources Committee agrees to proceed with the short-term enhancements as outlined in the report utilising funds from the Neeld Future Development EMF up to £14,000.

ii) FINANCE WORKING PARTY NOTES

Councillors noted the notes from the Finance Working Party dated 27 November 2018 and the recommendations therein. All matters were resolved.

iii) DEVOLUTION WORKING PARTY NOTES

Councillors noted the notes from the Devolution Working Party held on 27 November 2018 and considered the recommendations therein as detailed in the next agenda item.

69. DEVOLUTION (TRANSFER OF SERVICES AND ASSETS)

The Chief Executive presented the report to provide Councillors with information in relation to the possibilities of devolving services and transferring assets from Wiltshire Council to Chippenham Town Council.

RESOLVED that:

- a) The Strategy & Resources Committee agrees to the devolution and asset transfer programme due to be implemented in June 2019.
- b) Authority is delegated to the Chief Executive, in liaison with the Leader of the Council, to continue negotiations with Wiltshire Council to determine the most advantageous arrangement for the Town Council. Any

significant deviation in terms of the cost envelope or material changes to be reported back to the Devolution Working Party and recommendations made to the Strategy & Resources Committee.

70. PROPOSED FEES AND CHARGES FOR 2019/20

The Head of Finance and Administration presented the report for Councillors to adopt the draft fees and charges set by the Town Council for the financial year 2019/20, on the recommendation of the Amenities, Culture and Leisure Committee.

RESOLVED that:

The proposed fees and charges, representing a fair and realistic increase in the cost to the service, are adopted and incorporated into the Council's budget for 2019/20.

71. PROPOSED BUDGET AND PRECEPT FOR 2019/20

The Head of Finance and Administration presented the report to inform Councillors of the process that has been completed to formulate a comprehensive budget for Chippenham Town Council for 2019/20 and beyond, and for this Committee to recommend a precept of £2,948,550 for 2019/20 for approval at the Full Council meeting on 16 January 2019.

RESOLVED that:

- a) Councillors agreed that a revenue and capital income and expenditure budget, as presented in the report, be supported.
- b) Councillors agreed that the precept for 2019/20 will be £2,948,550 and recommend to Full Council on 16 January 2019 to support this precept in order to enable the council to deliver its programme of service commitments while maintaining a prudent level of reserves.

72. EFFICIENCY SAVINGS

The Head of Finance and Administration presented the report to inform Councillors of the savings and efficiencies that have been achieved in the last 6 months or will be achieved by year end.

RESOLVED that:

The report be noted.

73. FINANCIAL ADMINISTRATION FOR 2018/19

The Head of Finance and Administration presented the report to inform Councillors on the BACs and Cheque Audit for Accounts Payable for Month 8, 2018.

RESOLVED that:

The report be noted.

74. INTERNAL AUDIT

The Head of Finance and Administration presented the report to inform Councillors on the outcome of the recent internal audit, which took place in late October 2018.

RESOLVED that:

The report be noted.

75. PRESS RELEASE

No press release requests were made.

76. 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”.

77. BID UPDATE REPORT

The Chief Executive presented the report detailing a breakdown of the cost incurred by the Chippenham BID for the Christmas Lights Event, in accordance with the Service Level Agreement (SLA).

RESOLVED that:

The report be noted.

78. DATE OF NEXT MEETING

The next meeting of this Committee will take place at 7pm on Wednesday 20 February 2019.

The meeting closed at 8.43pm.

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: