

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 20 February 2019

Councillors: James Adman Desna Allen Jenny Budgetell (Vice)
Clare Cape Peter Hutton Teresa Hutton
Mary Norton Ashley O'Neill (from 7.30pm) Andy Phillips
Chris Ruck John Scragg Sandie Webb (Chairman)

Officers Present: Mark Smith, Chief Executive
Adrian Jones, Deputy Chief Executive
Lynsey Nichols, Communications & Marketing Officer
Heather Rae, Democratic and Civic Officer

Also Present: Trevor Askew, Honeybourne Management Services Ltd

Public Present: There was one member of the public present.

There were no public questions.

79. APOLOGIES FOR ABSENCE

There were no apologies received from Councillors.

80. NOTIFICATION OF SUBSTITUTION

There were no notifications of substitution received.

81. DECLARATION OF INTEREST

There were no declarations of interest.

82. MINUTES

It was agreed that the minutes of the meeting held on 12 December 2018 were a correct record and

RESOLVED that:

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

83. CHAIRMAN'S ANNOUNCEMENTS

- i) The Chairman announced that following a successful interview process an offer had been made to the preferred candidate for the position of Director of Resources.

84. WORKING PARTY NOTES

i) DEVOLUTION WORKING PARTY NOTES

Councillors noted the minutes from the Devolution Working Party dated 19 December 2018 and the recommendations therein. All matters were resolved.

ii) STANLEY PARK SPORTS GROUND WORKING PARTY NOTES

Councillors noted the notes from the Stanley Park Sports Ground Working Party dated 28 January 2019 and the recommendations therein. All matters were resolved.

85. CHIPPENHAM BUSINESS IMPROVEMENT DISTRICT (C.BID) SERVICE LEVEL AGREEMENT (SLA) WITH THE TOWN COUNCIL

The Chief Executive presented the report to Councillors on commencing the decision making process with regard to the Town Council's further options appertaining to the Council's SLA with the C.BID for the provision of the Annual Town Events Programme.

Councillors discussed aspects of the SLA including value for money, reputational risk and the different options the Council has. The Chief Executive noted the collaborative arrangement between C.BID and the Town Council.

It was proposed by Councillor Desna Allen and seconded by Councillor Peter Hutton and with all in favour

RESOLVED that:

- a) The Chief Executive be given delegated responsibility to begin the process of renegotiating the second generation Events SLA with the C.BID, in consultation with the Leader and Deputy Leader.
- b) The Chief Executive be instructed to inform the C.BID of the Town Council's intention to enter into a second generation SLA for town centre events, subject to agreement on the terms of the SLA.
- c) The Chief Executive be instructed to present a draft Events SLA for the period 2020 - 2025 to the next meeting of this committee on 10th April 2019 for approval.

86. MULTI-CHANNEL COMMUNICATION STRATEGY

The Marketing and Communications Officer presented the Multi-Channel Communication Strategy to Councillors and noted that the document was live and would be updated by Officers.

Councillors Ashley O'Neill joined the meeting.

RESOLVED that:

Councillors noted the Multi-Channel Communication Strategy.

87. COMMUNITY ENGAGEMENT POLICY

The Chief Executive presented the report on the Community Engagement Policy to Councillors and noted that it is right to start thinking about how we engage with the community and that this policy will contribute to gaining Quality Council Status.

RESOLVED that:

Councillors adopted the Interim Community Engagement Policy.

88. END OF THIRD QUARTER ACCOUNTS

The Deputy Chief Executive presented the report on the end of third quarter accounts to Councillors.

Councillor Jenny Budgell noted that there was an incorrect date in the report and this would be changed from 2017/18 to 2018/19. Officers agreed to correct the drafting error on the report.

RESOLVED that:

Councillors noted the report subject to the correction of the drafting error.

89. FINANCIAL ADMINISTRATION FOR 2018/19

The Deputy Chief Executive presented the report regarding the accounts and bank audit reconciliations for Month 8 and 9.

It was noted by Councillor Jenny Budgell that there was a negative sign included in the numbers at paragraph 2.1 of the report. Officers agreed to provide a written response to clarify this.

RESOLVED that:

Councillors noted the report subject and provision of a written response.

90. INTERNAL AUDITORS REPORT

The Deputy Chief Executive presented the report to inform Councillors on the outcome of the recent internal audit, which took place in December 2018. Councillors commented that once again there were no recommendations in the report and officers were commended.

RESOLVED that:

Councillors noted the report.

91. WILTSHIRE COUNCIL'S POLICY ON FREE EVENT PARKING

The Deputy Chief Executive presented the report regarding free parking allocations for community events from Wiltshire Council, highlighting that due to a change in Wiltshire Council's Policy this can no longer be used for the Christmas Lights event.

RESOLVED that:

- a) Councillors noted Wiltshire Council's Event Parking Policy.
- b) The Town Council agreed to allocate its free spaces quota to the Carnival event day on Saturday 13th July 2019.

92. SERVICE DEVOLUTION AND ASSET TRANSFER (CHIPPENHAM) S106 AGREEMENTS

The Deputy Chief Executive presented the report for Councillors to consider a request from Wiltshire to sign agreements that will enable the receipt of S106 monies, linked to the service devolution and asset transfer package, in advance of the transfer date of 1st June 2019.

The Deputy Chief Executive noted that should Councillors agree to the transfer of S106 monies it would enable the Town Council to re-open the play area at Monkton Park and that the Town Council is working with Wiltshire Council to re-open this vital play facility.

Councillors discussed the need to think strategically in relation to monies received so that they are spent well in Chippenham including maintaining play areas in all locations to a good standard.

RESOLVED that:

- a) The Town Council accepted the Section 106 monies by signing the draft agreements, in advance of the service devolution and asset transfer target date of 1st June 2019.
- b) The Chief Executive be granted delegated authority to sign the agreements with two Councillors as referred to in the report.

93. PRESS RELEASE

Councillors requested a press release regarding the repair of Wiltshire Council run playground in Monkton Park as an example of partnership working between Wiltshire Council and the Town Council. Councillors also requested a press release for the allocation of free parking for the Carnival event on 13th July 2019.

94. DATE OF NEXT MEETING

The next meeting of this Committee will take place at 7pm on Wednesday 10 April 2019.

95. 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”.

96. DEVOLUTION UPDATE

The Chief Executive introduced Trevor Askew who presented the report updating Councillors on Devolution.

97. NEELD CAFÉ/BISTRO FUTURE DEVELOPMENT

The item Neeld/Café Future Development was removed from the agenda on 19 February 2019.

RESOLVED that:

Councillors noted the report as per the recommendations.

The meeting closed at 8.30pm.

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: