



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

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Minutes of a meeting of the Strategy and Resources Committee held at the Town Hall, High Street, Chippenham at 7.00pm on Wednesday 10 April 2019

Councillors:

James Adman	Desna Allen	Jenny Budgell (vice)
Clare Cape	Peter Hutton	Teresa Hutton
Mary Norton	Ashley O'Neill	Andy Phillips
Chris Ruck	John Scragg	Sandie Webb (chairman)

Officers Present: Mark Smith, Chief Executive
Adrian Jones, Deputy Chief Executive
Nick Rees, Director of Resources
Gillian Ballinger, Finance Manager
Daryl Jones, Business Support Manager
Lynsey Nichols, Communications & Marketing Manager
Heather Rae, Democratic Services Manager

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

There was one public question regarding agenda item 9 on the Corporate Strategic Plan and the associated environmental impact.

98. APOLOGIES FOR ABSENCE

There were no apologies received from Councillors.

99. NOTIFICATION OF SUBSTITUTION

There were no notifications of substitution received.

100. DECLARATION OF INTEREST

There were no declarations of interest.

101. MINUTES

Councillor Clare Cape asked that her comment regarding the multi-channel communication strategy paying attention to the way residents can report anything to do with devolution be included in the minutes.

It was agreed that the minutes of the meeting held on 20 February 2019 with the above amendment were a correct record and

RESOLVED that:

The minutes with the addition of one amendment were approved as a correct record and signed by the Chairman.

102. CHAIRMAN'S ANNOUNCEMENTS

- i) There were no announcements from the Chairman.

103. SUB COMMITTEE NOTES

i) COMMUNITY DONATIONS SUB COMMITTEE

Councillors noted the minutes from the Community Donations Sub Committee held on 14 February 2019 and the recommendations therein. All matters were resolved.

ii) CIVIC MATTERS SUB COMMITTEE

Councillors noted the minutes from the Civic Matters Sub Committee held on 30 January 2019 and the recommendations therein and at agenda item 20. All matters were resolved.

104. WORKING PARTY NOTES

i) TOURISM WORKING PARTY NOTES

Councillors noted the minutes from the Tourism Working Party meetings dated 17 October and 30 October 2018 and 08 February 2019 and the recommendations therein and at agenda item 8. All matters were resolved.

ii) DEVOLUTION WORKING PARTY NOTES

Councillors noted the notes from the Devolution Working Party meetings dated 07 February and 08 March 2019 and the recommendations therein. All matters were resolved.

iii) STANLEY PARK SPORTS GROUND WORKING PARTY NOTES

Councillors noted the informal notes from the Stanley Park Sports Ground Working Lunch meeting dated 18 March 2019 and the recommendations therein. All matters were resolved.

iv) ICT WORKING PARTY NOTES

Councillors noted the notes from the ICT Working Party dated 15 February 2019 and the recommendations therein. All matters were resolved.

105. CULTURE & TOURISM STRATEGY 2019-2022

The Business Support Manager presented the report on the culture and tourism strategy, noting five themes that were decided with actions.

Councillors noted that the strategy should be monitored and it would be worth acknowledging any environmental impact.

RESOLVED that:

Councillors formally adopted the Culture & Tourism Strategy.

106. UPDATE ON CORPORATE STRATEGIC PLAN

The Business Support Manager presented the report to councillors and noted that over half of the actions are complete.

RESOLVED that:

Councillors noted the report.

107. FINANCIAL ADMINISTRATION FOR 2018/19

The Finance Manager presented the report informing councillors of the current financial administration status.

RESOLVED that:

Councillors noted the report.

108. DELEGATION OF SPENDING LEVELS TO RELEVANT (NEW) OFFICERS

The Finance Manager presented the report to councillors and noted that no limits had been changed but new titles had been included and all procedures had been followed.

RESOLVED that:

Councillors noted the report.

109. TENDER FOR PROFESSIONAL CONSULTANCY SERVICES (PROPERTY)

The Deputy Chief Executive presented the report regarding the tender for professional consultancy services noting that the council had not recently conducted open market consultancy for building projects. It was noted that the council had carried out in house project management but not covered

the skills and knowledge necessary for bigger projects such as the next stage of the Neeld.

The Deputy Chief Executive explained the process and noted that any appointments would be subject to contracts and would be engaged on a project by project basis. Councillor Allen noted a drafting error which should be amended to read 'complementary'. Councillor Peter Hutton noted that it would be useful for consultants to provide evidence or visits to previous work.

RESOLVED that:

- i) The Chief Executive was granted delegated authority to tender for the services for a Lead Consultant (property) to assist the Council with the successful delivery of specific building projects.
- ii) The tender exercise be managed in accordance with the Council's Procurement Policy.
- iii) The Chief Executive was authorised to appoint a Lead Consultant following the receipt and evaluation of the tenders.

110. CUSTOMER SERVICES CHARTER

The Deputy Chief Executive presented the report on behalf of the Customer Services Manager detailing that the council has a formal complaints system but not an outward facing customer services charter which is part of the corporate strategic plan. The Deputy Chief Executive noted that the charter is a working document and will need to be reviewed taking devolution into account.

Councillors discussed the charter and suggested the following:

- The town council address be added to the complaints page
- The use of bullet points be extended to the contact section
- Language of charter is looked at

The Deputy Chief Executive noted that these points would be taken on board by officers and can be circulated to councillors.

RESOLVED that:

- i) Council adopted the Customer Services Charter as detailed in this report with the amendments as requested by councillors.
- ii) Subject to the above, the Customer Services Charter be reviewed on a regular basis.

111. INTERNAL AUDITORS REPORT

The Finance Manager presented the report regarding the internal auditors report and noted there were no recommendations or actions. Councillors congratulated officers.

RESOLVED that:

Councillors noted the report

112. PRESS RELEASE

Councillors requested a press release regarding the positive outcome of the internal auditors report, the adoption of the tourism strategy and the civic award recipients.

113. DATE OF NEXT MEETING

The next meeting of this Committee will take place at 7pm on Wednesday 12 June 2019.

114. 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”.

One member of the public left the meeting.

115. TO CONSIDER AND APPROVE CIVIC AWARD RECIPIENTS

The Democratic Services Manager presented the report to councillors regarding the civic award recipients.

RESOLVED that:

Councillors noted the report and agreed to a press release and social media to publish the names of the recipients of civic awards 2019.

116. SERVICE DEPOT OPTIONS

The Deputy Chief Executive presented the report on the short and long term options for the service depot.

RESOLVED that:

Councillors noted the report as per the recommendations.

The meeting closed at 8.10pm.

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:

Draft