



Minutes of a meeting of the Strategy and Resources Committee held at the Town Hall, High Street, Chippenham on 04 September 2019 at 7pm.

Councillors present:

Desna Allen	Pete Bishop
Jenny Budgell (Vice)	Clare Cape
Peter Hutton	Teresa Hutton
Mary Norton	Ashley O'Neill
Andy Phillips	John Scragg
Sandie Webb (Chair)	

Officers present: Mark Smith, Chief Executive
Nick Rees, Director of Resources
Barry Pirie, Director of Community Services
Lynsey Nichols, Communications and Customer Service Manager
Heather Rae, Democratic Services Manager

Public present: There were no members of the public present.

PUBLIC QUESTION TIME

There were no written or verbal questions from any member of the public.

17. APOLOGIES FOR ABSENCE

Apologies were received from Councillor James Adman.

18. NOTIFICATION OF SUBSTITUTION

No notifications of substitution were received.

19. DECLARATION OF INTEREST

There were no declarations of interest.

20. MINUTES

Councillor Pete Bishop requested that his attendance was recorded at the meeting on 12 June 2019, with this one amendment it was agreed that the minutes of the meeting held on 12 June 2019 were a correct record and

RESOLVED that:

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

21. CHAIRMAN'S ANNOUNCEMENTS

i) The Chairman welcomed Barry Pirie to Chippenham Town Council as the Interim Director of Community Services.

22. SUB COMMITTEE MINUTES

i) COMMUNITY DONATIONS SUB COMMITTEE

Councillors noted the minutes from the Community Donations Sub Committee meeting dated 27 June 2019 and the recommendations therein. All matters were resolved.

ii) CIVIC MATTERS SUB COMMITTEE

Councillors noted the minutes from the Civic Matters Sub Committee meeting dated 05 June 2019 and the recommendations therein. All matters were resolved.

23. WORKING PARTY NOTES

i) STANLEY PARK SPORTS GROUND WORKING PARTY NOTES

Councillors noted the minutes from the Stanley Park Sports Ground Working Party meeting dated 13 August 2019 and the recommendations therein. There were two recommendations:

- To note the important work of the study from SLC and incorporate this into the future planning for Stanley Park Sports Ground.
- To consider utilising the Stanley Park Ear Marked Fund to provide a semi-spring floor in the meeting room.

All matters were resolved and will be forwarded to the Amenities, Culture and Leisure Committee.

24. WORKING PARTY MEMBERSHIP

i) To receive and consider a report from the Chief Executive to set up the Finance Working Party.

The Chief Executive presented the report to councillors. The Chairman invited the Group Leaders to join her to sit on the Finance Working Party, Cllr Peter Hutton declined and Cllr Jenny Budgell accepted. The Leader then invited nominations for the Finance Working Party. Four further councillors were nominated to the Finance Working Party.

RESOLVED that:

i) A Finance Working Party be established.

- ii) Councillors Pete Bishop, Jenny Budgell, Mary Norton, Andy Phillips, John Scragg and Sandie Webb be appointed to the Finance Working Party and up to three further vacancies be circulated to all councillors.
- iii) The Chief Executive determine the terms of reference, level of adequate support required and arrange the date for the first meeting.

ii) **To receive and consider a report from the Chief Executive to set up the Neeld Development Working Party.**

The Chief Executive presented the report to councillors. The Leader invited nominations for the Neeld Development Working Party. Five councillors were nominated to the Neeld Development Working Party.

RESOLVED that:

- i) A Neeld Working Party be established.
- ii) Councillors Desna Allen, Jenny Budgell, Peter Hutton, Mary Norton and Sandie Webb be appointed to the Neeld Development Working Party and up to four further vacancies be circulated to all councillors.
- iii) The Chief Executive determine the terms of reference, level of adequate support required and arrange the date for the first meeting.

iii) **To receive and consider a report from the Chief Executive to set up the Community Governance Working Party.**

The Chief Executive presented the report to councillors detailing the scope of the proposed Community Governance Working Party. The Leader invited nominations for the Community Governance Working Party. Five councillors were nominated to the Community Governance Working Party.

RESOLVED that:

- i) A Community Governance Working Party be established.
- ii) Councillors Desna Allen, Peter Hutton, Andy Phillips, John Scragg and Sandie Webb be appointed to the Community Governance Working Party and up to four further vacancies be circulated to all councillors.
- iii) The Chief Executive determine the terms of reference, level of adequate support required and arrange the date for the first meeting.

25. **END OF FIRST QUARTER ACCOUNTS**

The Director of Resources presented the report updating councillors on the details of the financial position of the Council at the end of first quarter. Concerns were identified by the Director of Resources, who explained that steps were being taken to mitigate the financial risks this year and that the Finance Working Party would look at the budget and the use of Ear Marked Funds in detail.

RESOLVED that:

- i) the use of CIL money to cover an anticipated £28,000 of consultancy costs relating to the Neighbourhood Plan this year be approved.

ii) the retention of 50% of the Ear Marked Fund replenishment budget for this year within income and expenditure, being £32,750 be approved.

26. FINANCIAL ADMINISTRATION FOR 2019/20

The Finance Manager presented the report to councillors detailing the process of the Bacs and Cheque audit and the summary of income and expenditure. It was noted that the Council are paying by direct debit where possible instead of by cheque.

RESOLVED that:

i) Councillors noted the report.

27. EXTERNAL AUDITORS REPORT

The Director of Resources updated councillors on the external audit process, and noted that the external auditors report is not yet available but should be available by the end of September.

RESOLVED that:

Councillors noted the report.

28. SERVICE DEVOLUTION & ASSET TRANSFER UPDATE REPORT

The Chief Executive presented the report updating Councillors on the details of the devolution process. It was noted that regular meetings had taken place and a devolution programme board had been instigated. The Chief Executive noted that the freehold transfers had not yet taken place but were in legal process.

Town Council officers, Wiltshire Council officers and Idverde have agreed a provision of services until June 2020. There will be a Monkton Park Management Plan and more governance in place. Communication with residents was prioritised and the 'report it' process had been set up and is functioning well.

Councillor Desna Allen noted that there had been a significant improvement in the Markets.

Councillor Peter Hutton requested that the replacement and relocation of litter bins be included in policy, Councillor Jenny Budgell noted that sponsorship of bins could be incorporated as per roundabout sponsorship. The Chief Executive noted that these aspects would be considered at future ACL meetings.

Councillor Clare Cape asked whether there would be an app and whether the frequency of grass cutting could be reduced to maintain the wild flowers and habitats. The Chief Executive noted that specific areas could be identified for wild flowers/habitats and would be incorporated into the management plan.

Councillor John Scragg questioned some recent grass cutting which had left grass on a path. The Chief Executive noted that this would be investigated.

RESOLVED that:

i) the Strategy and Resources Committee noted the progress that has been made to implement service devolution and asset transfer from the 01 June 2019.

29. PRESS RELEASE

No specific press release was considered necessary but it was agreed that work completed on devolution should be shared.

30. DATE OF NEXT MEETING

The next meeting of this Committee will take place at 7pm on Wednesday 23 October 2019.

31. 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”.

32. INTERNAL AUDIT COVERAGE

The Director of Resources presented the report to Councillors.

RESOLVED that:

i) Councillors agreed to delegate to the Director of Resources and the Finance Working Party to finalise the budget level and establish the level of resource necessary.

The meeting concluded at 8pm

These Minutes are subject to confirmation at the next meeting

Signed on behalf of the Committee as a true record of the meeting

Chairman:

Date: