



Minutes of a meeting of the Strategy and Resources Committee held at the Town Hall, High Street, Chippenham on 23 October 2019 at 7pm.

Councillors present:

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| James Adman | Desna Allen |
| Pete Bishop | Jenny Budgell (Vice) |
| Clare Cape | 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
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.

33. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Peter Hutton.

34. NOTIFICATION OF SUBSTITUTION

Councillor Richard Bambury substituted for Councillor Peter Hutton.

35. DECLARATION OF INTEREST

There were no declarations of interest.

36. MINUTES

It was agreed that the minutes of the meeting held on 04 September 2019 were a correct record and

RESOLVED that:

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

37. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements from the Chairman.

38. SUB COMMITTEE MINUTES

i) CIVIC MATTERS SUB COMMITTEE

Councillors noted the minutes from the Civic Matters Sub Committee meeting dated 17 September 2019 and the recommendations therein and all matters were resolved.

39. WORKING PARTY NOTES

i) FINANCE WORKING PARTY NOTES

Councillors noted the notes from the Finance Working Party meetings held on 12 September and 10 October 2019 and the recommendations therein and all matters were resolved.

ii) COMMUNITY GOVERNANCE WORKING PARTY NOTES

Councillors noted the notes from the Community Governance Working Party meeting held on 09 September 2019 and the recommendations therein and all matters were resolved.

40. UPDATE ON CORPORATE STRATEGIC PLAN

The Director of Resources presented the report on behalf of the Business Support Manager updating Councillors on the status of the Corporate Strategic Plan and process for reviewing the document.

Councillor Clare Cape suggested that the traffic light system could be enhanced by using green for items that are satisfactorily in progress and blue for items that are complete. It was noted that the Extended Corporate Management Team would review the individual actions and a report would be brought back to a future meeting of the Strategy and Resources Committee.

Councillor John Scragg noted that the good relationship with the Highways authority through CATG should be included in the Corporate Strategic Plan.

Councillor Clare Cape questioned whether a standing item on reports could be included to assess the carbon impact, the Chairman suggested this be taken to the Climate Emergency Advisory Group. Councillor Pete Bishop noted that there could be a technical assessment to determine the carbon impact.

RESOLVED that:

Councillors noted the report and significant progress made.

41. FINANCIAL ADMINISTRATION FOR 2019/20

The Director of Resources presented the report on behalf of the Finance Manager detailing the process of the Bacs and Cheque audit and the summary of income and expenditure. The recommendations of the Finance Working Party were discussed and noted.

Councillor Jenny Budgell questioned the process of the Bacs and Cheque audit and asked whether a rota could be drafted for all Councillors to take part as the finances of the Council are the responsibility of all Councillors. The Chief Executive agreed and noted Councillors would have the option to opt out if they could not take part due to other commitments.

RESOLVED that:

- i) Councillors noted the report.
- ii) Officers produce a rota for all Councillors to take part in the Bacs and Cheque audit with the option to opt out.

42. FINANCIAL POSITION FOR THE 6 MONTHS TO SEPTEMBER 2019

The Director of Resources updated councillors on the financial position for the 6 months to September 2019. It was noted that after six months the finances are encouraging and should be on track for balancing the budget.

Councillor James Adman questioned the history of the outstanding loans, the Director of Resources explained the three outstanding loans that the Council has and the Public Works Loan Board rules. Councillor Jenny Budgell encouraged any Councillor to attend the Finance Working Party meetings where the finances are discussed in detail. Officers reminded Councillors that they are happy to meet to discuss any issues.

RESOLVED that:

- i) Expenditure against Ear Marked Funds is planned in advance for strategic investment in the improvement and development of assets, planned property maintenance and the replacement of capital items. Furthermore, that the various sources of funding for projects, including EMFs, be realigned for the purpose of delivering corporate strategic priorities;
- ii) The Finance Working Party recommendation that the purchase of the leasehold to Unit 2 Town Hall be funded by borrowing through the Public Works Loan Board be approved.

43. RISK REGISTER

The Director of Resources noted that the Strategy and Resources Committee previously agreed the Risk Management Strategy which is reviewed annually. It was noted that in Appendix A to the report the risks have been ranked from 1-9. The biggest risks to the Council are associated with IT, these are being mitigated through the IT project.

RESOLVED that:

- i) Councillors approved the Risk Register;
- ii) Councillors agreed that the existing Risk Strategy remain in place with no changes.

44. ASSET INVENTORY

The Director of Resources presented the report to Councillors highlighting that all portable and attractive assets are being looked at and logged to create a detailed asset inventory. All IT equipment has been recorded and this will be extended to machinery and technical equipment.

Councillor Sandie Webb thanked the officers for undertaking this difficult task.

RESOLVED that:

Councillors noted the report.

45. PRESS RELEASE

No specific press release was considered necessary.

46. DATE OF NEXT MEETING

The next meeting of this Committee will take place at 7pm on Wednesday 11 December 2019.

The meeting concluded at 7.42pm

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: