



# CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

## 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 June 2019

**Councillors:** James Adman Desna Allen Pete Bishop  
Jenny Budgetell (Chairman) Peter Hutton Teresa Hutton  
Mary Norton Ashley O'Neill John Scragg  
Michelle Pearce (Substitute)

**Officers Present:** Mark Smith, Chief Executive  
Gillian Ballinger, Finance Manager  
Lynsey Nichols, Communications and Marketing Manager  
Heather Rae, Democratic Services Manager  
Michael Weeks, Democratic and Civic Officer

**Public Present:** There were ten members of the public present.

There were five public questions regarding agenda item 12 on the deliverability of Climate Change. A copy of comments/questions asked is included as an **APPENDIX A** to these Minutes.

**Councillor Jenny Budgetell in Chair**

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Clare Cape, Andy Phillips and Sandie Webb.

2. **NOTIFICATION OF SUBSTITUTION**

Councillor Michelle Pearce would be substituting for Councillor Clare Cape.

3. **DECLARATION OF INTEREST**

There were no declarations of interest.

4. **MINUTES**

It was agreed that the minutes of the meeting held on 10 April 2019 were a correct record and

**RESOLVED that:**

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

**5. CHAIRMAN'S ANNOUNCEMENTS**

- i) It was noted that the current Director on Chippenham BID nominated by the Town Council was standing down. The Chairman sought nominations for a Director on the Chippenham BID. Councillor Jenny Budgell was proposed by Councillor Desna Allen, it was seconded by Councillor Michelle Pearce and with no other nominations, it was agreed that Councillor Jenny Budgell be a Director on the Chippenham BID.

**6. WORKING PARTY NOTES**

**ii) DEVOLUTION WORKING PARTY NOTES**

Councillors noted the notes from the Devolution Working Party meeting dated 02 April 2019 and the recommendations therein. All matters were resolved.

**7. YEAR-END ACCOUNTS AND ANNUAL RETURN CONSIDERATION**

The Chairman reminded councillors that questions were to be received at least 48 hours in advance. The Chief Executive presented the report on behalf of the Director of Resources, outlining the year end accounts and annual return consideration.

**RESOLVED that:**

- i) Councillors noted the report and the year-end process.
- ii) Councillors confirmed the individual statements contained within the Annual Governance Statement and the financial figures contained within the Accounting Statements of the Annual Governance and Accountability return 2018/2019 and agreed to recommend to Full Council on 19th June 2019 that they be approved.
- iii) Councillors agreed to recommend that the unaudited financial statements for the year ended 31st March 2019 are adopted by Chippenham Town Council at its Full Council meeting on 19<sup>th</sup> June 2019.

**8. FINANCIAL RISK ASSESSMENT**

The Chief Executive presented the report on behalf of the Director of Resources noting that the council have considered risks and taken appropriate action.

**RESOLVED that:**

i) Councillors noted the report.

ii) Councillors agreed to adopt this assessment of financial risk as part of the corporate governance annual compliance process.

**9. FINANCIAL ADMINISTRATION: AUDIT OF ACCOUNTS PAYABLE AND BANK RECONCILIATIONS FOR MONTH 1**

The Finance Manager presented the report to councillors detailing the process of the Bacs and Cheque audit and the summary of income and expenditure.

**RESOLVED that:**

Councillors noted the report.

**10. OUTSTANDING LOAN POSITION**

The Finance Manager presented the report informing councillors of the outstanding loan position, detailing three outstanding loans.

**RESOLVED that:**

Councillors noted the report.

**11. INTERNAL AUDITORS REPORT**

The Finance Manager presented the report to councillors and noted that a thorough audit of all accounting practices is carried out four times a year, the Finance Manager reported a clean bill of health for the Council.

**RESOLVED that:**

Councillors noted the report.

**12. CLIMATE CHANGE (DELIVERABILITY)**

The Chief Executive presented the report to Councillors noting that Council agreed to declare a Climate Emergency at Full Council on 27 March 2019. It

was noted that this report did not seek to proffer any solutions, or make recommendations about individual actions but to provide advice on the practicability, affordability and applicability of the council adopting the recommendations.

Councillors discussed the 7 motions put forward, it was proposed by Councillor Peter Hutton, seconded by Councillor Desna Allen and all were in favour of motion 6, to 'Facilitate a Climate Emergency Advisory Group made up of representatives from stakeholder organisations, to help deliver this goal' with the amendment to commit to this and to include members of the public.

The Chairman invited Councillors to vote on motions 7 and 8, all were in favour of both motions and agreed to delegate the remaining motions to the Advisory Group.

**RESOLVED that:**

i) Councillors agreed to Motions 6, 7 and 8:

*6. To commit to facilitate a Climate Emergency Advisory Group made up of representatives from stakeholder organisations, and members of the public.*

*7. Work within existing resources and make best endeavours (taking into account the available resources at the disposal of the council) to develop a climate change mitigation strategy and implement best practice methods*

*8. Request that officers to report back ahead of next year's budget setting process, with regard to progress.*

ii) The remaining motions 2, 3, 4, and 5 be delegated to the advisory group for discussion and the outcome to be brought back to a future Strategy and Resources Committee meeting.

**13. PRESS RELEASE**

Councillors requested a press release regarding the setting up a Climate Emergency Advisory Group.

**14. DATE OF NEXT MEETING**

The next meeting of this Committee will take place at 7pm on Wednesday 04 September 2019.

15. **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”.

Ten members of the public left the meeting.

16. **ICT REPORT**

The Chief Executive presented the report on behalf of the Director of Resources. Councillor Desna Allen proposed the recommendations, they were seconded by Councillor Michelle Pearce and it was

**RESOLVED that:**

- i) Councillors approved the recommendations as per the report.

The meeting closed at 8.23pm.

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:

## Public Questions and Comments

At the invitation of the Chairman a resident spoke regarding the widespread challenge of Climate Change, noting that residents want to work with the Town Council on this and noting methods such as planting trees, electric cars and solar buy in schemes that could support carbon neutrality. It was noted that any declarations made must be town wide and can have an impact on Wiltshire Council.

At the invitation of the Chairman a resident spoke regarding the Climate Change - Deliverability report, and questioned whether the reference in motion 2 to the 'town council' referred to the town or to the Council.

At the invitation of the Chairman a resident spoke regarding Climate Change, noting the constraints of budget and officer time but highlighted a need for commitment and urgency. Climate Change and environmental protection should be at the heart of what the Council does using the expertise of local people.

At the invitation of the Chairman a resident spoke regarding Climate Change and further highlighting the lack of urgency. The resident asked, when invites to the Advisory Group would be sent out and when the meeting would be held, when the Terms of Reference would be decided, and whether the Council had already written to the government.

At the invitation of the Chairman a resident spoke about the recent transfer of land to the Town Council, and noted that this could be an opportunity for tree planting and could be added to the newsletter. The resident noted that we need to be practical but also need to act now.