



Minutes of a meeting of the Strategy and Resources Committee held virtually on Zoom on 02 September 2020 at 7pm.

Councillors present:

James Adman	Desna Allen
Pete Bishop	Jenny Budgell (Vice)
Teresa Hutton	Mary Norton
Ashley O'Neill	Andy Phillips
John Scragg	Sandie Webb (Chairman)

Officers present: Mark Smith, Chief Executive
Nick Rees, Director of Resources
Barry Pirie, Director of Community Services
Daryl Jones, Business Support Manager
Gillian Ballinger, Finance Manager
Ann Chard, Administrative Services Officer - Planning
Michael Weeks, Democratic and Civic Officer
Lynsey Nichols, Communication and Customer Services Manager

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

PUBLIC QUESTION TIME

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

15. APOLOGIES FOR ABSENCE

There were apologies for absence received from Councillor Peter Hutton.

16. NOTIFICATION OF SUBSTITUTION

There were no notifications of substitutions.

17. DECLARATION OF INTEREST

There were no declarations of interest.

18. MINUTES

It was agreed that the minutes of the meeting held on 15 July 2020 were a correct record.

RESOLVED that:

The minutes were approved as a correct record and will be signed by the Chairman at a later date.

19. CHAIRMANS ANNOUNCEMENTS

i) The Director of Resources had a phone call from The Economic Recovery Team at Wiltshire Council, very late in the process stating that the Town Council could apply for a £7000 grant. An application has been made, but officers are seeking clarification to see if the Town Council is allocated the money the impact this may have on any other grants available.

ii) The Leader and the Chief Executive have been working with partners in the retail sector as the town looks to recover from lockdown. As part of the discussions No.23 Borough Parade, a current empty unit has been offered for use. The Town Council will be facilitating a Zoom meeting of local community groups on the 10 September 2020 to see if the vacant unit could be used, to get their views and commitment on its use as a community hub for a community.

20. SUB COMMITTEE MINUTES

i) CIVIC MATTERS SUB COMMITTEE

Councillor Teresa Hutton presented the minutes. Councillors noted the minutes from the Civic Matters Sub Committee meeting dated 04 August 2020 and the recommendations therein and all matters were resolved.

ii) COMMUNITY DONATIONS SUB COMMITTEE

Councillor Sandie Webb presented the minutes. Councillors noted the minutes from the Community Donations Sub Committee extraordinary meeting dated 06 August 2020 and the recommendations therein and all matters were resolved.

21. WORKING PARTY NOTES

i) FINANCE WORKING PARTY NOTES

Councillor Jenny Budgell presented the notes. Councillors noted the Finance Working Party Notes notes from the meeting held on 20 August 2020 and the recommendations therein and all matters were resolved.

22. FINANCIAL REGULATIONS AND PROCUREMENT POLICY REVIEW

The Director of Resources presented the report to Councillors highlighting that the Finance Regulations need to be reviewed every 3 years, but this process had been delayed due to the ongoing COVID19 pandemic, and that the Procurement Policy had been updated to take into account Environmental matters.

RESOLVED that:

For councillors to recommend that Full Council at its meeting on 23 September 2020 adopt the revised versions of the Council's Financial Regulations and Procurement Policy.

23. FINANCE REPORT

The Director of Resources presented the report to Councillors stating that the Finance Report covered the first four months of the financial year up to July 2020, and the potential impact of the ongoing COVID 19 pandemic to income and expenditure for the financial year 2020/21. The Medium Term Financial Plan for Capital / Ear Marked funds for the period 2020 to 2025 was presented, along with the budget process and associated time table for 2021/22.

RESOLVED that:

- i) Councillors to note the Income & Expenditure position after 4 months to July 2020;
- ii) Councillors to note the potential Income & Expenditure outturn for this year (a deficit of £63k) and the impact on General Reserves;
- iii) Approved the Medium Term Financial Plan (MTFP) 2020 to 2025 for Capital/Ear Marked Funds.
- iv) For Councillors to note the budget process and timetable for 2021/22.

24. RISK MANAGEMENT REGISTER

The Director of Resources presented the report highlighting to Councillors that going forward the review of the register will be made every six months as opposed to the current three months.

RESOLVED that:

- i) Councillors approved the Risk Register and the Risk Management Strategy.

25. MODERN.GOV UPDATE

The Director of Resources presented the report updating Councillors on the COVID 19 delayed transition to the Modern.gov software package and the associated tablet purchases for Councillors. It was confirmed that any tablet purchased would belong to the Town Council, and not the individual Councillor.

RESOLVED that:

Councillors noted the report.

26. FINANCE ADMINISTRATION FOR 2020/21

The Finance Manager presented the report to Councillors reminding Councillors of the process that constitutes the BACS and Cheque audit to conform to Financial Regulations. Councillors were advised that if they wanted to take part in the audit process, they can contact the Finance Manager

RESOLVED that:

Councillors noted the report.

27. OUTSTANDING LOANS POSITION

The Finance Manager presented the report to Councillors, detailing the current outstanding loan position of the Town Council.

RESOLVED that:

Councillors noted the report.

28. ANNUAL DATA PROTECTION COMPLIANCE REPORT

The Business Support Manager presented the report to Councillors, highlighting that the Town Council is compliant with Data Protection, officers have recently undertaken Data Protection refresher training, training which will be offered to all Councillors on a date to be confirmed.

RESOLVED that:

Councillors noted the report.

29. UPDATE ON CORPORATE STRATEGIC PLAN

The Business Support Manager presented the report to Councillors. Many parts of the plan have been achieved.

RESOLVED that:

Councillors noted the report.

30. ITEMS FOR COMMUNICATION

Councillors did not request any specific items for communication.

31. DATE OF NEXT MEETING

The next meeting of this Committee will take place at 7pm on Wednesday 21 October 2020.

32. 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”.

33. TO CONSIDER AND APPROVE CIVIC AWARD RECIPIENTS

The Democratic and Civic Officer presented the confidential report to Councillors.

RESOLVED that:

- i) Councillors noted the report.
- ii) Councillors agreed to a press release and social media to publish the names of the recipients who will receive a Civic Award in 2020.

The meeting concluded at 7.58pm

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: