



Minutes of a meeting of the Strategy and Resources Committee held virtually on Zoom on 21 October 2020 at 7pm.

**Councillors present:**

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

**Officers present:** Mark Smith, Chief Executive  
Barry Pirie, Director of Community Services  
Daryl Jones, Business Support Manager  
Gillian Ballinger, Finance Manager  
Heather Rae, Democratic Services Manager  
Michael Weeks, Democratic and Civic Officer  
Lynsey Nichols, Communication and Customer Services Manager

**Public present:** There were three members of the public present.

**PUBLIC QUESTION TIME**

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

**34. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**35. NOTIFICATION OF SUBSTITUTION**

There were no notifications of substitutions.

**36. DECLARATION OF INTEREST**

There were no declarations of interest.

**37. MINUTES**

It was agreed that the minutes of the meeting held on 02 September 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.

**38. CHAIRMANS ANNOUNCEMENTS**

i) The Chairman paid tribute to Tracy Howell, who had sadly passed away. Tracy was the Town Council's Market and Compliance Manager but was much more, she loved meeting people and was a valued member of the staff team at Chippenham Town Council. A moment's silence was held to pay respect to Tracy and remember her.

ii) The Chairman reminded Councillors that Remembrance Sunday would take place differently this year due to COVID19. Councillors were reminded that following Civic Matters Sub Committee on 15 September 2020, a Councillors bulletin was circulated on 19 October detailing plans for Remembrance Sunday. Members of the public and Councillors will be encouraged to remember from home, a live stream option is being considered by officers to help people engage from home and this will be clearly communicated.

**39. 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 15 September 2020 and the recommendations therein and all matters were resolved except for Remembrance Sunday details which had now been finalised and Councillors had received a Councillor bulletin regarding these.

**40. WORKING PARTY NOTES**

**i) FINANCE WORKING PARTY NOTES**

Councillor Jenny Budgell presented the notes. Councillors noted the Finance Working Party notes from the meeting held on 01 October 2020 and the recommendations therein and it was noted that all matters are ongoing.

**41. ADVISORY GROUP NOTES**

**i) CLIMATE EMERGENCY ADVISORY GROUP NOTES**

Councillor Teresa Hutton presented the notes. Councillors noted the Climate Emergency Advisory Group notes from the meetings held on 07 September and 05 October 2020 and the recommendations therein and it was noted that all matters are ongoing.

## **42. FINANCE REPORT**

The Chief Executive presented the Finance report to Councillors on behalf of the Director of Resources. The financial results for the first 5 months of the financial year were highlighted.

It was noted that due to the phasing of the budget spend, the Net Expenditure over Income shows a surplus of £243k over budget at this stage, it was highlighted that this is not a true representation of where the outturn will be at the year-end. Due to reduced play area cleaning costs the previously estimated potential deficit of £63k in Income and Expenditure outturn for the year could be reduced. It was noted that much could change in the rest of the financial year.

### **RESOLVED that:**

Councillors noted the Income and Expenditure position after 5 months to August 2020.

## **43. CHIPPENHAM TOWN CENTRE CCTV VOLUNTEER SCHEME**

The Business Support Manager presented the report with the recommendation of implementing a Chippenham Town Centre CCTV Volunteer Scheme. Councillors discussed the potential of considering car parks as a whole for locations for CCTV as anti-social behaviour can move to other areas. The Business Support Manager confirmed that there are other phases of CCTV that Councillors will decide their priority.

Councillors requested clarification on the decisions made about locations of CCTV in the Shambles and Bath Road car park and whether CCTV volunteers would be fully compliant with GDPR. The Business Support Manager confirmed the camera in the Shambles was due to fly tipping and Bath Road car park was a joint decision with the Police and Wiltshire Council Area Board to tackle anti-social behaviour. Volunteers would be vetted and given bespoke GDPR and DPO training, the right people would be selected and trained.

Councillors raised the issues of CCTV in supermarket car parks and it was highlighted this may be the responsibility of the supermarket as they own the land. Councillors suggested increasing communications to supermarkets to install their own security measures such as gates. The Business Support Manager agreed to investigate where the responsibility lies and to invite supermarkets to take part in the upcoming meeting of the Community Safety Forum to hear their views. Councillors highlighted that as consultees for planning the Town Council need to be more robust and follow up on recommendations such as gates on supermarket car parks to ensure they are taken on board.

Councillors thanked the Business Support Manager and all those involved in the CCTV project. It was suggested that other cameras could be opened up to volunteers too such as the camera at the back of the One Stop shop. The Business Support Manager noted that there are currently three different CCTV systems, Borough Parade, Emery Gate and the Town's, they should all be linked up in the future, it was confirmed that the police have access to all CCTV.

With all in favour it was

**RESOLVED that:**

A CCTV Monitoring Volunteer Scheme be introduced to help monitor the CCTV system outside of the current contracted out hours; in particular the daytime hours.

**44. CONSULTANCY WORK TO SUPPORT THE WORK OF CLIMATE EMERGENCY ADVISORY GROUP (CEAG)**

The Chief Executive presented the report regarding the engagement of a consultant to carry out work to support the role of the Climate Emergency Advisory Group (CEAG). It was noted that there was good support from CEAG members but no dedicated officer or consultant with the required knowledge and skills in climate change to support the group. A consultant financed from the existing budget of £5000 will provide the necessary knowledge and skills on an ongoing consultancy basis for this financial year.

Councillors noted the approach of engaging a consultant at a cost of £5000 to support CEAG. Councillors highlighted a previous request for including a summary assessment for all decision making policies that go through Council to indicate the climate and ecological impact of each decision, whether it would be beneficial or not. The Chief Executive confirmed this had not been carried out previously due to capacity and knowledge to make an informed comment. It was noted that with consultancy in place and within the officer's work plan this issue would be looks at in the fullness of time.

**RESOLVED that:**

Councillors noted the appointment of a consultant to assist with specialist work relating the ongoing work of the Climate Emergency Advisory Group (CEAG).

**45. FINANCIAL ADMINISTRATION: AUDIT OF ACCOUNTS PAYABLE AND BANK RECONCILIATIONS FOR MONTHS 5-6**

The Finance Manager presented the report to Councillors and noted the BACS and Cheques audit of months 5 and 6 had taken place with Councillors Jenny Budgell and Teresa Hutton. All Councillors had been invited to be added to a rota to take part in the audits.

**RESOLVED that:**

Councillors noted the report.

**46. ITEMS FOR COMMUNICATION**

Councillors did not request any specific items for communication.

**47. DATE OF NEXT MEETING**

The next meeting of this Committee will take place at 7pm on Wednesday 09 December 2020.

The meeting concluded at 7.40pm

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:

DRAFT