



Minutes of a meeting of the Strategy and Resources Committee held virtually on Zoom on 17 February 2021 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
Nick Rees, Director of Resources
Matt Kirby, Director of Community Services
Daryl Jones, Business Support Manager
Gillian Ballinger, Finance Manager
Heather Rae, Democratic Services Manager
Lynsey Nichols, Communication and Customer Services Manager
Helen Bywater, Corporate Support Officer

Public present: There were four members of the public present

PUBLIC QUESTION TIME

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

63. APOLOGIES FOR ABSENCE

There were no apologies for absence.

64. NOTIFICATION OF SUBSTITUTION

There were no notifications of substitution.

65. DECLARATION OF INTEREST

There were no declarations of interest.

66. MINUTES

It was agreed that the minutes of the meeting held on 09 December 2020 were a correct record, they were proposed by Councillor Jenny Budgell and seconded by Councillor Teresa Hutton.

RESOLVED that:

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

67. CHAIRMAN'S ANNOUNCEMENTS

The Chairman noted that the Standing Orders Working Party notes had not yet been circulated to Councillors. Therefore, they would not be noted at agenda item 7i during this meeting but included in the next S&R agenda once circulated to Councillors.

68. 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 held on 19 January 2021 and the recommendations therein and all matters were resolved.

69. WORKING PARTY NOTES

i) STANDING ORDERS WORKING PARTY NOTES

The Standing Orders Working Party notes from the meeting held on 01 February were deferred to the next Strategy and Resources Committee meeting.

70. FINANCE REPORT

The Chairman of the Finance Working Party introduced the report and highlighted that officers were managing the budget during unknown times that are constantly changing. It was noted that each budget for each year is considered line by line and that Councillors are custodians of the finances and they should be left in a good state for the next custodians.

The Director of Resources presented the finance report detailing the net expenditure over income results for the first nine months of the financial year to December 2020. It was noted that a surplus of £72,000 was required to maintain General Reserves at 25% of precept and any additional surplus would be transferred back to Capital Earmarked Funds.

It was noted that an unexpectedly large payment of Community Infrastructure Levy (CIL) monies from Wiltshire Council was received in January 2021 of £192k, leaving a total balance of unspent CIL income of £566k currently. CIL income must be spent within five years of receipt and it was noted that CIL should be used for infrastructure projects. With all in favour it was

RESOLVED that:

i) The Income & Expenditure position after 9 months to December 2020 be noted;

ii) In the event that a sufficient surplus is generated this year, an amount necessary to maintain General Reserves at 25% of Precept be retained in the Income & Expenditure account for the year and that any surplus balance in excess of that amount be transferred to Capital/Ear Marked Funds at the end of the financial year;

iii) A recommendation be made to Full Council at its meeting on 24th March 2021 to approve that Community Infrastructure Levy Income is used to fund any relevant infrastructure related Capital projects that have been completed in this financial year.

71. FINANCE SUB COMMITTEE

The Chief Executive presented the report on the proposal of a Finance Sub Committee which would replace the Finance Working Party under Standing Order 5.1. The Finance Sub Committee would consider financial matters regularly and consider CIL expenditure with the ability to make certain expenditure decisions that the Working Party cannot.

Councillors asked that the composition of the proposed Sub Committee be revisited, to be more accessible to all Councillors and that all Councillors on the Sub-Committee should be able to appoint a substitute Councillor to attend on their behalf. Councillors commented that political proportionality and how CIL is spent should be considered.

Councillor Sandie Webb proposed a motion that the subject of the Finance Sub Committee be forwarded to Full Council for consideration. This was seconded by Councillor John Scragg, a vote was held with the majority against the motion fell.

Councillor Desna Allen proposed a motion that officers re-work the recommendations based on Councillor's feedback and bring a proposal to Full Council to facilitate a discussion. This was seconded by Councillor Peter Hutton and with the majority in favour the motion passed and it was

RESOLVED that:

i) Officers re-work the recommendations for a Finance Sub Committee based on feedback received by Councillors and a proposal be brought to a future Full Council meeting to facilitate a discussion.

72. CHIPPENHAM TOWN COUNCIL CCTV SYSTEM

The Business Support Manager updated Councillors on CCTV and outlined further phases to the programme of CCTV upgrades to future proof Chippenham Town Council's CCTV system. It was noted that there had been a request from the Police suggesting linking up cameras to Saddler's Mead car park, the Town Council would not pay for this but could link up and share data. Councillors thanked the Business Support Manager.

Councillors questioned the condition of the cabling and whether this could be checked before works began to avoid high additional costs. A representative of the CCTV system company confirmed that the cabling would be checked when works

begin, however a provisional sum would be a couple of thousand to cover any new cabling required and any major problems would be communicated to the Council. With all in favour it was

RESOLVED that:

Councillors approved phases 3, 4, 5, 6, 13 and 16 to be progressed, and recommended that Capital Funding of £36,510 be allocated from the Council's CIL reserves, an increase over the budgeted amount of £10,000 included within the Capital Budget for 2021/22 approved by Full Council in January 2021.

73. COMMISSIONING OF A CUSTOMER RELATIONSHIP MANAGEMENT (CRM) SYSTEM

The Director of Community Services presented the report on the proposed Customer Relationship Management (CRM) System. It was noted that there is no system in place, requests are dealt with by the Customer Services Team in person, by telephone or email. The CRM system would future proof the Council as demand increases, it would allow a self-service platform and process for automated workflows. It was noted that there would be better data capture and reporting that just emails which improved performance monitoring and can map geographical issues. Three quotes had been obtained and the recommended suitable produce was from Abavus. It was noted that the app as future potential to be used to apply and pay for things which could be used for tickets and bookings. The cost of the CRM system would be a payment of £13,0900 and £7,190 ongoing revenue cost. The Communications and Customer Services Manager confirmed that Wiltshire Council have 4 or 5 different reporting programmes for different departments and that Town Council keeps in regular contact with them.

Councillors requested that residents that aren't online have access in another format and that the wording of request management is clear in the differentiation between acknowledged and completed.

RESOLVED that:

Councillors agreed to commissioning the MyCouncil Services CRM solution as offered by Abavus.

74. GAS CONTRACT RENEWAL

The Finance Manager presented report regarding the renewal of the gas provision contract for the Town Hall from 01 March 2021.

RESOLVED that:

Councillors noted the report and agreed that Chippenham Town Council enter a 24-month Gas Contract with SSE effective from 1 March 2021.

75. MODERN.GOV UPDATE

The Democratic Services Manager updated Councillors on the successful installation of Modern.gov Meeting Management software and officer training that

had taken place. It was noted that there was outstanding preparation work to be done on the system and that it would not go live until after Elections in May 2021.

RESOLVED that:

i)Councillors noted the progress of implementation of Modern.gov meeting management software to support the Council's Democratic Services function.

ii)Councillors noted the cost of up to £8,400 from the Capital Earmarked Fund budget for the provision of Councillor tablets for Modern.gov use following elections scheduled for May 2021.

76. CLIMATE EMERGENCY ADVISORY GROUP (CEAG) UPDATE

The Director of Community Services updated Councillors on the work that has been undertaken by CEAG including the work undertaken on the carbon footprint model and the Centre for Sustainable Energy matrix which breaks down into six areas the Council can control, this will help to prioritise actions.

The consultant for CEAG updated on work undertaken for CEAG including working on the Centre for Sustainable Energy matrix and looking at council buildings and making notes and recommendations on carbon reduction. The Procurement Policy and working with suppliers will be looked at. CEAG can share expertise and help the community.

Councillor Teresa Hutton as Chairman of CEAG thanked the Director of Community Services and the CEAG consultant for the comprehensive report and noted CEAG felt it important to report back to this committee.

RESOLVED that:

The report be noted.

77. FINANCIAL ADMINISTRATION: AUDIT OF ACCOUNTS PAYABLE AND BANK RECONCILIATIONS FOR MONTHS 8 AND 9

The Finance Manager presented the report to Councillors and noted the BACS and Cheques audit of months 8 and 9 had taken place with Councillor Pete Bishop and Councillor Ashley O'Neill, who carried out the check virtually.

It was noted that next report would not have Councillor signatures included due to security but available on request by Councillors. Councillors agreed and requested that historical signatures be removed from the website too.

RESOLVED that:

Councillors noted the report.

78. ITEMS FOR COMMUNICATION

Councillors did not request any specific items for communication.

79. DATE OF NEXT MEETING

The next meeting of this Committee will take place at 7pm on Wednesday 07 April 2021.

The meeting concluded at 8.45pm

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