



Minutes of a meeting of the Strategy and Resources Committee held at the Town Hall on 01 September 2021 at 7pm

**Councillors present:**

Jenny Budgell	Clare Cape
Pete Cousins	Bill Douglas (from item 20)
Robert Giles	Gemma Grimes
Nick Murry	David Poole
John Scragg	George Simmonds
Myla Watts (Chairman)	

**Officers present:** Mark Smith, Chief Executive  
Nick Rees, Director of Resources  
Matt Kirby, Director of Community Services  
Gillian Ballinger, Head of Finance  
Amy Abram, Management Accounts Assistant  
Helen Bywater, Head of Corporate Support  
Heather Rae, Head of Democratic Services  
Jessica Mantell, Democratic Services Officer  
Kieran Moore, Technician

**Also present:** Kathryn Macdermid

**Public Present:** There was one member of the public present

**PUBLIC QUESTION TIME**

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

**11. APOLOGIES FOR ABSENCE**

There were apologies for absence from Councillor James Bradbury due to an urgent family matter, Councillor Andy Phillips due to not being available and Councillor Mary Norton due to ill health.

**12. NOTIFICATION OF SUBSTITUTION**

Councillor Pete Cousins was substituting for Councillor James Bradbury and Councillor Gemma Grimes was substituting for Councillor Andy Phillips.

**13. DECLARATION OF INTEREST**

No declarations of interest were made.

#### 14. MINUTES

It was agreed that the minutes of the meeting held on 09 June 2021 were a correct record, they were proposed by Councillor John Scragg and seconded by Councillor Robert Giles.

#### RESOLVED that:

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

#### 15. CHAIRMAN'S ANNOUNCEMENTS

- (i) The Chairman welcomed the new Councillor, George Simmonds to the Committee meeting
- (ii) The Chairman welcomed the new Democratic Services Officer, Jessica Mantell to the Committee meeting

#### 16. SUB COMMITTEE MINUTES

##### i) CIVIC MATTERS SUB COMMITTEE

Councillor John Scragg presented the minutes. Councillors noted the minutes from the Civic Matters Sub Committee meeting held on 08 June 2021 and the recommendations therein and all matters were resolved.

##### ii) COMMUNITY DONATIONS SUB COMMITTEE

Councillor Nick Murry presented the minutes. Councillors noted the minutes from the Community Donations Sub Committee meeting held on 22 July 2021 and the recommendations therein and all matters were resolved.

##### iii) FINANCE SUB COMMITTEE

In the absence of the Chairman, Councillors noted the minutes from the Finance Sub Committee held on 13 July 2021 and the recommendations therein and all matters were resolved.

#### 17. ADVISORY GROUP NOTES

##### (i) CLIMATE EMERGENCY ADVISORY GROUP NOTES

Councillor John Scragg presented the notes from the Climate Emergency Advisory Group meetings held on 15 June and 26 July 2021. The notes from the two CEAG meetings listed above were noted.

#### 18. DELEGATION OF FINANCIAL RESPONSIBILITY TO SPENDING OFFICERS

The Head of Finance presented a report regarding an update on delegated spending limits. The Chief Executive emphasised that all expenditure is carried out in compliance with Financial Regulations and Standing Orders and the Director of

Resources noted that this report related to all expenditure that is approved by Council and in the budget. Councillor Jenny Budgell proposed to agree the recommended changes to the Delegated Officer Expenditure Authorisation limits, seconded by Councillor Robert Giles. With all in favour, it was;

**RESOLVED that:**

Councillors agreed to the recommended changes to the Delegated Officer Expenditure Authorisation limits.

**19. SET UP NEEDL DEVELOPMENT WORKING PARTY**

The Director of Community Services presented a report to reconvene the Needl Working Party. Councillors requested that future meetings take place virtually where possible. With all in favour, it was;

**RESOLVED that:**

- (i) A Needl Development Working Party be established. This was proposed by Councillor Nick Murry and seconded by Councillor Clare Cape.
- (ii) The following Councillors be appointed to the Working Party: Desna Allen, Jenny Budgell, Clare Cape, Pete Cousins, Robert Giles, Gemma Grimes, Angie Litvak-Watson, Nick Murry, Matthew Short.
- (iii) The Chief Executive to determine the terms of reference and level of adequate support required. This was proposed by Councillor Jenny Budgell and Councillor Robert Giles seconded.
- (iv) The Chief Executive to determine and arrange the date of the first meeting. This was proposed by Councillor Jenny Budgell and seconded by Councillor Clare Cape.

Councillor Bill Douglas joined the meeting.

**20. FINAL INTERNAL AUDIT REPORT 2021/22**

The Director of Resources presented a report regarding the Final Internal Audit Report 2021/22 Councillors requested the ethicalness of investments and banks be researched and included. Councillor Jenny Budgell proposed the recommendation that reports are prepared by officers for consideration at the next meeting of the Finance Sub Committee in relation to the matters raised by the auditor on Fixed Asset Registers and Investment & Loans, seconded by Councillor Bill Douglas. With all in favour, it was;

**RESOLVED that:**

- (i) Councillors noted the contents of the report.
- (ii) Councillors recommended that reports be prepared by officers for consideration at the next meeting of the Finance Sub Committee.

**21. RISK REGISTER AND RISK MANAGEMENT STRATEGY**

The Head of Finance presented a report regarding the Risk Register and Risk Management Strategy. Councillor Nick Murry proposed an amendment to the

recommendation to include that the impact of Climate Change risk along the lines of mitigation and adaptation be reviewed for the next Risk Register, the amendment was seconded by Councillor Pete Cousins. Councillors voted on the amendment, it was passed and with all in favour, it was;

**RESOLVED that:**

Councillors received and approved the Risk Register and Risk Management Strategy with the amendment that the impact of Climate Change along the lines of mitigation and adaptation be reviewed for the next Risk Register.

**22. REFRESH OF THE TOWN HALL AND MUSEUM WIFI NETORK**

The Head of Corporate Support presented a report regarding a refresh of the WIFI network infrastructure in our Town Council buildings. Councillor Jenny Budgell proposed that Councillors agree the recommendations to implement the upgraded WIFI solution and recommend to Full Council that the cost is covered using Capital/Earmarked Funds, it was seconded by Councillor Robert Giles. With all in favour, it was;

**RESOLVED that:**

- (i) Councillors agreed to implement the upgraded WIFI solution.
- (ii) Councillors agreed to recommend to Full Council that the cost is covered using Capital/Earmarked Funds.

**23. UPDATE ON CORPORATE STRATEGIC PLAN**

The Head of Corporate Support presented a report regarding the progress and outputs of the Corporate Strategic Plan. Councillor Bill Douglas proposed that councillors note the report and the significant progress made, it was seconded by Councillor Clare Cape. With all in favour, it was;

**RESOLVED that:**

Councillors noted the report and the significant progress made.

**24. FINANCE REPORT**

The Director of Resources presented a report regarding the financial results after the first 4 months of the financial year to July 2021 and the budget timetable and process for the 2022/23 budget. Councillor Jenny Budgell proposed that councillors note the Income & Expenditure position after 4 months to July 2021 and that Councillors note the budget process and timetable for 2022/23, it was seconded by Councillor John Scragg. With all in favour, it was;

**RESOLVED that:**

- (i) Councillors noted the Income & Expenditure position after 4 months to July 2021.
- (ii) Councillors noted the budget process and timetable for 2022/23.

25. **FINANCIAL ADMINISTRATION: AUDIT OF ACCOUNTS PAYABLE AND BANK RECONCILIATION FOR MONTH 2-4**

The Head of Finance presented a report regarding the current financial position of the council at the end of the current period.

**RESOLVED that:**

Councillors noted the report.

26. **OUTSTANDING LOAN POSITION**

The Head of Finance presented a report regarding the Outstanding Loan Position.

**RESOLVED that:**

Councillors noted the loans that Chippenham Town Council currently hold with the Public Works Loan Board (PWLB), in accordance with the Council's Financial Regulation.

27. **ITEMS FOR COMMUNICATION**

There were no items for communication and no items to be consulted with the Youth Council.

28. **DATE OF THE NEXT MEETING**

The next meeting of this Committee will take place at 7pm on Wednesday 20 October 2021.

29. **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".

One Councillor not on the S&R Committee and one member of the public left the meeting.

30. **PURCHASE OF LEASEHOLD TO UNIT 2 TOWN HALL AND ANNEXE**

The Director of Resources presented a confidential report regarding the purchase of Leasehold to Unit 2, Town Hall and Annexe. Councillor Bill Douglas proposed that Councillors approve the method of acquisition for the purchase, seconded by Councillor Jenny Budgell. With all in favour, it was;

**RESOLVED that:**

Councillors approved the use of Capital/Ear Marked Fund Reserves to fund the purchase of the leasehold to Unit 2 Town Hall and Annexe, the decision to purchase having been previously agreed by Full Council.

The meeting concluded at 8:27pm

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