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**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

4 May 2022

To Councillors:

Desna Allen	Liz Alstrom (Vice-Chair)
Declan Baseley	James Bradbury
Jenny Budgell	Clare Cape
Pete Cousins	William Douglas
Robert Giles	Gemma Grimes
Angie Litvak-Watson	Kathryn Macdermid
Conor Melvin	Nick Murry
Andy Phillips	Nina Phillips
David Poole	Nic Puntis
Chris Ruck	John Scragg (Chair)
Matthew Short	George Simmonds
Myla Watts	Hayley Wilson

Meeting of Full Council - Wednesday 11 May 2022

Dear Councillor,

You are summoned to attend a meeting of Full Council to be held in the Town Hall on Wednesday 11 May 2022 commencing at 7.00 pm for transaction of the business given in the Agenda attached.

Please note members of the public are invited to address the council at this meeting at 7pm. Members of the public are requested to send their public question to enquiries@chippenham.gov.uk by 12pm on the day before the meeting and confirm whether they will be in physical attendance or require an officer to read out the question on their behalf. Priority of physical attendance will be given to the press and those that have sent their public question in advance and will read it out, remaining seats will be allocated on a first come first served basis.

Alternatively, anyone who wishes to watch the meeting only can do so via this link: <http://youtube.com/channel/UCLhKQ0VMR7-mu7GvGYO3uGg/live>

Yours faithfully,

Mark Smith MBA LLB (Hons) CMgr FCMI FSLCC
Chief Executive

All council meetings are open to the public and press

RECORDING OF PUBLIC COUNCIL MEETINGS

Recording and using social media is permitted at Council meetings which are open to the public. Please note that Chippenham Town Council will be streaming this meeting to YouTube, the video recording will be available in the public domain for six months.

7pm - PUBLIC QUESTION TIME (not to exceed 30 minutes)

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chair will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting. A record of any public participation session shall be included as an appendix to the Minutes.

Agenda

Full Council - Wednesday 11 May 2022

	Wards affected	Page no.
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1.	<u>MAYOR'S ANNOUNCEMENTS</u>	9 - 10
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i. To receive any announcements from Councillor John Scragg, the outgoing Town Mayor.

ii. To receive a list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 23 March 2022 (copy attached).

To consider the following item:

2.	<u>ELECTION OF THE CHAIR OF COUNCIL WHO SHALL BE KNOWN AS THE TOWN MAYOR 2022/23</u>	All Wards
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In accordance with Standing Order 12.1e to elect a Chair of the Council who shall be known as Town Mayor 2022/23:

i) Nominee: Cllr Liz Alstrom, nominated by virtue of her role as Deputy Town Mayor 2021/2022.

To note the following items:

3.	<u>DECLARATION OF ACCEPTANCE OF OFFICE OF TOWN MAYOR</u>
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The newly elected Town Mayor will read the Declaration of Acceptance of Office. The Mayor

will sign the Declaration of Acceptance of Office, witnessed by the Chief Executive.

Elected Mayor to take the Chair, and will put on the Mayoral Chain.

4. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

5. **DECLARATION OF INTEREST**

All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct. Councillors are reminded to declare any dispensation granted in relation to any relevant matter.

To consider the following items:

6. **ELECTION OF VICE CHAIR OF COUNCIL WHO SHALL BE KNOWN AS DEPUTY TOWN MAYOR 2022/23** All Wards

In accordance with Standing Order 12.1e to elect a Vice Chair of the Council who shall be known as the Deputy Town Mayor 2022/23, based on the following received nominations, submitted at least seven clear days before the meeting:

- i) Nominee: Cllr Kathryn Macdermid, proposed by Councillor Desna Allen, seconded by Councillor Jenny Budgell.
- ii) Nominee: Cllr Declan Baseley, proposed by Councillor Pete Cousins, seconded by Councillor Nick Murry.

7. **MINUTES**

11 - 22

To receive the draft minutes of the Council meeting held on Wednesday 23 March 2022. Minutes require a proposer and seconder for approval (copy attached).

To note the following item:

8. **COMMITTEE MINUTES**

The Chair invites all Councillors to raise any queries or questions on the work being undertaken by Committees, purely for

information only. To receive the following:

- a. **Planning, Environment & Transport Committee**
The draft minutes of the meetings held on 30 March and 21 April 2022 (previously circulated).
- b. **Strategy and Resources Committee**
The draft minutes of the meeting held on 06 April 2022 (previously circulated).

To consider the following items:

9. **ELECTION OF LEADER OF THE COUNCIL** All Wards

To elect a Leader of the Council who shall be Chair of the Strategy and Resources Committee.

Any nomination for Leader of the Council will be proposed, seconded and voted upon in accordance with Standing Order 12.1m viii.
10. **ELECTION OF DEPUTY LEADER OF THE COUNCIL** All Wards

To elect a Deputy Leader of the Council who shall be Vice Chair of the Strategy and Resources Committee.

Any nomination for Deputy Leader of the Council will be proposed, seconded and voted upon in accordance with Standing Order 12.1m ix.
11. **COMMITTEE APPOINTMENT** All Wards

To appoint the following Standing Committees of the Town Council in accordance with Standing Order 12.1 m x:
 - a) **Amenities, Culture and Leisure Committee (12 Cllrs)**
Political balance to be achieved (SO 3.1).
 - b) **Planning, Environment and Transport Committee (12 Cllrs)**
Political balance to be achieved (SO 3.1).
 - c) **Human Resources Committee (9 Cllrs)**
Political balance not required (SO 3.1).
 - d) **Strategy and Resources Committee (12 Cllrs)**

i) To note the Leader of the Council is automatically Chair of the Strategy and Resources Committee (SO 12.1m viii).

ii) To note the Deputy Leader of the Council is automatically Vice Chair of the Strategy and Recourses Committee (SO 12.1m ix).

iii) To note the Chair of Council (Town Mayor) is automatically appointed to the Strategy and Resources Committee (SO Appendix A 3.1c).

iv) To appoint 9 Cllrs to fill the remaining seats. Political balance to be achieved (SO 3.1).

e) Finance Sub Committee (9 Cllrs)

Political balance to be achieved (SO 3.1).

f) Community Donations Sub Committee (7 Cllrs)

Political balance to be achieved (SO 3.1). This Sub Committee will be dissolved to become 'Council Donations Sub Committee' subject to approval of the Terms of Reference at a future Strategy and Resources Committee meeting.

g) Civic Matters Sub Committee (5 Cllrs)

To include the Mayor and Deputy Mayor, 3 further members are sought. Political balance to be achieved (SO 3.1).

h) Dispensations Sub Committee (5 Cllrs)

Political balance to be achieved (SO 3.1).

12. **WORKING PARTY, STEERING AND ADVISORY GROUP APPOINTMENT** All Wards

To reconstitute the following Working Parties set up by the Strategy and Resources Committee (SO 6.3).

a) Neeld Development Working Party

Political balance not required.

b) Stanley Park Sports Ground Working Party

Political balance not required.

To fill any arising vacancies and ratify existing Chair and membership of Steering Groups and Advisory Groups (SO 7.2):

a) Neighbourhood Plan Steering Group

Declan Baseley, Clare Cape, Robert Giles Nick Murry (Chair), John Scragg (Vice Chair) and Matthew Short.

b) Climate and Ecological Emergency Advisory Group

Liz Alstrom, Declan Baseley, James Bradbury, Clare Cape, Nick Murry and John Scragg. Elected Mayor will be Chair.

13. **REPRESENTATION ON OUTSIDE BODIES** All Wards 23 - 24

To appoint Councillors to the relevant positions on Outside Bodies (copy of requirements attached).

14. **GENERAL POWER OF COMPETENCE**

Chippenham Town Council resolves from 11 May 2022, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (prescribed conditions) Order 2012, to adopt the General Power of Competence.

15. **ADOPT ANNUAL REPORT 2021/22** All Wards 25 - 36

To receive and consider a report from the Head of Communications and Customer Services regarding the adoption of the Annual Report 2021/22 (copy attached).

To note the following items:

16. **URGENT ACTION FORM** 37 - 38

To receive the following Urgent Action Form containing a Council decision that was made under delegated authority by the Chief Executive in accordance with Standing Order 11.4 (copy attached):

i) Insurance Contract Renewal

17. **ITEMS FOR COMMUNICATION**

To consider any items for communication and any items to be consulted with the Youth Council.

18. **DATE OF NEXT MEETING**

The next meeting of Full Council will be held at 7pm on Wednesday 22 June 2022.

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Mayoral Engagements 2021/2022 - Mayor Cllr John Scragg

March	Engagements
23	Citizenship Ceremony
23	Full Council
28	Ferfoot Care Home Time Capsule & Tree Planting
April	
4	CEAG
5	Full Gospel Businessmen's Fellowship Dinner
7	Sheldon School Annual School Awards Evening
9	Official opening of the ARC climbing centre
13	Easter Over 60s Afternoon Tea
24	Devizes Civic Service
27	Annual Town Meeting
29 Apr - 2 May	Visit to La Fleche

Mayoral Engagements 2021/2022 - Deputy Mayor - Cllr Liz Alstrom

April	
5	Queens Green Canopy Planting at St Andrews Lodge
22	Re-fashion my town re-launch
29	Chippenham Beer & Cider festival
May	
9	Calne Mayor Making

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**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

FULL COUNCIL

Minutes of a meeting of Full Council held in the Town Hall on Wednesday 23 March 2022 at 7.00 pm.

COUNCILLORS:

Desna Allen	Declan Baseley	James Bradbury
Jenny Budgetell	Clare Cape	William Douglas
Robert Giles	Gemma Grimes	Angie Litvak-Watson
Kathryn Macdermid	Nick Murry	Andy Phillips
David Poole	Chris Ruck	John Scragg (Chair)
Matthew Short	George Simmonds	Hayley Wilson

OFFICERS:

Mark Smith, Chief Executive
Nick Rees, Director of Resources
Matt Kirby, Director of Community Services
Andy Conroy, Head of Planning
Heather Rae, Head of Democratic Services
Jess Mantell, Democratic Services Officer
Ciaran Howell, Technician

PUBLIC PRESENT: There were five members of the public present

PUBLIC QUESTION TIME

There were five written public questions and one verbal public question from members of the public which are appended to these minutes at **APPENDIX A**. Unless indicated otherwise, the responses to these questions were not part of the meeting but are appended to these minutes at **APPENDIX B**.

85. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Liz Alstrom due to ill health, Councillor Pete Cousins due to family commitments, Councillor Nina Phillips due to medical reasons and Councillor Myla Watts with no reason given.

86. DECLARATION OF INTEREST

There were no declarations of interest.

87. MINUTES

The minutes from the meeting held on 12 January 2022 were proposed by Councillor Desna Allen, seconded by Councillor Robert Giles and with all in favour, it was;

RESOLVED that:

The minutes from the meeting held on 12 January 2022 were approved as a correct record and were signed by the Chair.

88. MAYOR'S ANNOUNCEMENTS

- i. a) The Mayor highlighted that tickets were on sale for a quiz night with an array of raffle prizes available to win in aid of the Mayoral Charity, Sight Research UK.

b) The Mayor thanked Jess Mantell, the Democratic Services Officer for her time spent at Chippenham Town Council. Jess had been an invaluable member of the team and supported various Council meetings and Councillors. Specifically, Jess administered the Council's Planning, Environment and Transport Committee, Neighbourhood Plan Steering Group, supported the roll out of Councillor tablets, email addresses and Modern.Gov to a very high standard. Attendees showed their appreciation with a round of applause.

c) The Mayor wished Councillor Clare Cape Happy Birthday.
- ii. The list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 12 January 2022 were noted. It was noted that one event at Calne was cancelled due to COVID.

89. POLICE REPORT

The Sergeant updated on the current policing priorities within the Chippenham area including anti-social behaviour, criminal damage, decreased bike thefts, drugs and county lines, speeding, child exploitation, and supporting the White Ribbon Initiative.

Councillors thanked the Police Community Support Officers for coming out to housing estates not just in the town centre. The Chair thanked the Sergeant for attending the meeting and answering Councillor questions.

RESOLVED that:

The update be noted.

90. COMMITTEE MINUTES

- a. **Amenities, Culture & Leisure Committee**
The minutes of the meeting held on 05 January 2022 were presented by Councillor James Bradbury with all matters resolved.
The minutes of the meeting held on 02 March 2022 were presented by Councillor Declan Baseley with all matters resolved.

- b. **Planning, Environment & Transport Committee**
The draft minutes of the meetings held on 06 January, 27 January, 17 February and 10 March 2022 were presented by Councillor Gemma Grimes with all matters resolved.
- c. **Strategy and Resources Committee**
The draft minutes of the meeting held on 16 February 2022 were presented by Councillor Desna Allen with all matters resolved.
- d. **Human Resources**
The draft minutes of the meeting held on 24 February 2022 were presented by Councillor Desna Allen with all matters resolved.

91. **YOUTH COUNCIL MINUTES**
RESOLVED that:

The notes from the Youth Council meetings held on 11 and 25 January, 08 and 22 February 2022 were noted.

92. **ADOPTION OF THE CORPORATE STRATEGIC PLAN 2022 - 2026**

The Head of Corporate Support presented the report regarding the adoption of the Corporate Strategic Plan for 2022 to 2026. With all in favour, it was;

RESOLVED that:

The Corporate Strategic Plan for 2022-2026 be adopted.

93. **CLIMATE EMERGENCY FUND REPORT**

The Director of Resources presented the report for Councillors to consider setting up a Climate Emergency Fund. It was noted that the fund would be awarded through a 'Council Donations Sub Committee' with two separate budgets which would replace the existing Community Donations Sub Committee. New Terms of Reference would be determined by the Strategy and Resources Committee before the first meeting. With all in favour, it was;

RESOLVED that:

Councillors agreed to establish a pilot Climate Emergency Fund of £10,000 which was included in the approved revenue expenditure budget for 2022/23.

94. **APPROVAL OF INVESTMENTS STRATEGY**

The Director of Resources presented the Investments Strategy which had been recommended by the Strategy and Resources Committee on 08 December 2021. It was noted that the Council's Internal Auditor had confirmed support of this strategy. With all in favour, it was;

RESOLVED that:

Councillors adopted the Investments Strategy.

95. **LOCAL AUTHORITY REMOTE/HYBRID MEETINGS**

Councillors considered the motion, with all in favour, it was;

RESOLVED that:

i) Chippenham Town Council supported the petition launched by the Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.

ii) The Chief Executive be delegated authority to write to the Secretary of State for Levelling Up, Housing and Communities to outline support of the petition.

96. **NEIGHBOURHOOD PLAN STEERING GROUP VACANCY**

The Mayor sought nominations for a Councillor vacancy on the Neighbourhood Plan Steering Group. Councillor Declan Baseley was nominated by Councillor Nick Murry, with no further nominations and all in favour, it was;

RESOLVED that:

Councillor Declan Baseley be nominated to the Neighbourhood Plan Steering Group.

97. **APPOINTMENT TO OUTSIDE BODY: TWINNING**

The Mayor sought nominations for an outside body Councillor vacancy on the Twinning Association. Councillor Clare Cape was nominated by Councillor Jenny Budgell, with no further nominations and all in favour, it was;

RESOLVED that:

Councillor Clare Cape be nominated to the Twinning Association as an outside body Councillor representative.

98. **APPOINTMENT TO OUTSIDE BODY: VICAR AND CHURCHWARDENS OF ST ANDREW'S CHARITY**

The Mayor sought nominations for an outside body vacancy as trustee on the Vicar and Churchwardens of St. Andrew's Charity until April 2023.

Councillors supported the nomination of Mrs Ruth Lloyd put forward by St. Andrew's Church. It was proposed by Councillor Jenny Budgell, seconded by Councillor Clare Cape, with no further nominations and all in favour, it was;

RESOLVED that:

Mrs Ruth Lloyd be nominated as trustee on the Vicar and Churchwardens of St. Andrew's Charity until April 2023.

99. **REVIEW OF CORPORATE STRATEGIC PLAN 2018 - 2022**

The Head of Corporate Support presented the report on the progress and outputs of the Corporate Strategic Plan for 2018-2022.

RESOLVED that:

Councillors noted the final progress report on the Corporate Strategic Plan for 2018-2022.

100. **NEIGHBOURHOOD PLAN UPDATE**

The Head of Planning updated Councillors on the progress of the Chippenham Neighbourhood Plan since the last update in January 2022. The Regulation 14 Consultation Questionnaire will be open until 12 April 2022. There are hard copies of the draft plan available in the foyer of the Town Hall, at the Museum and Stanley Park Sports Ground. The consultation had been advertised on social media, the Town Council and Neighbourhood Plan websites and a press release had been issued. The Head of Planning presented the draft plan to the Area Board and Youth Council.

RESOLVED that:

Councillors noted the report.

101. **CALENDAR OF MEETINGS AND CIVIC EVENTS 2022 - 2023**

The Head of Democratic Services presented the report regarding the Calendar of Meetings and Civic Events for 2022/23. It was noted that the existing dates of the Community Donations Sub Committee would remain the same once the Sub Committee was changed to the 'Council Donations Sub Committee'.

RESOLVED that:

Councillors noted the report.

102. **DORSET & WILTSHIRE FIRE AND RESCUE AUTHORITY, WILTSHIRE LOCAL PERFORMANCE AND SCRUTINY COMMITTEE**

RESOLVED that:

The dates of the Dorset and Wiltshire Fire and Rescue Authority, Wiltshire Local Performance and Scrutiny Committee were noted.

103. **2023 REVIEW OF PARLIAMENTARY BOUNDARY CONSTITUENCIES**
RESOLVED that:

The 2023 Review of Parliamentary Boundary Constituencies was noted.

104. **DELEGATED DECISIONS - URGENT ACTION FORMS**
RESOLVED that:

The delegated decision, urgent action forms be noted.

105. **COUNCILLOR MOTIONS**

1. Councillor motion from Councillors Matthew Short, Gemma Grimes, Angie Litvak-Watson and Nick Murry proposing a reduction in the hire fee for the Folk Festival.

Councillor Matthew Short presented the Councillor motion, it was seconded by Councillor Nick Murry. Councillors questioned the funding of this reduction in hire fee, the Chief Executive confirmed that there would be £2000 less income than expected in the approved budget 2022/23.

Under Standing Order 16.2 a recorded vote was requested and taken:

In favour

Cllr Desna Allen
Cllr Declan Baseley
Cllr James Bradbury
Cllr Jenny Budgell
Cllr Clare Cape
Cllr Robert Giles
Cllr Gemma Grimes
Cllr Angie Litvak-Watson
Cllr Kathryn Macdermid
Cllr Nick Murry
Cllr Andy Phillips
Cllr David Poole
Cllr Chris Ruck
Cllr John Scragg
Cllr Matthew Short
Cllr George Simmonds
Cllr Hayley Wilson

Total: 17

Against

None

Total: 0

Abstention

Cllr Bill Douglas

Total: 1

Council noted:

i) The Chippenham Folk Festival is a valuable cultural, music and arts event that benefits our town and our community, which we wish to see continue;

ii) The Festival Board is considering whether or not the Folk Festival should go

ahead and has asked the Town Council for support to help ensure that it can;

iii) There is a risk that if it doesn't go ahead in 2022, the Folk Festival's future would be in jeopardy and it may be permanently lost to the town.

With the majority in favour, it was;

RESOLVED that:

i) Council agreed that the Town Council offer its support to the Chippenham Folk Festival Board's request by halving the hire fee;

ii) Council agreed that the Town Council help to promote the Folk Festival events via the Council's website, social media and noticeboards.

2. Councillor motion from Councillors Gemma Grimes, Angie Litvak-Watson and Nick Murry requesting investment from Wiltshire Council in the Olympiad Centre.

Councillor Gemma Grimes presented the Councillor motion, it was seconded by Councillor Nick Murry. It was noted that Wiltshire Council were now responsible for the day to day management of the Olympiad Centre.

Under Standing Order 16.2 a recorded vote was requested and taken:

In favour	Against	Abstention
Cllr Desna Allen	None	None
Cllr Declan Baseley		
Cllr James Bradbury		
Cllr Jenny Budgell		
Cllr Clare Cape		
Cllr Robert Giles		
Cllr Gemma Grimes		
Cllr Angie Litvak-Watson		
Cllr Kathryn Macdermid		
Cllr Nick Murry		
Cllr Andy Phillips		
Cllr David Poole		
Cllr Chris Ruck		
Cllr John Scragg		
Cllr Matthew Short		
Cllr George Simmonds		
Cllr Hayley Wilson		
Cllr Bill Douglas		
Total: 18	Total: 0	Total: 0

Council noted that Council and it's residents strongly value the Olympiad for:

i) Its wealth of facilities

ii) including the swimming pool, large gym, health suite, squash courts, badminton courts, range of fitness classes and the multi-use indoor sports

hall, which is used for a variety of prominent dance and gymnastics competitions;

iii) Its sports hall, as a large venue in the centre of town which also plays host to bands and events such as the Chippenham Beer Festival;

iv) Its accessibility - on foot and bike, as well as nearby car parking and public transport links, both rail and bus;

v) Its strategic importance in providing centrally located community facilities at a time when the town is looking to attract people to the town centre.

With all in favour, it was;

RESOLVED that:

The Chief Executive write to the Leader of Wiltshire Council, copied to the Cabinet Member for Leisure, Libraries, Governance, Facilities Management and Operation Assets, and Wiltshire Council's Chief Executive, to convey Chippenham Town Council's desire for Wiltshire Council to invest in renovating and upgrading the Olympiad, including the following points:

i) Now that the management of the Olympiad has been returned to Wiltshire Council, this is the right time to make a significant investment in securing its future;

ii) Now that we are emerging from the pandemic, it is also the right time to increase investment in its facilities to promote health and wellbeing;

iii) Chippenham (Wiltshire Council's largest settlement) has received zero funding for a Community Campus, which could have been significant investment in its Leisure Centre as has happened in many other of Wiltshire's Towns;

iv) Wiltshire Council currently retains 85% of the Community Infrastructure Levy funds generated by housing development in Chippenham - to date only a small proportion has been invested back into Chippenham's infrastructure - this is funding that could be used to pay for improving the quality and quantity of leisure provision via its existing assets (i.e. the Olympiad);

v) The high value placed on the Olympiad by the Town Council and Chippenham's residents;

vi) The strategic importance of the Olympiad in providing community facilities close to the town centre.

3. Councillor motion from Councillors Nick Murry and Myla Watts regarding raising awareness and demonstrating support for eliminating violence against women and girls.

Councillor Nick Murry presented the motion, it was seconded by Councillor Gemma Grimes. Councillors acknowledged that violence occurs against many other groups and these groups should be supported in the same way as women and girls.

Councillor Clare Cape proposed an amendment to the Councillor motion to *“support the White Ribbon motion on the understanding that full consideration of the wider implementation of the initiative be taken at the Community Safety Forum on the training and awareness event. The Issue be referred to the Community Safety Forum for multi-agency consideration with Wiltshire Police and partners on how this issue affects all protected characteristics”*

The amendment was seconded by Councillor Bill Douglas, under Standing Order 16.2 a recorded vote was requested and taken on the amendment:

In favour	Against	Abstention
Cllr Desna Allen	None	None
Cllr Jenny Budgell	Cllr Declan Baseley	
Cllr Clare Cape	Cllr James Bradbury	
Cllr Bill Douglas	Cllr Robert Giles	
Cllr Kathryn Macdermid	Cllr Gemma Grimes	
Cllr Andy Phillips	Cllr Angie Litvak-Watson	
Cllr John Scragg	Cllr Nick Murry	
Cllr Hayley Wilson	Cllr David Poole	
	Cllr Chris Ruck	
	Cllr Matthew Short	
	Cllr George Simmonds	
Total: 8	Total: 10	Total: 0

With the majority against, the amendment fell. Councillors noted that although the amendment fell, the issue and support of wider groups affected by violence should be discussed and addressed in the future as within the remit of responsibility to the community of Chippenham. Under Standing Order 16.2 a recorded vote was requested and taken on the original motion:

In favour	Against	Abstention
Cllr Desna Allen	None	None
Cllr Declan Baseley		
Cllr James Bradbury		
Cllr Jenny Budgell		
Cllr Clare Cape		
Cllr Robert Giles		
Cllr Gemma Grimes		
Cllr Angie Litvak-Watson		
Cllr Kathryn Macdermid		
Cllr Nick Murry		
Cllr Andy Phillips		

Cllr David Poole
Cllr Chris Ruck
Cllr John Scragg
Cllr Matthew Short
Cllr George Simmonds
Cllr Hayley Wilson
Cllr Bill Douglas

Total: 18

Total: 0

Total: 0

Council noted:

- i) As a Council we need to do all we can to eliminate violence against women and girls and send a strong message that such violence will not be tolerated;
- ii) Raising awareness plays a significant role in changing the cultural and social norms which are recognised as being influential in shaping individual behaviour, including the use of violence;
- iii) The Council, its members and employees, are influential in shaping social norms in our town and therefore have a leadership role in calling out unacceptable behaviour.

With all in favour, it was;

RESOLVED that:

- i) Council agreed to work collaboratively with local agencies and organisations in tackling violence against women and girls in our town;
- ii) Council agreed to make available awareness training to Councillors and officers on how to identify and address this issue;
- iii) Council agreed to become a White Ribbon Campaign supporter Organisation as soon as practicable, and investigate the potential to be a White Ribbon Accredited Council.

106. **COUNCILLOR'S FEEDBACK**

- i. Councillor Desna Allen highlighted the successful Community Safety Forum meeting with informative presentations, it was well attended with the Police and Crime Commissioner present who was interested in small communities.

Councillor John Scragg referred to a project currently in its early stages being promoted by the Friends of Chippenham Museum and Chippenham Civic Society for public art to be installed in the town to celebrate what Chippenham did for the wounded soldiers in the First World War, in particular for their treatment in the temporary hospital located in the Town Hall.

- ii. Councillor Jenny Budgell, as Councillor representative on Chippenham Borough Lands Charity (CBLC), highlighted that the ARC climbing centre, skate park and café were open to the public. The grand

opening day was to be on Saturday 09 April. The Mayor was invited and all were welcome.

Councillor Bill Douglas thanked fellow Councillors and staff for support during recent family bereavement.

- iii. Councillor John Scragg updated on the activities of the Wiltshire Association of Local Councils (WALC) and noted a replacement County Secretary, Mrs Deborah Bourne had been appointed and will start on 04 April 2022. Recruitment of an assistant to the County Secretary is proceeding.
- iv. There were no updates from Wiltshire Councillors on significant work they are involved with.
- v. There were no Committee or Sub-Committee membership changes.
- vi. The following potential CIL projects were suggested to be funded by the 85% of CIL that Wiltshire Council retain:
 - Wiltshire Council spend some of their CIL on the Millennium Wall and bridge and walkway which are in a bad state of repair. The ARC, skate park and access to sites is under that bridge but it is unusable during winter months. The area needs tidying and the walkway improved so it doesn't flood to provide access to the site and refurbish a piece of history - raised by Councillor Clare Cape and Councillor Liz Alstrom.
- vii. There were no Community Matters updates.

107. **ITEMS FOR COMMUNICATION**

Councillors requested communications on the White Ribbon initiative. Councillors suggested that the Youth Council be asked what groups they think should be included to support in relation to violence, in addition to the White Ribbon Campaign.

108. **DATE OF NEXT MEETING**

The next meeting of Full Council will be the Annual Council meeting held at 7pm on Wednesday 11 May 2022.

The Chairman closed the meeting.

The meeting closed at 8.55 pm.

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

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REPRESENTATION ON OUTSIDE BODIES FOR MUNICIPAL YEAR 2022/23

To be appointed at Full Council on 11 May 2022

Wiltshire Council

- Chippenham Area Board x 2 Councillors

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- Local Highway and Footway Improvements Group (LHFIG, formerly CATG) x 1 Councillor

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- Chippenham Health & Wellbeing Group x 2 Councillors

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- Chippenham Local Youth Network x 2 Councillors

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Honorary

- Rotary Club of Chippenham (At Mayor's discretion to decide to be an Honorary Member)
- Chippenham Sea Cadets (Mayor in their capacity of Honorary President)
- Chippenham Twinning Association (Mayor in their capacity of Honorary President & 1 Councillor)

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Other

- Waste Not Want Not Recycling Project x 1 Councillor

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- Wiltshire Association of Local Councils (WALC) x 1 Councillor

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- Friends of Chippenham Station x 3 Councillors

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- Chippenham Community Safety Forum x 3 Councillors - including to nominate Chair

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FOR INFORMATION PURPOSES ONLY

The Parish Church of St Andrew - Vicar and Churchwarden's Charities Committee (until April 2023)

= Mrs Ruth Lloyd (external) and Mrs Margaret Harrison (external) to be Trustee until April 2023.

Trustee of Mrs Utterson's Almshouses (From 01 December 2021 for 4 years until Nov 2025)

= Councillor Jenny Budgell and Jerry Hughes (external).

Trustee of Chippenham Borough Lands Charity (From June 2021 for 4 years until May 2025)

= Councillor Jenny Budgell.

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Meeting	Full Council
Date	11 May 2022
Report Title	Annual Report 2021-2022
Author	Lynsey Nichols, Head of Communications and Customer Services

1.0 PURPOSE OF REPORT

1.1 For Councillors to receive the draft copy of the Annual Report 2021/2022 and consider for approval and publication (**APPENDIX A**).

2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 Councillors will be aware that Standing Orders say the Annual Report must be adopted by Full Council.

2.2 We produce an Annual Report for reasons of best practice, to support our application for Quality Council status and as a marketing tool to help communicate the work we do.

3.0 THE ANNUAL REPORT

3.1 Once adopted, the Annual Report will be published on the Chippenham Town Council website and printed copies will be available in the Town Hall foyer.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 The Annual Report 2020-2021 will contribute to the following corporate priority:

- Maintain effective and efficient governance and management of resources.

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no financial implications

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications.

8.0 RECOMMENDATIONS

8.1 The Annual Report 2020/2021 be adopted and approved for publication.

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Annual Report

2021–2022

APPENDIX A



**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

Contents

- 3 Welcome from the Chief Executive
- 4 Mayor's Report
- 5 Leader's Report
- 6 Human Resources Committee
- 8 Strategy and Resources Committee
- 10 Financial Report
- 12 Planning, Environment and Transport Committee
- 14 Amenities, Culture and Leisure Committee

Page 28

Welcome from the Chief Executive

In May of 2021 with the local council elections, the Town Council welcomed fourteen new councillors to the Town Council. The officer team arranged a comprehensive series of online training opportunities to ensure that they were equipped to commence their roles as town councillors.

Thank you for taking the time to read this Annual Report.

I hope that it will provide a flavour of our Council and the key events and challenges during 2021/2022. Similarly, to 2020/2021 the last year has been dominated by the Covid-19 pandemic, this continued to bring challenges at an operational, tactical and strategic level. However, the Council has received slightly more income than was first anticipated at the beginning of the year, this has continued to ensure that the Town Council is managed on a sound financial footing. The council recently set a precept for 2022/2023 which is below inflation but will allow for the continuation of services and facilities whilst helping to fund an ambitious capital programme over the coming year.

I continue to be immensely proud of the staff that I lead, who have continued to adapt to new ways of working and for some others continuing to attend their workplace to ensure that the Town remained clean, green, and safe. The last year was another extremely successful year for the Town Council, we were reaccredited with Purple Flag for the night-time economy, we were also reaccredited with a 'Green Flag' for John Coles Park and won Southwest in Bloom awards for our High Street and John Coles Park.

The last Corporate Strategic Plan covered the period 2018 – 2022, the objectives within that plan period are now complete. I'm really pleased that we were able to deliver virtually everything that we set out to deliver during the plan period, or has been achieved, is ongoing or is planned for completion during 2022. One of the objectives was to develop a Neighbourhood Plan for Chippenham, although this is not yet ready for adoption, significant progress has been made and we hope to go to referendum in early 2023.

We commenced the processes of formulating a new Corporate Strategic Plan for the town council during 2021, that will take us through to 2026 and beyond, the new Corporate Strategic was adopted by Full Council in March of this year. The new Corporate Strategic Plan is very much viewed as continuing the great work of the Town Council, through the provision of services and facilities to our residents but with an added focus on becoming a carbon neutral council by 2030.

I hope that you enjoy reading this annual report.



Mark Smith
Chief Executive

Mayor's Report

I was delighted to be nominated and ultimately chosen by my fellow Councillors to become Mayor for the municipal year 2021/22. I am proud to say this is the fourth occasion I have had the honour to represent the town of Chippenham as Mayor.

Over the past year I can say that I am proud of all the Town Councillors and staff who have continued to work hard to ensure the Town Council is run smoothly and effectively. Twelve of the 24 Councillors who were elected in May 2021 were completely new to the council and their contributions have been refreshing and valuable, but I also pay tribute to those no longer on the Council who provided such sterling service over the years.

The start of my Mayoral term was initially affected just like the previous year by the ongoing Covid-19 pandemic, with uncertainty and last-minute changes to events and engagements, whether they were our own Civic and Ceremonial events or those in the community.

I particularly appreciated the participation of members of locally based units of the armed services and those from the National Health Service and from voluntary organisations who played such a significant part in the local and national response to the pandemic.

I would also like to recognise the support I have received from my Mayoral Cadet, Police Cadet Harrison Wylie, and Deputy Mayoral Cadet Explorer Scout Alaric Childerhouse and wish them well in their future careers.

I also presided or was present at several other key events in the year including Armed Forces Day, Social Carers Day, Wilts & Swindon Pride Day, Merchant Navy Day, Armistice Day and Remembrance Sunday, Holocaust Memorial Day and Commonwealth Day and must thank the Democratic Services Team and other staff at the Town Council for their part in organising these most successful events and in particular arranging for the attendance of most appropriate and distinguished guests.

Thankfully as restrictions were slowly lifted, I was able to get out around the town and meet many local residents in various capacities. At Civic Sunday held in September 2021 I took great delight in presenting Civic Awards and Certificates of Appreciation to some of the local voluntary groups and individuals.

**Councillor John Scragg
Mayor of Chippenham**



Leader's Report

I concur with the Chief Executive in my admiration for the Councillors and staff team in the ways they have continued to work collaboratively through another challenging year to deliver services for the local Chippenham community. Partnership working with local groups, organisations, charities and other stakeholders is vital for us to deliver a programme of events and initiatives in the town.

A core piece of work this past year has been the production of the next Corporate Strategic Plan. All Councillors were involved in the process to set the key priorities alongside a public consultation. Thank you to those of you who took part. I encourage you to look at the Council's website for further information.

At the core of the work we do, the Councils aim is to improve the quality of town life. This includes making your encounters with the Town Council accessible and easy for you to navigate. Therefore, the Town Council has embraced technology with 2 new digital systems both with mobile apps for you to use, should you wish.

Report-it has been updated enabling you to give us much more precise information so we can manage your report more effectively, the app is called 'My Chippenham'.

In our ambitions for paperless Council meetings we now use Modern.gov Meeting Management Software. You can download the 'Modern.Gov' app and subscribe to Chippenham Town Council to access agendas and minutes in an interactive way.

I hope you continue to engage with us by attending our Full Council or committee meetings or watch them on our YouTube channel to see how decisions are made. Please continue to support our local venues, the Neeld, Chippenham Museum, Stanley Park Sports Ground and all our outdoor play areas and open spaces are there for you to enjoy.

Your Town Councillors are here to represent you, so if there is something we can help you with, get in touch! Councillors contact details are on the website under Your Council and can also be found in our bi-annual printed newsletter 'Talk' which is distributed to 20,000 residential postcodes within Chippenham.

**Councillor Desna Allen
Leader of Chippenham
Town Council**





Human Resources Committee

Following the May 2021 elections, a series of training and induction courses were delivered to our new and returning Councillors, which included Chairmanship training and guidance on attending specific Committees. The role of Democratic Services Officer was made full time to support our Council meetings.

Councillors were also elected to Sub-Committees including the Disciplinary Panel, Grievance and Complaints Panel, and the Chief Executive's Performance Review Panel. The Performance Review Panel meet twice a year to set and review targets for the Chief Executive, which are then used to establish appropriate targets for all the Council's staff in their appraisals.

Thankfully, the Disciplinary and Grievance and Complaints Panels have not had cause to meet this year, and our levels of sickness absence remain lower than the national average.

We are committed to providing ongoing training and development opportunities to our staff and Councillors. In our last Annual Report, it was noted that three members of staff were undergoing the Certificate in Local Council Administration (CILCA) qualification; this has now been achieved.

Throughout the last year we have continued to deal with changing government regulations around the Covid-19 Pandemic. Staff working in our outdoor teams and across all our sites adapted quickly to the latest guidance to keep our services going as safely as possible, and thanks to our Flexible Working Policy, those who can work from home were able to easily transition to do so as required.

We also employed a new Cleaning Assistant to replace our previous externally contracted service, which gives us more flexibility to ensure our venues are kept to a high standard.

In November 2021, all our HR policies were re-adopted by the Committee. Although they are officially reviewed every three years, our policies and procedures are regularly updated to make sure we are complying with the latest legislation and best practice. New policies are also introduced when the need is identified, such as our Leaver's Policy.

A staff survey was conducted for the first time since 2017, to measure if our employees feel fulfilled, engaged, and valued. The results were positive, with improved scores in over half of the questions since the last survey, demonstrating that our staff are proud to work for the Council and happy going into work every morning. Staff were also consulted on some of the lower scoring areas to put together an action plan for further improvement.

Councillor Desna Allen
Leader of Chippenham Town Council
Chair, Strategy and Resources Committee

Strategy and Resources Committee

'The Strategy and Resources Committee serves an important function in relation to the Corporate Governance, Risk Management and Internal Control, Corporate Strategic Planning and the financial and democratic processes of the Council.'

Page 31

The Strategy and Resources Committee meets four times a year. The first meeting of this civic year was held virtually, however all subsequent meetings have been held face to face. We welcomed several new Councillors to the Committee following the Council elections in May. The Strategy and Resources Committee serves an important function in relation to the Corporate Governance, Risk Management and Internal Control, Corporate Strategic Planning and the financial and democratic processes of the Council.

This year the Council introduced a new Finance Sub Committee to the Strategy and Resources Committee. One of its key priorities has been to oversee the development of the Council's budget for next year. This has been a challenging process to accommodate the strategic priorities of the Council and underlying year on year cost increases. The budget is again set with the backdrop of Covid-19 and Councillors have had to make assumptions on how this will impact next year, essentially anticipating a return to normal activity.

Strategy and Resources is the key committee for recommending the proposed annual budget to Full Council for it to decide on the budget and level of Precept and Fees and Charges for the following year. Full Council has again agreed a balanced Income and Expenditure budget for 2022/23. A lot of work has also gone into the Capital Expenditure budget process, in particular identifying the capital expenditure priorities of the Council.

The Council continues to maintain healthy levels of financial reserves. These are Capital Ear Marked Funds to enable the Council to sustain its infrastructure and facilities well into the future and a general reserve allowing the Council to withstand the impact of unforeseen events; Covid-19 being a perfect example.

Councillor Desna Allen
Leader of Chippenham Town Council
Chair, Strategy and Resources Committee

Chippenham Town Council is ever mindful of how it protects and spends the income that it receives from tax payers to deliver services and facilities to the local community. The Council particularly recognises the impact that the Covid-19 pandemic has had and continues to have on its residents and communities.

Each year we conduct a thorough, comprehensive budget setting process that is open to public scrutiny. Government measures to tackle Covid-19 have made the budgeting process very difficult over the past few years. This year's budget was agreed by Full Council just over 12 months ago at a point where England went into a national Covid-19 lockdown for a third time. In the previous year the Council had experienced a significant fall off in the income that the Council generates itself directly and it was assumed that this pattern would continue. However, after the end of June 2021 all the Council's venues and facilities were able to be fully open and this has had a positive impact on the Council's finances for the year.

Next year's budget for 2022/23 was agreed by Full Council in January 2022 with Income and Expenditure of £4.2 million, £3.6 million of which comes from local residents via the Precept (Council Tax). The Council does not receive any external financial support either directly from Government or via Wiltshire Council. The budget assumes that the Council's facilities will continue to be open for the whole year. Inflationary cost pressures have also been taken into account in the budget and Full Council agreed to two large capital projects which will see significant improvements to the decarbonisation of the Council's buildings estate and a further upgrade to the Neeld.

Since the Council took over responsibility for maintaining Monkton Park from Wiltshire Council and full responsibility for litter collection and grass cutting across the town, we have invested significantly in staff, vehicles and equipment as a result of our increased responsibilities, and we are delighted by the positive feedback we have received from residents about the improvements we have been able to make. The Town Council continues to maintain the award-winning John Coles Park, as well as the beautifully maintained cemetery at London Road, the town's excellent Museum, the sports pitches at Stanley Park, the Town Hall offices and the Neeld. The impressive range of events and shows that take place at the Neeld are now returning to normal.

In addition, the important range of Civic Events, including Remembrance Sunday and Commonwealth Day, that the Council organises have been able to take place and considerable effort went into once again providing a safe and enjoyable Christmas lights switch on event.

As Chippenham Town Council continues to make improvements to our services and to the town, as a responsible public body, we are mindful to ensure that our finances can sustain this level of quality and improvement well into the future, whilst at the same time minimising the impact of any Precept increases on our residents.

Nick Rees
Director of Resources



Planning, Environment and Transport Committee

I was elected to the role of PET Chairman, as a new Town Councillor, in June. Newly elected Councillors make up half of the PET Committee and have brought fresh perspectives to issues, whilst the Committee continues to benefit from having retained experienced Councillors to help navigate us through the often-complicated planning and transport regimes in place.

Building work has continued at a pace over the past year in our town. Residential care homes have opened at Flowers Manor and Middlefields House, second Lidl and Aldi stores have opened at Pewsham and Meehan Park, and houses continue to be built at Rowden Park, North Chippenham and Hunters Moon.

With these developments and others, the Committee's comments, and sometimes objections, to planning applications, have repeatedly stressed the need for new development to be more wildlife friendly, be of sustainable construction, achieve high quality design, and incorporate low carbon energy features, cycle storage and electric vehicle charging infrastructure as the norm. We continue to receive helpful technical advice from our planning and arboricultural officers in our considerations of planning and tree applications.

In October, the PET Committee responded to a trio of Wiltshire Council consultations on draft documents: the Climate Strategy, the Green and Blue Infrastructure Strategy, and the Bus Service Improvement Plan. We welcomed the content of these strategic documents and made further suggestions for improvements.

Throughout the year the PET Committee has considered various requests for highway improvements made by the public, part funding requests for:

- chicane removals in various locations to enhance the accessibility of paths for cyclists;
- accessibility improvements to Parliament Street;
- a speed limit review of Hill Rise/Barrow Green; and
- four pairs of dropped kerbs in Queen's Crescent area.

The Committee has also considered various waiting restrictions requests, and has made, and will continue to make, suggestions for new dropped kerbs throughout the town, to be funded by means of a substantive bid.

The re-modelled road junctions at Station Hill/New Road and by Hathaway Retail Park have been an ongoing headache for commuters, cyclists and pedestrians, and the PET Committee has written to Wiltshire Council to voice its concerns over traffic and highway safety at these junctions.

Finally, I was pleased to see the draft Chippenham Neighbourhood Plan reaching a major milestone in February, when it out to its first public consultation. I look forward to hearing the community's views on the 23 local planning policies that are proposed. Amongst these are draft planning policies which seek to ensure that development proposals:

- protect and enhance local green spaces, trees, woodlands, hedgerows, the River Avon, and the special historic character of the town centre;
- are designed to be carbon neutral and of sustainable construction; and
- prioritise active travel and public transport infrastructure.

Depending upon the consultation feedback, and the extent to which any objections can be resolved, the PET Committee can begin referring to these draft policies in our comments on future planning applications.

Councillor Gemma Grimes, Chair, Planning, Environment and Transport Committee



Amenities, Culture and Leisure Committee

Despite the ongoing challenges of the Covid-19 pandemic, the ACL Committee has sought to deliver an impressive range of services for our community. We have seen our venues reopen at The Neeld, Chippenham Museum and Stanley Park, and our grounds and street scene teams have continued to keep Chippenham clean and green.

The ACL Committee held its first meeting of the year on 2 June 2021 and has continued to meet face to face as required by legislation. This year's highlights listed below include;

- Page 34
- Approval of the Tree Planting Strategy, setting out a 5-year plan of how the Council intends to plant over 2300 trees, and establish a residential tree planting scheme.
 - A comprehensive public consultation and review of the 'Dogs on Lead' requirements for users of John Coles Park.
 - The 'Festival of Christmas' – a celebration which included the Christmas lights switch on, Meet Santa in The Yelde Hall, Artisan Market, Street Performers and the popular 'Winter Wonderland' light walk through on Island Park.

- Planting of Chippenham's first Tiny Forest – a community project involving the planting of 600 trees in Monkton Park carried out in partnership with Earthwatch UK and Siemens Mobility UK.
- Approval of the Grass Cutting Strategy – setting out how the Environmental Services team will address the balance of high-quality amenity space with the need to protect biodiversity. Developed in partnership with Wiltshire Wildlife Trust, the strategy introduces the development and trial of mini wildflower meadows.
- The further expansion of allotment provision within the Town through the adoption of the new Birds Marsh View allotment site.
- Approval to proceed towards an improved offer at The Neeld – including a new entrance and bar area.

I am proud of what we have achieved this year and pleased about the range of new projects in progress. I would like to thank the Council's team of staff and officers for their professionalism and flexibility in delivering such excellent services for the Chippenham community.

Councillor James Bradbury
Chair, Amenities, Culture
and Leisure Committee





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Delegated Authority (Urgent Action) Form

<p>In accordance with Standing Orders, under section 11, The Role of the Proper Officer:</p> <p>11.3 There shall be delegated to the Chief Executive the authority to act in respect of any function of the Council on a matter, which in their opinion does not warrant delay. This delegated authority shall only be exercised in consultation with the Leader and / or Deputy Leader.</p>	
Date	24 March 2022
Nature of Urgent Action	Insurance Renewal
Matter raised by	Director of Resources
Date considered by the Chief Executive	24 March 2022
Consulted with Leader or Deputy Leader or Chair or Vice Chair	Leader supported on 24 March 2022
Action Taken Decision/Outcome Include Financial and Legal Implications	<p>CTC's insurance is due for renewal on 1st April 2022. Our insurance broker has reported that the UK insurance market, including the local authority insurance sector, is in a very difficult position with insurers less willing to write new business and increased ratings. As a result, the broker is unable to find any alternatives to the terms they have secured with the current provider.</p> <p>The broker has negotiated a 10% saving from their proposed terms and they have agreed to offer a 3 year long term agreement inclusive of a 5% escalator in premium. In the present market, insurers are reluctant to offer long term agreements and the broker has recommended that CTC accepts this opportunity to give a greater degree of certainty rather than just taking an annual policy.</p> <p>However, there is a significant year on year increase in premiums. The total cost quoted for 2022/23 is £66,829 versus budget for next year of £47,500 (broadly in line with this year's cost). The broker believes this increase is as expected, if not lower.</p>



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

	The Chief Executive, in consultation with the Leader, decided that CTC should enter into a 3-year insurance agreement as recommended by CTC's insurance broker.
To be reported for information to this committee or sub-committee	Full Council on 11 May 2022
Signed by Chief Executive	
Dated	24 March 2022