



# CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

5 January 2023

To Councillors:

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

Meeting of Full Council - Wednesday 11 January 2023

Dear Councillor,

You are summoned to attend a meeting of Full Council to be held in the Town Hall on Wednesday 11 January 2023 commencing at 7.00 pm for transaction of the business given in the Agenda attached.

**PLEASE NOTE A PRESENTATION REGARDING THE CHIPPENHAM COMMUNITY TOWN TEAM WILL TAKE PLACE BEFORE THE MEETING STARTING AT 6.25PM. THIS WILL FINISH NO LATER THAN 6.55PM FOR THE FULL COUNCIL MEETING STARTING AT 7PM.**

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](mailto: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 January 2023

	Wards affected	Page no.
1. <b><u>APOLOGIES FOR ABSENCE</u></b>		
To receive any apologies for absence.		
2. <b><u>DECLARATION OF INTEREST</u></b>		
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.		
3. <b><u>MINUTES</u></b>		7 - 22
To receive the draft minutes of the Council meeting held on Wednesday 23 November 2022. Minutes require a proposer and seconder for approval (copy attached).		
4. <b><u>MAYOR'S ANNOUNCEMENTS</u></b>		23 - 24
i. To receive any announcements from the Mayor.		
ii. To receive a list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 23 November 2022 (copy attached).		

5. **POLICE REPORT**

To receive a verbal update from Wiltshire Police.

6. **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. **Amenities, Culture & Leisure Committee**  
The draft minutes of the meeting held on 02 November 2022 (previously circulated).
- b. **Planning, Environment & Transport Committee**  
The draft minutes of the meetings held on 17 November and 08 December 2022 (previously circulated).
- c. **Strategy and Resources Committee**  
The draft minutes of the meeting held on 07 December and the extraordinary meeting held on 20 December 2022 (previously circulated).
- d. **Human Resources**  
The draft minutes of the extraordinary meeting held on 12 December 2022 (previously circulated).

7. **COMMUNITY SAFETY FORUM NOTES**

25 - 28

To receive the notes from the Community Safety Forum meeting held on 14 December 2022 for information only (copy attached).

**To consider the following items: (Councillors are requested to give 24 hours advance notice of any questions relating to agenda item 9 - Budget 2023/24)**

8. **FINANCIAL REGULATIONS AND PROCUREMENT POLICY REVIEW**

All Wards

29 - 60

To receive and consider a report from the Director of Resources, Financial Responsible Officer, regarding revisions to the Council's Financial Regulations and Procurement Policy. The Strategy and Resources Committee recommend to Full Council that these are adopted, S&R 07/12/22 Minute 57 refers (copy attached).

	Wards affected	Page no.
<p>9. <b><u>BUDGET 2023/24</u></b></p> <p>To receive and consider a report from the Director of Resources and Chief Executive, introduced by the Leader and presented by the Director of Resources. To consider the draft income and expenditure for 2023/24 and associated precept and to consider the draft Capital Earmarked Fund expenditure budget for 2023/24 (copy attached). A recorded vote to be taken in accordance with Standing Order 16.4.</p>	All Wards	61 - 78
<p>10. <b><u>CONSIDERATION OF APPOINTMENT OF A COUNCILLOR REPRESENTATIVE TO AN OUTSIDE BODY - COMMUNITY TOWN TEAM</u></b></p> <p>To receive and consider a report from the Head of Democratic Services regarding a request received for an appointment of a Councillor representative to an outside body, the Chippenham Community Town Team (copy attached).</p>	All Wards	79 - 82
<b><u>To note the following items, questions for clarification purposes only:</u></b>		
<p>11. <b><u>NEIGHBOURHOOD PLAN UPDATE</u></b></p> <p>To receive a report from the Head of Planning updating Councillors on the progress of the Neighbourhood Plan (copy attached).</p>		83 - 88
<p>12. <b><u>CALENDAR OF MEETINGS AND CIVIC EVENTS 2023 TO 2024</u></b></p> <p>To receive and consider a report from the Head of Democratic Services regarding the Calendar of Meetings and Civic Events for 2023 to 2024 (copy attached).</p>	All Wards	89 - 92
<p>13. <b><u>COUNCILLOR'S FEEDBACK</u></b></p> <p>i. To receive feedback from Town Councillors on significant work they are involved with including ward work.</p> <p>ii. To receive feedback from Town Councillors nominated by the Council to outside bodies on significant work they are involved with.</p>		

- iii. To receive feedback from Wiltshire Councillors on significant work they are involved with.
- iv. To receive any updates on Committee or Sub-Committee membership changes from the Democratic Services Team.
- v. To receive ideas for potential Community Infrastructure Levy (CIL) projects funded by the 85% of CIL that Wiltshire Council retain from development within Chippenham to be forwarded to Wiltshire Council by the Chief Executive.

14. **ITEMS FOR COMMUNICATION**

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

15. **DATE OF NEXT MEETING**

The next meeting of Full Council will be held at 7pm on Wednesday 22 March 2023.