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**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 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. <u>APOLOGIES FOR ABSENCE</u>		
To receive any apologies for absence.		
2. <u>DECLARATION OF INTEREST</u>		
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. <u>MINUTES</u>		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. <u>MAYOR'S ANNOUNCEMENTS</u>		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.
9. <u>BUDGET 2023/24</u>	All Wards	61 - 78
<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>		
10. <u>CONSIDERATION OF APPOINTMENT OF A COUNCILLOR REPRESENTATIVE TO AN OUTSIDE BODY - COMMUNITY TOWN TEAM</u>	All Wards	79 - 82
<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>		
<u>To note the following items, questions for clarification purposes only:</u>		
11. <u>NEIGHBOURHOOD PLAN UPDATE</u>		83 - 88
<p>To receive a report from the Head of Planning updating Councillors on the progress of the Neighbourhood Plan (copy attached).</p>		
12. <u>CALENDAR OF MEETINGS AND CIVIC EVENTS 2023 TO 2024</u>	All Wards	89 - 92
<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>		
13. <u>COUNCILLOR'S FEEDBACK</u>		
<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.

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**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

FULL COUNCIL

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

COUNCILLORS:

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

OFFICERS:

Mark Smith, Chief Executive
Matt Kirby, Director of Community Services
Beth O'Brien, Head of Venues
Heather Rae, Head of Democratic Services
Andy Conroy, Head of Planning

PUBLIC PRESENT: There were three members of the public present

PUBLIC QUESTION TIME

There was one written public question received in advance. A copy of the question is appended to these minutes at **APPENDIX A**, the response was not part of the meeting but is appended to these minutes at **APPENDIX B**.

52. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Nina Phillips due to ill health and Councillor Clare Cape due to travel disruption.

53. DECLARATION OF INTEREST

Councillor Nic Puntis declared a pecuniary interest in the item relating to the Folk Festival fees and would not vote due to owning a business that benefits from the Folk Festival event, minute 61 refers.

54. MINUTES

Councillor Matthew Short proposed an amendment to minute 46 from the meeting held on 28 September 2022, the draft minute was: *'ii) Council agreed to consider making the reception area within the Town Hall available for residents during the day, as a place to sit and keep warm,*

delegating the detail of how this is delivered to the Chief Executive.' The amendment proposed was to remove the word 'consider' rather than 'agree to consider' as the motion stated. The proposed change to the minutes was: **'ii) Council agreed to making the reception area within the Town Hall available for residents during the day, as a place to sit and keep warm, delegating the detail of how this is delivered to the Chief Executive.'** The amendment was supported by Councillors Nick Murry and Pete Cousins.

The Head of Democratic Services confirmed that the wording in the minutes was an accurate reflection of the meeting, and the wording matched the wording of the motion, this was supported by the Chief Executive. Councillors did not take this officer advice and requested to amend the minutes, a vote was taken on the amendment and with the majority in favour the amendment was included.

The minutes from the extraordinary meeting held on 28 September 2022 with one amendment to minute 46 to read, **'ii) Council agreed to making the reception area within the Town Hall available for residents during the day, as a place to sit and keep warm, delegating the detail of how this is delivered to the Chief Executive.'** were proposed by Councillor Desna Allen, seconded by Councillor Pete Cousins and with all in favour, it was;

RESOLVED that:

The minutes from the extraordinary Council meeting held on 28 September 2022 with one amendment to minute 46 were approved as a correct record and were signed by the Chair.

55. **MAYOR'S ANNOUNCEMENTS**

- i. a) The Mayor formally thanked all those involved in the planning and marking of Armistice Day and Remembrance Sunday recently. The Mayor thanked all the partners that worked together to support the town, the Armed Forces, Veterans, Royal British Legion, Dignitaries, Uniformed Groups, Organisations, Volunteers, the public and Councillors that were present.
- b) The Mayor invited all to attend her main Charity fundraising event of the year, to take place on Saturday 29 April 2023. Further details will be published in January, the Mayor welcomed all to attend and support the chosen Mayoral charities of Heals and Wiltshire Air Ambulance.
- c) The Mayor highlighted of the public White Ribbon coffee morning on Friday 25 November from 10am-12noon at the Town Hall. There will be free tea, coffee and biscuits and officers would be present to answer questions and provide information about White Ribbon and their Promise: 'Never use, excuse or remain silent about men's violence against women'. All were invited to attend and support this important cause and encourage others to

do the same. If you are unable to attend, please consider making the promise online, details are available on the Town Council website.

- ii. The list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 28 September 2022 were noted.

56. **POLICE REPORT**

The Sergeant updated on the current policing priorities within the Chippenham area including levels and types of crime and provision of police services for Chippenham moving forward. Councillors welcomed the Sergeant to Chippenham and raised issues including county lines, speeding, and number of police officers available. The Chair thanked the Sergeant for attending the meeting and answering Councillor questions. A copy of a presentation with relevant information from the Police is appended to these minutes.

RESOLVED that:

The update be noted.

57. **COMMITTEE MINUTES**

Councillor Bill Douglas left the meeting.

- a. **Amenities, Culture & Leisure Committee**
The minutes of the meeting held on 05 October 2022 were presented by Councillor Nick Murry with all matters resolved.
- b. **Planning, Environment & Transport Committee**
The draft minutes of the meetings held on 29 September and 27 October 2022 were presented by Councillor Gemma Grimes with all matters resolved.
- c. **Strategy and Resources Committee**
The draft minutes of the meeting held on 19 October 2022 were presented by Councillor Desna Allen with all matters resolved.
- d. **Human Resources**
The draft minutes of the meeting held on 03 November 2022 were presented by Councillor Desna Allen with all matters resolved.

58. **COMMUNITY SAFETY FORUM NOTES**

RESOLVED that:

The notes from the Community Safety Forum meeting held on 07 October 2022 were noted.

59. **YOUTH COUNCIL MINUTES**

RESOLVED that:

The notes from the Youth Council meetings held on 01 November 2022 were noted.

Councillor Bill Douglas joined the meeting.

60. **BANKING ARRANGEMENTS**

The Chief Executive presented the report on behalf of the Director of Resources regarding the banking arrangements. The recommendations were proposed by Councillors Desna Allen, seconded by Nic Puntis and with all in favour, it was;

RESOLVED that:

i) Councillors authorised the Director of Resources to implement the Commercial Online Banking platform.

ii) Councillors approved that the Chief Executive, Director of Resources (RFO), Director of Community Services and Head of Finance continue to be the Council's Full Power Bank Signatories for all of the Council's bank accounts.

61. **COUNCILLOR MOTION**

Councillor Nic Puntis declared a pecuniary interest and would not vote due to owning a business that benefits from the Folk Festival event.

Councillor Matthew Short presented the motion to waive part of the fees payable for the hire of Town Council facilities in relation to the 2023 Folk Festival and to support its promotion. It was highlighted that the Town Council gave similar support last year which helped the event to take place. The Folk Festival plan to put on a bigger community stage and look at including discounts for local postcodes.

Councillors recognised the benefit of the Folk Festival for the town of Chippenham, it was suggested that the Council's grant donations scheme, Community Donations, would be a more suitable mechanism to give out a donation to support the event. It was highlighted that if marketing one event all community events should have the same support. Other Councillors supported the motion to reduce the fees and noted as a result the Council would receive less income. It was confirmed that applications could be made to Council Donations Sub Committee to cover the costs of hiring town council venues. The motion was seconded by Councillor George Simmonds in Councillor Clare Cape's absence and a recorded vote was requested in accordance with Standing Order 16.2:

For	Against	Abstain
Liz Alstrom	Desna Allen	James Bradbury
Declan Baseley	Jenny Budgell	Pete Cousins
Gemma Grimes	Bill Douglas	Kathryn Macdermid
Angie Litvak-Watson	Robert Giles	Conor Melvin
Nick Murry	Andy Phillips	Nic Puntis
David Poole	Chris Ruck	
Matthew Short	John Scragg	
George Simmonds	Hayley Wilson	
Myla Watts		
Total: 9	Total: 8	Total: 5

The Chair requested to take the vote again as there was confusion among Councillors. The vote was re-taken:

For	Against	Abstain
Liz Alstrom	Desna Allen	James Bradbury
Declan Baseley	Jenny Budgell	Nic Puntis
Pete Cousins	Bill Douglas	
Gemma Grimes	Robert Giles	
Angie Litvak-Watson	Kathryn Macdermid	
Nick Murry	Conor Melvin	
David Poole	Andy Phillips	
Matthew Short	Chris Ruck	
George Simmonds		
Myla Watts		
Hayley Wilson		
John Scragg		
Total: 12	Total: 8	Total: 2

In accordance with the motion, Council noted that the *‘Chippenham Folk Festival is a valuable cultural, music and arts event that benefits our town and our community. Chippenham Town Council recognises the importance of the Folk Festival to the town and are committed to seeing it succeed. There is a genuine risk that if it doesn’t go ahead in 2023, the Folk Festival’s future would be in jeopardy, and it may be permanently lost to our town. Any decision taken to support the Folk Festival in 2023 would be made without prejudice regarding future years.’* With the majority in favour, it was;

RESOLVED that:

- i) Council agreed to offer its support to the Chippenham Folk Festival Board’s request by halving the town council’s hire fee for 2023.
- ii) Council agreed to help promote Folk Festival events via the Council’s website, social media and notice boards.

62. **URGENT ACTION FORM**
RESOLVED that:

The urgent action form regarding heating costs at the Museum be noted.

63. **NEIGHBOURHOOD PLAN UPDATE**

The Head of Planning updated Councillors on the progress of the Chippenham Neighbourhood Plan since the last update in September 2022. The Head of Planning highlighted the two main reasons for the approximate six-month delay to the process, 1) the late request to carry out an SEA from Wiltshire Council and the advice received from the Planning Consultant to repeat Regulation 14 Consultation with the SEA, and 2) the large number of responses received during the Regulation 14 Consultation. The current estimate is the plan would be adopted in Autumn 2023.

RESOLVED that:

Councillors noted the report.

64. **COUNCILLOR'S FEEDBACK**

- i. There were no updates from Town Councillors on significant work they are involved with including ward work.
- ii. Councillor John Scragg updated on the activities of the Wiltshire Association of Local Councils (WALC). The general meeting was held on 10 October, but they weren't presented with the financial information that is usually attached to the agenda. As Chairman of WALC, it was hoped to be able to provide the information shortly. Councillor Scragg highlighted the conflict as the Chairman and also representing the Town Council's interest in WALC as the nominated representative.
- iii. Councillor Nic Puntis, in his capacity on the Board of Wessex Regional Flood & Coastal Committee (WRFCC) and on behalf of residents of Chippenham, updated that the WRFCC have agreed a £350,000 budget to proceed with looking at river project around Monkton Park to include the radial gate. It will now trigger further consultation with communities, the Town Council and other interested parties. It was noted this was a significant step forward in regenerating the area and will be the next big project after the Salisbury project.

Councillor Nic Puntis attended a Wessex Water meeting where a flood plan was suggested. Councillor Puntis encouraged engagement between the flood warden and Town Council as a plan should be in place as there are areas of Chippenham that suffer with flooding.

- iv. There were no Committee or Sub-Committee membership changes.

- v. There were no potential CIL projects suggested to be funded by the 85% of CIL that Wiltshire Council retain.

65. **ITEMS FOR COMMUNICATION**

There were no items for communication requested. Councillor Nic Puntis suggested that the Youth Council be informed of the funding securing for the river project in Monkton Park.

66. **DATE OF NEXT MEETING**

The next meeting of Full Council will be held at 7pm on Wednesday 11 January 2023.

67. **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”.

68. **NEELD DEVELOPMENT UPDATE - TENDER APPRAISAL AND CONTRACTOR RECOMMENDATION**

The Director of Community Services presented the report regarding the outcome of the tender process and contractor recommendation for the Neeld Development project. With the majority in favour, it was;

RESOLVED that:

- i) Council approved the commissioning of contractor A.
- ii) Council approved the budgeted capital expenditure of £160K and additional in year capital expenditure of £200K.
- iii) Council delegated all matters relating to programme management of the project to the Chief Executive.

The Chair 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

DRAFT

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Public Questions - Full Council 23 November 2022

1. “Firstly I would like to thank once again the outside team for all of their hardwork during the Summer and Autumn its greatly appreciated by myself and more importantly the residents I represent who contact me regularly commenting on the good work they do. Secondly I would like to thank the town council in their support for the new community garden project at The Goodwood Way open space, The local community have formed an active group and will be undertaking their garden project shortly now that the remedial work of landscaping has been completed by Wiltshire council.

Question 1, Can the town council confirm when the installation of the community notice board will take place at Hilltop view, There is now an active community group and the development is now nearing completion.

Question 2, Can the town council include the community areas and open spaces of Cepen Park South and Hunters Moon in any future roll out of the Town council Community CCTV programme in Chippenham, I have received requests from both residential areas for CCTV to be considered to help with community safety.”

DRAFT

Response to public questions asked at Full Council on 23 November 2022:

1. Thank you for your comments and questions asked at the Full Council meeting on 23 November 2022. In relation to question 1, the installation of the community noticeboard at Hilltop View is in the Environmental Services work plan for the New Year after the Christmas Lights have been taken down, however the opportunity may arise to install them earlier. In relation to question 2, the council has successfully rolled out an extensive programme of CCTV cameras across the town centre. The Council has no current plans to add any further cameras to cover residential areas.

DRAFT



Chippenham Town Report

Chippenham Community Policing Team
November 2022



Minute Item 56.

Performance – 12 Months to September 2022

Force

- Wiltshire Police recorded crime reports a YoY increase of 13.0% in the 12 months to September 2022 and continues to have one of the lowest crime rates in the country per 1,000 population.
- Wiltshire Police has seen a 14.1% increase in violence without injury crimes in the 12 months to September 2022. In September 2022, we received:
 - 8,952 '999' calls, which we answered within 12 seconds on average;
 - 14,924 '101' calls, which we answered within 40 seconds on average;
 - 10,736 CRIB calls, which we answered within 4 minutes and 36 seconds on average.
- In September 2022, we also attended 1,531 emergency incidents within 19 minutes and 32 seconds on average.

Crime Type	Crime Volume	% of Crime
Totals	43,310	100.0
Violence without injury	7,521	17.4
Violence with injury	6,280	14.8
Criminal damage	5,127	11.9
Stalking and harassment	4,205	9.7
Public order offences	4,121	9.5
Other crime type	16,056	37.1

Chippenham CPT

Crime Type	Crime Volume	% of Crime
Totals	4,626	100.0
Violence without injury	769	16.6
Violence with injury	686	14.8
Criminal damage	597	12.9
Stalking and harassment	486	10.5
Public order offences	456	9.9
Other crime type	1,632	35.3

Stop and Search information for Chippenham CPT

During the 12 months leading to August 2022, 135 stop and searches were conducted in the Chippenham area of which 62.9% related to a search for controlled drugs.

During 66.7% of these searches, no object was found. In 33.3% of cases, an object was found. Of these cases 66.7% resulted in a no further action disposal; 23.7% resulted in police action being taken; 11.1% resulted in an arrest.

Of the stop and search subjects who defined their ethnicity:

- White – 113 stop and searches
- Black or Black British – 6 stop and searches
- Mixed – 3 stop and searches

Performance – Hate Crime Overview

Force

Hate Crime is reporting as stable across the Force. Volumes are now reporting flatter across the year. Year on year trend data is reporting increases in Transgender and Sexual Orientation related hate which follows National trends.

Work by the Hate Crime Silver Scrutiny Panel on hate crime video to raise awareness of Hate Crime and how to report it, including details surrounding how the Criminal Justice System responds to it is ongoing. There is an increased focus on Out of Court Disposal outcomes relating to Hate Crimes.

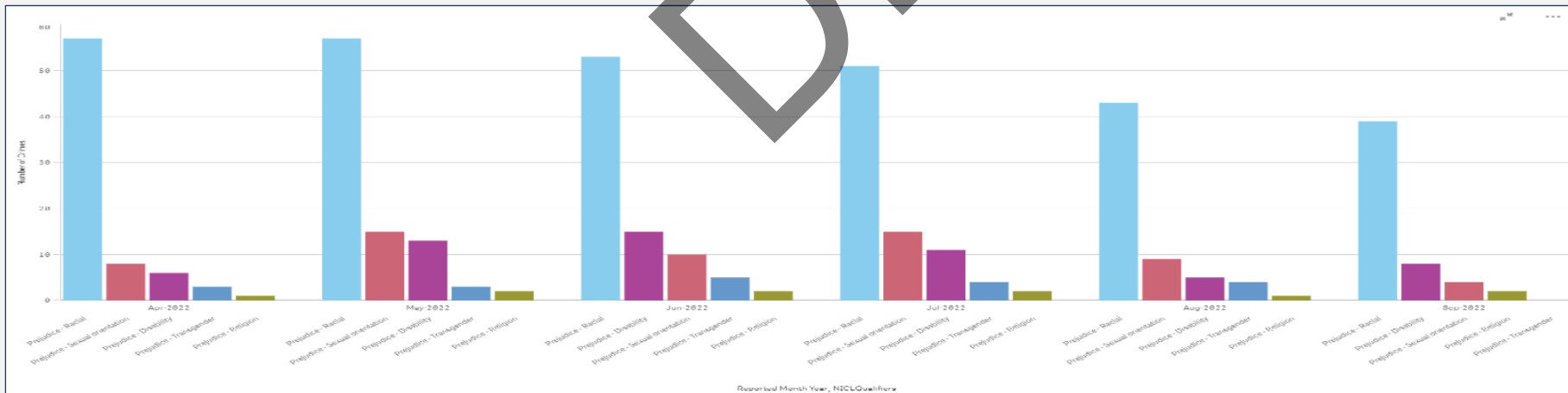
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Chippenham CPT

	Number of Crimes	Change (number)	Change (%)
Total	68	3	4.6%
Prejudice – Racial	48	11	29.7%
Prejudice – Sexual orientation	8	-6	-42.9%
Prejudice - Disability	10	-2	-16.7%
Prejudice - Religion	1	-4	-80.0%
Prejudice - Transgender	4	2	100.0%

Year on year comparison October 2021 to September 2022 (note: an individual crime can be tagged with more than one prejudice type e.g. sexual orientation & transgender)

Force Hate Crime (6 months to September 2022)



Local Priorities & Updates

Priority	Update
ASB	World Cup , Christmas – A predicted increase of ASB will require increase Police presence . Mobile and foot patrols will be increased to address this period and provide reassurance for the public
Road safety	Continue to support CSW with proactive visible police presence to target offending drivers. Drink Driving will continue as part of the Road safety priority for local and Specialist Officers
Protecting our most vulnerable	Victims of crime, exploitation, missing persons and domestic violence.

DRAFT

Useful Links

For more information on Wiltshire Police's performance please visit:

- PCC's Website - <https://www.wiltshire-pcc.gov.uk/>
- HMICFRS Website - <https://www.justiceinspectorates.gov.uk/hmicfrs/police-forces/wiltshire/>
- For information on what crimes and incidents have been reported in the Chippenham Community Policing Team area visit <https://www.police.uk/pu/your-area/wiltshire-police/>

Get Involved

Keep up to date with the latest news and alerts in your area by signing up to our **Community Messaging service** –

www.wiltsmessaging.co.uk

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Follow your CPT on social media

- [Calne Police Facebook](#)
- [Calne Police Twitter](#)
- [Chippenham Police Facebook](#)
- [Chippenham Police Twitter](#)
- [Corsham Police Facebook](#)
- [Corsham Police Twitter](#)

Find out more information on your CPT area at: www.wiltshire.police.uk and here www.wiltshire-pcc.gov.uk



The screenshot shows the Wiltshire Police website. At the top is a blue header with the 'WILTSHIRE POLICE' logo on the left and a search bar on the right with the text 'How can we help you?'. Below the header is a navigation menu with five items: 'Report', 'Tell us about', 'Apply or register', 'Request', and 'Feedback'. Below the menu is a breadcrumb trail: 'Home > About us > CPTs'. The main heading is 'Chippenham CPT'. The content below includes: 'CPT Chippenham covers the areas of Chippenham, Calne and Corsham', 'To contact your CPT about a community-related matter, such as a school visit, then please email ChippenhamAreaCPT@wiltshire.pnn.police.uk. Please note that this mailbox is not monitored 24/7.', 'You are unable to report crimes of any type via email and please do not report any situations that require an urgent response. In the case of an emergency please contact 999 and for non-urgent crimes and incidents, please call 101 or [Report a crime here](#)', and 'You see a map of [crimes in the Chippenham area](#) by visiting www.police.uk'.



Mayoral Engagements 2022/2023 - Mayor Cllr Liz Alstrom

November	Engagements
23	Full Council
25	White Ribbon Coffee Morning
26	Chippenham Christmas Lights Switch On
26	BBC Radio Wiltshire Christmas Lights Interview
26	Mayoral Christmas Card Winners Meet and Greet
29	Stanley Park and Abbeyfield Art Work unveiling
29	Mayoral Month Chippenham Hospital Radio
29	Full Gospel Men's Business Christmas Lunch
December	
5	Chippenham Flower Club Open Evening
7	Coop Christmas Event, St Peter's Church
8	Abbeyfield School Council
13	Silverwood School Christmas Door Decoration Viewing
13	Flowers Manor Care Home Christmas Visit
20	Waterstones Christmas Reading
20	Avon Court Care Home Christmas Party
20	CAP Café, Ladyfield Church
20	Mayoral Month Chippenham Hospital Radio
January	
9	Rotary Club Meal and Presentation

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Notes of a meeting of the Chippenham Community Safety Forum (CCSF) held on Zoom, on Tuesday 14 December 2021 at 11.00am

Councillors Present:

Cllr Liz Alstrom
Wiltshire Cllr Ross Henning (Vice Chair)

Officers Present:

Matt Kirby, Director of Community Services
Michael Weeks, Democratic and Civic Officer
Jessica Mantel, Democratic Services Officer
Daryl Jones, Head of Community Development
Jacqui Gallimore, CCTV Supervisor

Others Present:

17 Community Representatives

11. **WELCOME AND INTRODUCTION**

The Vice Chair welcomed everyone to the meeting.

12. **CHAIRS ANNOUNCEMENTS**

Due to the Youth Council representatives being in attendance between school commitments, the Vice Chair announced that their agenda item would be heard first.

13. **NOTES FROM PREVIOUS MEETING**

The informal notes from the previous meeting were approved by those present.

14. **YOUTH COUNCIL OBSERVATIONS**

The Youth council highlighted that they are looking at conducting a Youth focused nighttime safety survey to obtain feedback from local young people regarding such things as how safe they feel at night in the town and where they would like to see more street lighting.

15. **PURPLE FLAG ASSESSMENT FEEDBACK**

Daryl Jones provided an overview of the recent purple flag assessment feedback to the group and confirmed there will be a future purple flag partners meeting to start working towards the next assessment date in June 2022.

16. **CCTV UPDATE**

The recently appointed CCTV Supervisor, Jacqui Gallimore introduced herself to the group. Unfortunately, due to COVID regulations and the size of the CCTV room all training for new volunteers is on hold. Future plans include reengaging with the daytime and night-time economies concerning the shop net radio system.

17. **REMEMBRANCE SUNDAY UPDATE**

Michael Weeks explained to the group the recent issues with cars parking in suspended parking bays in the Market place on Remembrance Sunday, which had impacted the service. Following the event and liaising with Wiltshire Council and Wiltshire Police, not only will the bays be suspended by the entrance to the car park will be roped off and Wiltshire Council will suspend the bays from the Saturday afternoon. This will allow more time for vehicle owners to be contacted if required to move their vehicles.

18. **WILTSHIRE POLICE UPDATE**

Sgt Brewster confirmed that had been a recent night-time economy operation to tackle anti-social behaviour in the town following an increase post lockdown. This didn't just tackle the pubs and clubs but areas such as Sadlers Mead Car Park.

There has been an increase in bike thefts and a plain clothes operation was conducted in the town. Unfortunately, no arrests were made in connection with further bike thefts but led to arrests for other matters.

Following feedback from licensed premises each Monday morning there will be an opportunity for license holders to feedback to police any issues they encountered over the course of the weekend.

Community speed watch still a priority and recent concerns regarding the A350 have been passed to the relevant policing team to look into this further.

19. **FORUM MEMBERS FEEDBACK**

The CBLC representative highlighted the need for a centralised database for all defibs in the town. The provision is rather disjointed at present. All information is now collated by the British Heart Foundation not the ambulance service, but some apps are out of date. It was agreed that maybe for the town this could be a project for the CBLC one Chippenham website.

The Doorway representative notified the group of the forthcoming Doorway Sleepout fundraiser taking place on the 5 February 2022, which further information to follow.

20. **DATE OF NEXT MEETING**

The next Community Safety Forum meeting will be on Tuesday 22 March 2022 at 11am at the Town Hall.

The meeting finished at 12.22pm

These notes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date

DRAFT

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Meeting	Full Council
Date	11 January 2023
Report Title	Financial Regulations and Procurement Policy Review
Author	Nick Rees, Director of Resources, Responsible Financial Officer

1.0 PURPOSE OF REPORT

- 1.1. For councillors to receive Chippenham Town Council's draft revised Financial Regulations [**Appendix A**] and Procurement Policy [**Appendix B**] and the recommendation from the Strategy & Resources (S&R) Committee that they are adopted by Full Council.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 The Council's current Financial Regulations and Procurement Policy were adopted at a meeting of Full Council on 23 September 2020. They are due to be reviewed after a three year period, however they are being presented to Councillors earlier than this in particular to accommodate additions to the Procurement Policy relating to environmental considerations.
- 2.2 The S&R Committee at its meeting on 7 December 2022 reviewed the draft revised Financial Regulations and Procurement Policy and recommended that Full Council adopts the revised versions of the Council's Financial Regulations and Procurement Policy at its meeting on 11 January 2023.

3.0 FINANCIAL REGULATIONS AND PROCUREMENT POLICY

- 3.1 The Council's Financial Regulations include the processes necessary to approve the Council's budget for the year and to ensure budgetary control of income and expenditure, provisions regarding the appropriate authorisation of expenditure and methods for the payment of suppliers and employees, provisions for the approval of capital expenditure contracts and the process for the preparation and audit of accounts.
- 3.2 The Financial Regulations have been prepared in consideration of the Model Financial Regulations 2019 for England prepared by NALC.
- 3.3 The Council's Procurement Policy includes processes for the procurement of goods and services, the selection of suppliers, the need for quotations, the circumstances where formal tenders are required and the authorisation of expenditure. This policy should be read in conjunction with the Council's Financial Regulations.
- 3.4 The main changes to the previous Financial Regulations and Procurement Policy are as follows:

Financial Regulations

- Clarification of current terminology and job titles;
- To increase the capital expenditure level that must be subject to specific Committee approval regardless of it being financed from a previously approved budget from £25,000 to £40,000 (see 4.2 and 4.3). This is to reflect inflationary increases since the original limit was set;
- Confirming that incidental personal expenses may be claimed via an Expense Claim Form (see 7.4 (c));
- Increasing the level above which 3 quotes are required from £3,500 to £5,000 (see 12.1 (g)). This is to reflect inflationary increases since the original limit was set;
- Removing the category £3,500 to £10,000 for which quotations need not necessarily be written, replacing with a category from £5,000 to £25,000 for which 3 written or e-mailed quotes must always be obtained (see 12.1 (g)).

Procurement Policy

- Clarification of current terminology and job titles;
- Incorporating further environmental and climate considerations;
- Removing a procurement process section that simply repeated information elsewhere in the document and was a distraction;
- Making the 'Principles of Good Procurement Practice' section clearer;
- Introducing Appendix A : Environmental Questionnaire and Appendix B : Environmental Scoping Assessment.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 Corporate Priority 5 - Effective and efficient use 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 CLIMATE AND ECOLOGICAL IMPLICATIONS

8.1 This report is administrative and does not have any known direct Climate and Ecological impact.

9.0 RECOMMENDATIONS

9.1 For councillors to adopt the revised versions of the Council's Financial Regulations and Procurement Policy as recommended by the Strategy & Resources Committee on 7 December 2022.



CHIPPENHAM
TOWN COUNCIL
Improving the quality of town life

Financial Regulations

Author:

Nick Rees

Responsibility:

Director of Resources

(Responsible Financial Officer)

Date Adopted:

Review Date:

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FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Full Council at a Meeting on xx xx xx.

1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council or its Strategy and Resources Committee. Financial regulations are one of the Council's key governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders.
- 1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.3 The Council's accounting control systems must include measures for the timely production of accounts, that provide for the safe and efficient safeguarding of public money, prevent and detect inaccuracy and fraud, and identify the financial duties and division of responsibilities of officers.
- 1.4 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force.
- 1.5 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners' Guide (England), issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).
- 1.6 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the Town Council. The Director of Resources has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.7 The RFO, acting under the policy direction of the Council and managerial direction of the Chief Executive, shall administer the Council's financial affairs in accordance with all Acts, Regulations and proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices and the Accounts and Audit Regulations. The RFO shall assist the Council to

secure economy, efficiency and effectiveness in the use of its resources and produce financial management information as required by the Council.

- 1.8 At least once a year, prior to approving the Annual Governance Statement, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.9 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.10 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.11 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. The following shall be a matter for the Full Council only:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving the annual governance statement;
 - borrowing;
 - declaring eligibility for the General Power of Competence.

The following decisions may be delegated to the Strategy & Resources Committee:

- writing off bad debts over £1,000 (the Chief Executive shall have the authority to write off bad debts under this level);
 - addressing recommendations in any report from the internal or external auditors, which may in turn be delegated to the Chief Executive
- 1.12 The Council's Donations Sub Committee is authorised to approve Grants and Donations up to its budgeted amount agreed for the year by the Strategy and Resources Committee within the overall Budget approved by Full Council.
- 1.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 1.14 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

2. ANNUAL BUDGET AND FORWARD PLANNING

- 2.1 Each budget holding Committee shall formulate and submit proposals to the Council's Strategy and Resources Committee in respect of relevant revenue and capital, including the use of reserves and sources of funding for the following financial year not later than the end of November each year.
- 2.2 The HR Committee considers the annual increase in salary costs and any increase in establishment numbers, recommending an overall payroll budget to the Strategy & Resources Committee to be included within the Council's overall Budget for approval by Full Council. It also has delegated authority to approve in-year changes to establishment and salaries not included within the annual payroll budget. The Chief Executive, as Head of Paid Service shall have the delegated authority to make revenue neutral, or cost saving changes to the agreed staffing structure of the Council, reporting retrospectively to the Human Resources Committee.
- 2.3 Detailed estimates of all income and expenditure, including the use of reserves and all sources of funding for the year, shall be prepared each year by the RFO in the form of a budget to be considered by the Council's Strategy and Resources Committee.
- 2.4 The Council shall, not later than the end of January each year, fix the Precept to be levied for the ensuing financial year. The RFO shall issue the Precept to Wiltshire Council, the billing authority, and shall supply each member with a copy of the approved budget.
- 2.5 The Council shall consider the need for a five year forecast of Revenue and Capital income and expenditure (Medium Term Financial Plan) which may be prepared at the same time as the Annual Budget.
- 2.6 The Town Council will maintain a general reserve at a level normally equivalent to between one quarter and one third of the current Precept.

3. BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.
- 3.2 Except as provided below no expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure. Expenditure on the following may be incurred without further approval:
- i. to meet increases in costs of salaries and wages and authorised expenses arising as a result of awards by a national negotiating body;
 - ii. to meet unavoidable increases in the cost of day-to-day items included in the budget; and
 - iii. The Chief Executive, or in their absence a Director, may incur expenditure on behalf of the Council which is necessary to cover

the cost of any unforeseen purpose where they are satisfied that delay would be detrimental to the best interest of the Council, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Chief Executive shall report the action to the Council as soon as practicable thereafter.

Where the required expenditure is estimated to exceed £10,000 the consent of the Chairman or the Vice-Chairman of the appropriate Committee and the Chairman or the Vice-Chairman of the Strategy and Resources Committee will be gained before proceeding.

- iv. Claims which by statute have to be met, including any County Court Judgement.
- v. Any action under this subparagraph shall be reported to the next meeting of the Committee concerned and to the Strategy and Resources Committee.

3.3 During the budget year and with the approval of Council or its Strategy and Resources Committee, having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to Capital Earmarked Fund reserves as appropriate ('virement').

3.4 The RFO shall regularly provide the Strategy and Resources Committee with a statement of income and expenditure to date under each heading of the budget, comparing actual expenditure to date to that planned in the budget. These statements are to be prepared at least at the end of each financial quarter.

3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in Capital Earmarked Fund reserves by resolution of the Council or its Strategy and Resources Committee. Changes in the purpose of Capital Ear Marked Reserves shall be approved by the Strategy & Resources Committee.

3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts. Contracts may not be disaggregated to avoid controls imposed by these regulations.

3.8 The Chief Executive is authorised to approve virements between existing approved budget headings where the overall budget total remains the same. provided that:-

- i. No policy issues are contravened.
- ii. No virements between Capital Earmarked Funds and Revenue are approved.
- iii. No virements affecting Capital Earmarked Funds are approved.

4.0 AUTHORISATION OF EXPENDITURE

- 4.1 The Chief Executive is authorised to incur expenditure, and delegate authority to officers within the approved expenditure limits, within the approved budget. This will include, for example, the salaries and wages and any other expenses of staff employed within the approved establishment, repairs and maintenance of buildings, grounds and equipment, normal day-to-day requirements of the service including minor works, supplies and replacement of equipment.
- 4.2 Any proposed capital expenditure over £40,000 must be subject to specific Committee approval regardless of it being financed from a previously approved budget, although no such approval is needed in the case of revenue expenditure exceeding £40,000 from a previously approved budget subject only to any requirements of the approved Procurement Policy.
- 4.3 Supplies and services costing under £40,000, either capital or revenue, may be ordered by an authorised Officer from a previously approved budget subject to receipt of quotations where applicable or other requirements of the approved Procurement Policy.
- 4.4 With reference to Section 3.2, there are certain instances where expenditure may be incurred outside of the approved budget and reported to the next meeting of the relevant Committee.
- 4.5 All invoices shall be certified by at least two officers within the approved officer spending limits. The certification of an invoice prior to payment by those officers shall be taken to mean that the certifying officer is satisfied that the goods or services to be paid for have been received by the Council and represent proper value for money.
- 4.6. Where items are of a trivial amount and purchased from suppliers with whom no account is held, payment may be made on the delegated authority of the Chief Executive from a Petty Cash account held for that purpose.
- 4.7 A Protocol for delegation of financial responsibility to Spending Officers shall be submitted for approval by the Council from time to time.

5. ACCOUNTING AND AUDIT (Internal and External)

- 5.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 5.2 The RFO shall complete the annual statement of accounts of the Council, including the Council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

- 5.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the External Accountant appointed from time to time in accordance with National Policy) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 5.4 The Council shall ensure that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 5.5 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate competence, objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.
- 5.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 5.7 The RFO shall, as soon as practicable, bring to the attention of the Strategy & Resources Committee any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

6. BANKING ARRANGEMENTS AND CHEQUES

- 6.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. Banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency at an interval of not less than 3 years.
- 6.2 Cheques and BACS payments drawn on the bank account will be authorised by 2 bank signatories who approve the Authority to Pay by Cheque or BACS form. Cheques drawn on the bank account to be signed by two signatories from the approved list within the bank mandate, in accordance with para 6.1.

- 6.3 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

7. PAYMENT OF ACCOUNTS

- 7.1 The Council will make safe and efficient arrangements for the making of its payments. All payments shall be effected by cheque or other order drawn on the Council's bankers in accordance with these regulations.
- 7.2 All invoices for payment shall be examined, verified and certified by the Head of Finance, who shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 7.3 The Head of Finance shall oversee the examination of invoices in relation to arithmetic accuracy and their analysis to the appropriate expenditure heading. The Head of Finance shall take all steps to settle all invoices submitted, and which are in order, in accordance with suppliers terms or otherwise within 30 days.
- 7.4 The Head of Finance may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the officer holding the petty cash with a claim for reimbursement:
- a) The Head of Finance shall maintain as petty cash an imprest of £400 for the purpose of defraying incidental operational and other expenses, and will maintain a petty cash float of £200 for the Museum and £30 for the Yelde. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Members of staff are able to claim back incidental personal expenses incurred with prior approval from their line manager via an Expense Claim Form.
- 7.5 If thought appropriate by the Council, payment for utility supplies (energy, telephone, water, loan repayments, vehicle lease hire repayments, waste collection, IT management and National Non Domestic Rates) may be made by variable Direct Debit provided that the instructions are signed by two bank signatories.
- 7.6 If thought appropriate by the Council, payment for certain items may be made by BACS provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained.

- 7.7 Two councillors will, each quarter, make a random selection of payments made by both cheque, BACS or e-banking and satisfy themselves that the audit trail for those payments is complete. A schedule of these payments will be presented via the agenda to the next Strategy and Resources Committee. Checks are made to ensure that these councillors vary from month to month.
- 7.8 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise a purchase is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 7.9 If thought appropriate by the Council payment for certain items may be made by internet banking transfer (including e-banking) provided evidence is retained showing which bank signatories approved the payment.
- 7.10 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, no employee shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person.
- 7.11 Where internet banking arrangements (e-banking) are made with any bank, the RFO shall be appointed as the Service Administrator or may delegate this responsibility for practical purposes to the Head of Finance. The bank mandate approved by the Council shall identify a number of officers who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 7.12 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 7.13 Changes to account details for suppliers, which are used for internet banking (e-banking) may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by either the RFO or the Head of Finance and another bank signatory.
- 7.14 Any corporate credit card or trade card account opened by the Council must approved by the Chief Executive or RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used for payments on behalf of the Council under any circumstances.

8. PAYMENT OF SALARIES

- 8.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating.
- 8.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 8.3 If thought appropriate by the Council, payment of salaries may be made by BACS provided that the instructions are signed, or otherwise evidenced by two of either the Head of Finance, RFO, Chief Executive or a Director.
- 8.4 If thought appropriate by the Council payment for salaries may be made by internet banking transfer (e-banking) provided evidence is retained showing which bank signatories approved the payment.
- 8.5 All time sheets or other pay documents shall be in a form prescribed by the RFO and shall be certified by relevant Line Managers.
- 8.6 The HR Committee considers the annual increase in salary costs and any increase in establishment numbers, making recommendations for inclusion in the Council's overall payroll budget. It has delegated authority to approve in-year changes to establishment and salaries not included within the annual payroll budget (see 2.2). The Chief Executive has authority to authorise expenditure to meet increases in costs of salaries and wages and authorised expenses arising as a result of awards by a national negotiating body (see 3.2i).
- 8.7 Any termination payments shall be supported by a clear business case and reported to and authorised by the HR Committee.

9. LOANS AND INVESTMENTS

- 9.1 All loans and investments shall be negotiated in the name of the Council.
- 9.2 The Council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.
- 9.3 All investments of money under the control of the Council shall be in the name of the Council.
- 9.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. Any subsequent arrangements for the loan shall only be approved by Full Council.

- 9.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

10. INCOME

- 10.1 The collection of all sums due to the Council shall be the responsibility of the Head of Finance and under the supervision of the RFO.
- 10.2 The Strategy and Resources Committee will review all fees and charges annually, informed by a report from the RFO, for inclusion in the annual budget and following a recommendation by the Amenities Culture and Leisure Committee.
- 10.3 Any sums found to be irrecoverable and any bad debts shall be reported to the Strategy & Resources Committee.
- No debt may be written off without the authority of the Council save that the Chief Executive on the recommendation of the RFO may:
- i. Write off debts of less than £1,000 where he/she is satisfied that the debt is irrecoverable or that cost of collection would exceed the amount of the debt,; and
 - ii. Settle the cost of legal proceedings relating to debts.
- 10.4 All sums received on behalf of the Council shall be banked intact by the Head of Finance as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 10.5 The origin of each receipt shall be entered on the paying-in slip.
- 10.6 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 10.7 The Head of Finance shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 10.8 Where any significant sums of cash are regularly received by the Council, the Head of Finance shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

11. ORDERS FOR WORK, GOODS AND SERVICES

- 11.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 11.2 Order books and orders that are generated electronically shall be controlled by the Head of Finance under the supervision of the RFO.
- 11.3 All Members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 12.1 below.
- 11.4 The Budget Holder shall verify the lawful nature of any proposed purchase before the issue of any order or the certification of any expenditure, seeking advice from the RFO if necessary.
- 11.5 A Procurement Policy shall be determined by the Council and reviewed at least every 3 years.
- 11.6 A member may not issue an official order or make any contract on behalf of the Council.
- 11.7 Order books shall be controlled by the Head of Finance.

12. CONTRACTS

- 12.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

- (v) for additional audit work of the Internal Auditor up to an estimated value of £1000 (in excess of this sum the Chief Executive and RFO shall act after consultation with the Chairman and Vice Chairman of Strategy and Resources Committee and a report made to Council);
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations .The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time) .
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Any invitation to tender shall be in accordance with the Council’s Procurement Policy. The invitation to tender shall state the general nature of the intended contract and the authorised officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall state that tenders must be addressed to the Chief Executive in the ordinary course of post within a sealed envelope or electronically via a secure and confidential methodology. The tender must remain physically or electronically sealed until the prescribed date for opening tenders for that contract.
- (e) All sealed tenders shall be opened at the same time on the prescribed date by the Chief Executive or a Director in the presence of at least 2 members of Council.
- (f) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (g) When the Council is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services, other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a), the Chief Executive, RFO, Head of Finance or Head of Service shall:-

Up to £5,000	obtain at least one quote, preferably written/e-mail
£5,001 - £25,000	obtain 3 written/e-mail quotations
Above £25,000	full tender procedure as set out in (b) above

- (h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

13. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 13.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 13.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 13.3 Any variation to a contract or addition to or omission from a contract greater than 5% must be approved by the Council and Chief Executive, with the Council being informed where the final cost is likely to exceed the financial provision.

14. STORES AND EQUIPMENT

- 14.1 The officer in charge of each site shall be responsible for the care and custody of stores and equipment on that site.
- 14.2 Delivery Notes shall be obtained in respect of all goods received and goods must be checked as to order and quality at the time delivery is made.
- 14.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 14.4 In consultation with the RFO, inventories and stores records shall be established and maintained. Proper arrangements shall be made for periodic stock checks and the RFO shall lay down procedures for dealing with surpluses and deficiencies with reference to 14.6 below.
- 14.5 The RFO shall be responsible for ensuring that periodic checks of stocks and stores occur at least annually.
- 14.6 Moveable property surplus to the Council's requirements with a value in excess of £5000 shall not be disposed of except by sale on the authority of the Chief Executive or RFO, and above £25,000 with approval of Council.

15. ASSETS, PROPERTIES AND ESTATES

- 15.1 The Chief Executive shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 15.2 No real property (interests in land) shall be purchased or acquired, or sold, leased or otherwise disposed of without the authority of Full Council.
- 15.3 No tangible moveable property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £25,000 and subject to the approval of the Chief Executive or a Director.
- 15.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16. INSURANCE

- 16.1 Following the annual risk assessment (as per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 16.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 16.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council's Strategy and Resources Committee at the next available meeting.
- 16.4 All appropriate members and employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

17. RISK MANAGEMENT

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the Chief Executive, risk management policy statements in respect of all activities of the Council. Once approved by the CE all such risk management policy

statements will be taken to the next meeting of Council for adoption. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

- 17.2 When considering any new activity, the relevant Head of Service shall prepare a draft risk assessment including risk management proposals to be submitted to the Chief Executive and RFO for consideration and ultimate adoption by the Council.

18. ANTI FRAUD AND CORRUPTION STRATEGY

- 18.1 The Town Council will establish and review at least every 3 years, an Anti-Fraud and Corruption Strategy including in particular the provisions of the Public Interest Disclosure Act 1998.

19. REVISION OF FINANCIAL REGULATIONS

- 19.1 It shall be the duty of the Council to review the Financial Regulations of the Council at least every 3 years. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

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**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life

Procurement Policy

Author: Nick Rees
Responsibility: Director of Resources,
Responsible Financial Officer
Date Adopted:
Review Date:

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1. INTRODUCTION

The purpose of this guide is to provide an overview of the procurement of goods and services at the Town Council. It is intended to complement, but not replace Council Standing Orders and Financial Regulations.

The Council is accountable to the public for the way that it spends public funds and this procurement policy supports the delivery of the Council's strategic objectives in the efficient, effective, economic and sustainable delivery of services, ensuring that suppliers and contractors provide best value products, services and performance.

The pursuit of sustainability, value for money and continual improvement are key goals of the Procurement Policy. The Council is committed to providing quality services. It will use fair and open competition as a means of securing efficient and effective services.

The Council is committed to becoming a net zero carbon organization by 2030. As well as cost, quality and efficiency factors, procurement decisions will also take into account the environmental impact of goods and services purchased, and the environmental credentials of our suppliers

2. PRINCIPLES OF GOOD PROCUREMENT PRACTICE

The Council will seek to achieve value for money by considering the following in its procurement decision making:

- Cost
- Whole life costs
- Carbon reduction and environmental impacts
- Quality, safety, delivery and sustainability
- Clear specification for the goods or service to achieve the required standard of performance
- Aim to use local suppliers within 50 miles where possible.
- Comply with legal obligations
- Ensure fairness and equality in the treatment of suppliers
- Avoid malfeasance (no councillor or officer shall seek any bribe, gift or inducement, nor seek to influence a procurement decision where they have a family or personal involvement in the process)
- Seek improvements in the procurement process e.g. economies of scale, minimising the number of suppliers that we use.

3. QUOTATION & TENDER EXPENDITURE LEVELS

The relevant thresholds for quotations/tenders are as follows:

Below £5,000	At least one quote (preferably written)
£5,000 to £25,000	A minimum of three written or e-mailed quotations should be obtained (Environmental Questionnaire required)
£25,001 and over	Full Tendering required (Environmental Scoping Assessment required)

4. SPECIFICATIONS

For all written quotes, a specification is required. This is the description of the product or service needed and will form part of the contract with the selected supplier. It is therefore important that the specification is clear and un-ambiguous, as changes/additions to the specification post-contract may entail extra costs.

Also the specification should not be biased towards any one company and should enable suppliers to tender or quote the Council on an equitable basis.

Specifications for the provision of goods and services should include where applicable:

- The key features, functions and performance required
- Details of any existing similar suitable products that the requirements are based upon
- Relevant National standards and Health and Safety considerations
- The timescale required for delivery
- Any specific evaluation criteria and relevant experience required (mainly for tenders)
- Completion of the relevant environmental questionnaire/scoping assessment
- A statement to the effect that non-compliance with instructions may lead to disqualification from the procurement process (mainly for tenders)

5. SUPPLIER SELECTION AND APPRAISAL

Supplier Identification

A list of potential suppliers can be produced through previous experience, market knowledge and research. Advertisements may be placed in appropriate trade journals and the Council's web site.

Government Procurement rules must be followed i.e. for orders above £25,000 advertising on the Government's Contract Finder portal and above £213,477 for goods/services advertising on the Government's Find a Tender. These are the current threshold values to apply for the purposes of the Public Contracts Regulations 2015 (which may change from time to time).

Supplier Appraisal

Potential suppliers need to be assessed to ensure that they are capable of meeting the requirements. This assessment should be based on cost, quality and environmental grounds and may involve the following:

- Providing an environmental questionnaire or scoping assessment (mandatory for purchases above £5,000 and £25,000 respectively)
- Requesting that potential suppliers provide any pre-qualification information relevant to the contract (may be applicable to tenders)
- Internet/website research on potential suppliers and visiting suppliers' premises
- Meeting any key people in the supplier's organisation relevant to the successful delivery of the service
- Taking up references from appropriate customers and credit references for large contracts

Where appropriate, suppliers may be contacted prior to the issue of invitations to tender in order to establish that potential interested parties are willing to tender for the work.

Specialist Expertise

If supplies or services up to £25,000 can only be supplied by one supplier or local specialist, or the supplies or services are proprietary, they can be sourced outside the normal procurement procedure subject to approval of the Chief Executive or RFO.

Where the Council has an established relationship with a professional service provider and is happy with the standard of service and price, it will not be necessary to tender or seek quotations. Also, it can be advantageous not to tie the Council to a contract with one provider, such that, in the event of poor performance, it is straightforward to take the Council's business elsewhere.

6. ENVIRONMENTAL CONSIDERATIONS

The Council includes the products and services it procures in its carbon footprint in order to measure and take responsibility for its impacts on the climate and biodiversity. Procurement for new products or projects should only be considered after it has been ascertained that existing equipment and items cannot be reused, repaired or refurbished cost effectively.

Staff involved in procurement should endeavour to purchase goods/services that have the least damaging effect to the environment, consider the whole life costs of purchases, recycling and waste reduction options. We will also work with our supply market to encourage them in terms of their own environmental responsibilities, by seeking to understand the steps that they are taking to address their climate and ecological impacts. The environmental credentials of companies and their products and services will be a factor in our procurement decisions.

7. TENDERING

Tendering is a more formal and exhaustive method of obtaining quotations. A tender submitted by a supplier is a legal offer, and when accepted by the Council, a formal contract exists.

Tendering must be used for all purchases where there is a possibility that the overall contract value may exceed £25,000. The invitation to tender must be advertised, including on the Government 'Contracts Finder' web portal (if above £25,000) or Find a Tender (if above £213,477).

The Council may choose in some instances to tender for service contracts below this value (e.g. cleaning contracts), due to the importance of the quality of service to be provided.

Invitations to Tender

An invitation to tender may include the following information:

- Description of the project being tendered
- Name/email/phone number of lead officer
- Specification of the product or service
- Technical information required
- Conditions of Tender process
- Standardised Financial Cost information required
- Environmental scoping assessment
- Timetable/dates

It is the responsibility of the lead Officer to produce an invitation to tender document.

Any invitation to tender must be addressed to the Chief Executive within a sealed envelope or electronically via a secure and confidential methodology. The tender must remain physically or electronically sealed until the prescribed date for opening tenders for that contract.

Financial Cost Information

The Financial Cost Information required is the pricing schedule which tenderers must complete. Its purpose is to ensure that all tenderers submit prices on a common basis and in a common format, making evaluation more straightforward.

Tendering Period

During the period between invitation to tender and receipt of tenders, it is vital that all tenderers are treated equally e.g. an extension request or any queries of substance raised by one tenderer must be applied to all tenderers simultaneously.

Tender Opening

A Register of Tenders Received book is kept by the Town Council. This process will be administered and evaluated by a Head of Service and relevant Director. Tenders are opened simultaneously by the relevant officers who will record the prices in the Tender Book and

sign the Tender Book. Two councillors are required to be in attendance to witness the process and also sign the Tender Book.

Tender Evaluation

Once tenders have been opened, they are evaluated by relevant officers to ensure best value for money and that the tender matches the specification and any other selection criteria. Tenders will be evaluated based on cost, quality and environmental factors. Tenders that do not meet the specification should be rejected.

Post Tender Evaluation

Once tenders or quotes have been evaluated, and a preferred supplier is identified, it may be possible to improve the overall value for money of the tender bid through post tender negotiation and value engineering.

Potential areas for tender improvement may involve areas other than cost e.g. improved delivery times.

8. CONTRACTS

Contract Award

Contract award is subject to the approved delegated spending limit of the Officer.

A contract letter or official order should be sent to the successful tenderer. Notification should also be made to the unsuccessful tenderers.

The expenditure must be within agreed budgets and the order/contract signed according to the Delegation of Financial Responsibility to Spending Officers.

Any unsuccessful tenderer may request a debrief in respect of their tender, although the Council reserves the right not to declare all information relating to the award of the relevant contract.

Contract Management

Once a contract has been agreed, it is the responsibility of the Head of Service to ensure that, as far as practicable, the goods or services are delivered as per the specification.

Procurement advice should be sought if required and the RFO should always be advised in case of unsatisfactory performance of a supplier.

Regular Service Contracts

Where a Regular Service Contract is in place, other suppliers must not be used for the purchase of these goods or services unless authorised, in order to avoid a potential breach of contract. It is the responsibility of the appropriate Head of Service to ensure due diligence.

9. EMPLOYING CONSULTANTS

Consultants may be necessary where the required expertise is not available in-house.

A detailed project brief should be prepared before selecting a consultant. If necessary, it can be refined later to take account of the consultants' ideas and input, and this becomes the consultants' contracted brief.

Preparation of Project Brief:

- The Project brief should include:
 - Background to the project
 - Project objectives
 - Expected outcomes
 - Project timetable
 - Council's own contribution if applicable
 - Reporting requirements
 - Relevant source documents required

Employment of Consultants

- A draft agreement should contain the following elements:
 - Description of project
 - Project schedule with key milestones
 - Fees, including definition of reimbursable expenses
 - How payments will be made
 - Reporting arrangements
 - Arbitration/termination arrangements
 - Names of Council staff involved
 - Terms and Conditions
 - Sign off procedures
- The project should be closely monitored against specification, key milestones and costs
- Regular progress reports should be made to officers and officers will report outcomes to the relevant Committee where appropriate

10. AUTHORISATION OF EXPENDITURE

Orders for goods and services by Chippenham Town Council must be made in accordance with Financial Regulations, approved budgets and the approved spending limits as set out in the Delegation of Financial Responsibility to Spending Officers.

Invoices require two authorised signatures. The first signature of certification on an invoice prior to payment verifies that the officer is satisfied that the goods or services have been received by the Council and represent proper value for money.

The second certification of all invoices for payment will be as follows:

- Invoices for Goods and Services within the approved Delegation of Financial Responsibility to Spending Officers - Head of Service/Budget Holder to sign
- Other Invoices valued up to £15,000 - RFO or Director to sign
- Invoices of £15,000 and above - Chief Executive to sign

(or if away from office, the nominated director who then assumes the responsibilities of the Chief Executive, including signatory responsibilities)

APPENDIX A

ENVIRONMENTAL QUESTIONNAIRE

Chippenham Town Council has declared a Climate and Ecological emergency and is committed to becoming a net zero carbon organization by 2030. As part of this we include the products and services we procure in our carbon footprint in order to measure and take responsibility for our impacts on the climate and biodiversity. Therefore the Council aims to work with suppliers that are taking action and have plans in place to reduce their emissions and environmental impact. The environmental credentials of companies will affect our decision regarding procurement.

1. In the last three years, have you been taken to court for not complying with environmental legislation requirements? If 'yes', please provide details and what steps your organisation has taken as a result?
2. Do you have an environmental or sustainability policy? If yes, please supply us with a copy. If no, do you currently take any positive environmental actions that you can tell us about?
3. Do you assess and take action to reduce any of the environmental impacts of your activities? This could include measures to reduce water use, single use plastics and other unsustainable materials, packaging and waste, pollution and harmful chemicals as well as buying and supplying products that can be repaired and then recycled at their end of life.
4. Do you measure your carbon footprint and have a plan to reduce it to net carbon zero? This could include measures such as reducing travel emissions, making company buildings energy efficient, switching to electric vehicles/machinery and renewable energy. If no, do you have a 'green' or renewable energy tariff for your business? Are any of your existing company vehicles low emission and if so, what proportion?

APPENDIX B

ENVIRONMENTAL SCOPING ASSESSMENT

Chippenham Town Council has declared a Climate and Ecological emergency and is committed to becoming a net zero carbon organization by 2030. As part of this we include the products and services we procure in our carbon footprint in order to measure and take responsibility for our impacts on the climate and biodiversity. Therefore the Council aims to work with suppliers that are taking action and have plans in place to reduce their emissions and environmental impact. The environmental credentials of companies will affect our decision regarding procurement.

1. In the last three years, have you been taken to court for not complying with environmental legislation requirements? If 'yes', please provide details and what steps your organisation has taken as a result?
2. Do you have a responsible person nominated for environmental/ sustainability issues? If 'yes' please give their name and job title.
3. Do you have an environmental or sustainability policy? If yes, please supply us with a copy. If no, do you have any current environmental objectives or initiatives you can tell us about?
4. Do you acknowledge and assess any of the environmental impacts of your activities? This could include the use of resources such as water, single use plastics and other unsustainable materials, packaging and waste, pollution and harmful chemicals. If so, please give details.
5. Do you acknowledge and measure your Greenhouse Gas emissions? If so, please provide us with a copy of your carbon footprint. If no, do you have a 'green' or renewable energy tariff for your business? Are any of your company vehicles low emission and if so, what proportion?
6. Do you have a commitment to becoming net carbon zero and if so, when?
7. Do you have an action plan that outlines how you are minimising or will minimise your environmental impacts and reduce your emissions to net carbon zero? If so, please provide us with a copy. If no, do you assess your environmental performance against any targets or have any plans to reduce your impacts? This could include reducing travel emissions, offering repair and refurbishment schemes for products, use of recycled and sustainable materials, minimising waste, avoiding single use plastics and designing products that can be repaired and then recycled at their end of life.
8. Have you made public any of your environmental aims, performance and plans? If so, please provide details.
9. Do you offset any of your carbon emissions or environmental impacts? If so, please provide details.
10. Do you ask your suppliers to measure the carbon footprint and environmental impacts of their organisation or the services/products they provide to you?

11. How would you minimise the carbon footprint and environmental impacts of this service/product/project you are providing to us? Examples could include use of electric vehicles/machinery, sustainable materials, minimal waste and packaging.
12. Do you have any environmental accreditation such as an Environmental Management System (EMS) certified to ISO 14001, BS8555 or EMAS by a UKAS accredited certifying body? If 'yes', please enclose a copy of the certificate.



Meeting	Full Council
Date	11 January 2023
Report Title	Budget 2023/24
Author	Nick Rees, Director of Resources, Responsible Financial Officer and Mark Smith, Chief Executive

1.0 PURPOSE OF REPORT

- 1.1 To present Councillors with draft Income and Expenditure (I&E) and Capital / Ear Marked Funds (C/EMF) budgets for 2023/24 and the recommendation from the Strategy & Resources (S&R) Committee that these budgets are approved by Full Council.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Draft budgets for I&E and C/EMF have been considered by the S&R Committee on 2 occasions and by the Finance Sub Committee on 3 occasions. All Council Committees and Sub Committees have considered their budgets and their recommendations are included in the draft budgets presented here.
- 2.2 At the Extraordinary S&R meeting on 20 December 2022 to consider the budget implications of the Job Evaluation review for staff below ECMT level, the S&R Committee recommended that Full Council, at its meeting on 11 January 2023, approve the draft Income & Expenditure for 2023/24 and associated Precept of £3,968,965 and approve the draft Capital Ear Marked Fund expenditure budget for 2023/24 of £828k, with the use of £728k of CIL Income to fund it.
- 2.3 A draft I&E budget is attached to this report by Cost Centre [APPENDIX A] and by Income/Expenditure line [APPENDIX B] and a draft C/EMF expenditure budget is attached [APPENDIX C].

3.0 DRAFT INCOME & EXPENDITURE BUDGET 2023/24

- 3.1 The impact of the draft I&E budget on the Precept for 2023/24 is shown in the table below:

	Precept Income	No. of Band D Properties Paying Precept	Cost per Band D Household
Draft Proposal 2023/24	£3,968,965	13,290.16	£298.63 p/annum £24.89 p/month
This Year 2022/23	£3,606,289	12,855.35	£280.53 p/annum £23.38 p/month
Percentage Increase	10.0%	3.4%	6.4%
£ increase to Band D Household v 2022/23			£18.10 p/annum £1.51 p/month

3.2 The main assumptions included in the draft I&E budget are that a breakeven outturn budget be set as follows:

Income

- Precept
 - A Precept increase of £363k, 10.0% (2023/24 £3,969k, 2022/23 £3,606k) would be required to set a breakeven budget, largely to meet the additional payroll cost of the national pay agreement and the job evaluation review.
 - The Tax Base for Band D properties (the number of households paying the precept) has been confirmed by Wiltshire Council as 13,290.16, an increase of 3.4% on this year. This means that the typical Band D Council Tax payer would pay an additional £1.51 per month (a 6.4% increase, well within current inflation levels).
- Non-Precept income assumptions are that:
 - Non-Precept income (the income that the Council generates directly from its services and activities) to increase by 25k.
 - There will be a loss of £12k in rental income if the Museum expands into the ground floor office, as recommended by the ACL Committee on 2 November 2022.
 - Before the reduction in rental income, non-precept income would have increased by £37k (5.6%), including an increase in Fees & Charges and taking into account a new pitch hire agreement with a local football club.

Expenditure

- Staff Costs - budget assumed to increase by £327k, an increase of 14.3%
 - The Local Government Services Pay Agreement 2022/23 (for the current financial year) is £1,925 per member of staff (on a pro rata basis for part time staff) with effect from 1st April 2022. This year's budget assumed a

- 1.75% pay increase and this settlement is estimated to cost £112k more than budgeted this year.
 - The Job Evaluation review for staff below ECMT level will cost £55,850.
 - The draft budget includes the cost of increments, NI, Pensions etc.
 - An increase in the Council's contribution to Wiltshire Pension of 1% to 19.7% will cost £19,864.
 - Provision for next year's pay settlement is included as a 4% increase.
 - No additional posts are included.
- Non-Payroll Costs - budget projected to increase by £60k (3%), with the following expenditure lines increasing:
 - Health & Safety by £10k for legionella testing.
 - Gas costs budget at the Town Hall & Neeld increasing from £6k to £37.4k (the current gas price was fixed in February 2020 prior to significant volatility in the wholesale energy markets and the further impact of the Ukraine war).
 - Insurance costs, based on the actual costs incurred this year on the renewal of the 3-year contract in April, an increase of £22k.
 - Petrol/Diesel costs increasing on this year's budget by £16k.
 - Events at the Town Hall are, more realistically, assumed to breakeven, a net cost of £5k on this year's budget .
 - Climate donations fund by £8k to £18k and Community Donations by £4.5k to £30k.
 - External Event costs to increase by £5k - there is provision for a Christmas Lights Switch-on Event £40k, John Coles Park Centenary celebration event £10k, King's Coronation event £15k, other events £5k and tourism £5k.
 - The LHFIG budget (formerly CATG) by £7k;

Other cost assumptions are:

- IT costs - the Council's IT support contract is currently being re-tendered and is expected to be contained within this year's budget.
- There are savings on Museum rates and from contract cleaning costs now in-house.
- Heads of Service have looked carefully at each budget line to identify any other budget savings.

3.3 The main assumptions included in the draft C/EMF budget are for total C/EMF expenditure of £828k, funded by the use of £728k of CIL income, as follows:

Routine Capital Expenditure

- Climate Change & Biodiversity and Active Travel Cycling & Walking Enhancements budgets increase as part of the Council's commitment to tackling climate change.
- Tree Planting, Tree Maintenance and Open Space Enhancement at Monkton Park consistent with previously agreed plans.
- A Vehicles replacement programme of £150k as recommended by the ACL Committee.
- A recent Maintenance Survey of all CTC Buildings highlighted the need to increase Planned Maintenance expenditure. The recommendation is to increase the total Planned Maintenance expenditure from £35k to £100k next

year. Whilst budgets have been broken down between CTC sites for illustrative purposes, it is recommended that there is a single CTC Planned Maintenance budget line of £100k. In this way, the priorities for planned maintenance across the estate can be best achieved.

- Capital expenditure for the CCTV system next year will focus on automatic vehicle number plate recognition.
- Play area enhancement continues to be an important area of capital expenditure for the Council, particularly following the increased number of play areas that CTC is responsible for post Devolution.
- A Stanley Park pitch condition survey recommended increased expenditure to tackle problems with drainage. Pitch Improvements budget increased to £25k.
- Part of Museum building currently rented out to Acorn is refurbished once their tenancy ceases to allow for additional Museum exhibition space, £25k.
- Upgrade to the Wayfinding Signage across Chippenham, £10k.
- Continued budget provision for potential By-Elections, Neighbourhood Plan and Future IT Projects.

Large Projects

- Environmental Improvements to the Council's Estate Phase 1 will be at Stanley Park. This was budgeted in 2022/23 at £200k, but will not be completed until 2023/24. It will not be possible to complete a second phase next year, however provision to be made in preparation for Phase 2 of Environmental Improvements, to include the identification and implementation of quick wins, recommended £50k.
- The Stanley Park Working Party, ACL and S&R Committees have all recommended that a new 3G pitch be installed, part funded by the FA. The FA will contribute £650k and CTC will need to make provision for £250k in next year's capital budget.

3.4 Use of CIL Income and CIL closing balance

It is recommended that £728k of CIL income be used in the 2023/24 budget towards the C/EMF capital expenditure budget for 2023/24, see [APPENDIX C]. Each C/EMF expenditure project has been checked with Wiltshire Council's CIL and S106 Department for advice on the use of CIL income.

The closing balance of CIL income at the end of the 2023/24 financial year would be £10k (compared to £343k in the original MTFP for C/EMFs) - see table below. This isn't necessarily a bad thing, as by definition it has to be spent or returned to Wiltshire Council.

CIL Balance

	MTFP	Draft Budget 2023/24
	£'000s	£'000s
Closing CIL Balance 31 March 2022	820	820
Financial Year 2022/23:		
2022/23 Budget CIL Income	375	375
2022/23 Budget CIL Expenditure	-757	-757
Addit. Cost of Neeld Project 2022/23		-200
Closing CIL Balance 31 March 2023	438	238
Financial Year 2023/24		
2023/24 Budget CIL Income	625	500
2023/24 Budget CIL Expenditure	-720	-728
Closing CIL Balance 31 March 2024	343	10

Impact on C/EMFs Reserves

The Council's financial regulations require that 25% of Precept is maintained in a General Reserve. Therefore, an increase in Precept of £363k next year would require an increase of £91k in General Reserves. A breakeven outturn budget would not add to General Reserves, however funds could be transferred from C/EMF reserves.

In addition, the unbudgeted pay settlement increase to payroll costs this year of £112k may cause an I&E deficit this year and therefore a reduction in General Reserves. This again could be replenished by a transfer from C/EMF reserves.

Together with the C/EMF expenditure budget assumptions above, the closing balance of C/EMFs at the end of 2023/24 could be £807k in comparison with the £1,393k balance in the original MTFP approved by Full Council in June 2022 i.e. :

	£'000s
Closing Balance 2023/24 MTFP Full Council 22 06 22	1,393
Additional cost of Neeld Project	-200
Lower CIL income due to delay in Neighbourhood Plan publication	-125
Greater routine capital expenditure	-58
Potential transfer to General Reserves to maintain at 25% of Precept:	
Re Draft Budget 2023/24 being breakeven outturn	-91
Re unbudgeted impact of 2022/23 pay settlement	-112
Closing Balance Draft Budget 2023/24	807

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 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 For Councillors to note the I&E and C/EMF expenditure budget assumptions and the financial implications of a break-even I&E budget on the Precept and reserves as contained within this report.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications.

8.0 CLIMATE AND ECOLOGICAL IMPLICATIONS

8.1 This report is administrative and does not have any known direct Climate and Ecological impact.

9.0 RECOMMENDATIONS

9.1 It is recommended that Councillors approve:

a) The draft Income & Expenditure for 2023/24 and associated Precept of £3,968,965.

and

b) The draft Capital Ear Marked Fund expenditure budget for 2023/24 of £828k, with the use of £728k of CIL Income to fund it.

APPENDIX A

Appendix A

Draft Budget 2023/24 by Cost Centre

Note: These figures do not include payroll reallocation or overhead apportionment

	2022/23 Budget	2023/24 Draft Budget
Planning, Env't & Transport		
199 LHFIG		
Expenditure	12,600	20,000
Net Expenditure over Income	12,600	20,000
Planning, Env't & Transport :-		
Expenditure	12,600	20,000
Net Expenditure over Income	12,600	20,000
Strategy & Resources		
215 Neighbourhood Plan		
Expenditure	52,888	61,201
Net Expenditure over Income	52,888	61,201
221 CCTV		
Expenditure	27,342	32,132
Net Expenditure over Income	27,342	32,132
261 Democratic Services		
Expenditure	140,198	153,093
Net Expenditure over Income	140,198	153,093
262 Grants & Donations		
Expenditure	35,500	48,000
Net Expenditure over Income	35,500	48,000
290 Corporate Support		
Expenditure	351,910	377,537
Income	51,250	51,250
Net Expenditure over Income	300,660	326,287
291 Corporate Support - reallocated		
Expenditure	667,322	754,018
Net Expenditure over Income	667,322	754,018
299 IT Hardware		
Expenditure	20,400	
Net Expenditure over Income	20,400	
471 Marketing & Communications		
Expenditure	152,782	155,256
Net Expenditure over Income	152,782	155,256
472 Events & Tourism		
Expenditure	70,000	75,000
Net Expenditure over Income	70,000	75,000
Strategy & Resources :-		
Expenditure	1,518,342	1,656,237
Income	51,250	51,250
Net Expenditure over Income	1,467,092	1,604,987

Amenities, Culture & Leisure

301 John Coles Park		
Expenditure	231,134	253,274
Income	<u>16,300</u>	<u>16,300</u>
Net Expenditure over Income	214,834	236,974
311 Play Areas		
Expenditure	<u>33,000</u>	<u>30,000</u>
Net Expenditure over Income	33,000	30,000
314 Rivers' Route/Westmead/Millennium Wall		
Expenditure	32,574	1,800
Income	<u>10,500</u>	<u>10,500</u>
Net Expenditure over Income	22,074	-8,700
315 Allotments		
Expenditure	8,280	7,780
Income	<u>10,000</u>	<u>10,000</u>
Net Expenditure over Income	-1,720	-2,220
319 Sports Coaching		
Expenditure	16,000	16,000
Income	<u>12,000</u>	<u>12,000</u>
Net Expenditure over Income	4,000	4,000
320 Stanley Park		
Expenditure	400,058	440,515
Income	<u>169,850</u>	<u>192,944</u>
Net Expenditure over Income	230,208	247,571
321 London Road Cemetery		
Expenditure	110,033	121,093
Income	<u>63,280</u>	<u>67,200</u>
Net Expenditure over Income	46,753	53,893
331 Floral/Trees		
Expenditure	14,500	13,000
Income	<u>1,600</u>	<u>2,500</u>
Net Expenditure over Income	12,900	10,500
332 Christmas Lights		
Expenditure	15,227	15,227
Income	<u>1,000</u>	<u>3,200</u>
Net Expenditure over Income	14,227	12,027
335 Street Scene (inc. Litter, Road Sweeping)		
Expenditure	329,110	390,013
Income	<u>32,000</u>	<u>31,500</u>
Net Expenditure over Income	297,110	358,513
336 Open Spaces (all amenity space except JCP)		
Expenditure	307,880	339,347
Income	<u>10,767</u>	<u>10,767</u>
Net Expenditure over Income	297,113	328,580

338 Toilets		
Expenditure	45,562	44,562
Income	3,100	2,100
Net Expenditure over Income	<u>42,462</u>	<u>42,462</u>
391 Supervisor's Office		
Expenditure	<u>6,000</u>	<u>6,000</u>
Net Expenditure over Income	6,000	6,000
392 Vehicles		
Expenditure	<u>150,329</u>	<u>153,000</u>
Net Expenditure over Income	150,329	153,000
398 Precept Contribution to C/EMFs		
Expenditure	<u>115,000</u>	<u>115,000</u>
Net Expenditure over Income	115,000	115,000
401 Museum		
Expenditure	296,894	311,489
Income	<u>21,400</u>	<u>17,100</u>
Net Expenditure over Income	275,494	294,389
404 Yelde Hall		
Expenditure	12,082	9,892
Income	<u>3,000</u>	<u>3,000</u>
Net Expenditure over Income	9,082	6,892
407 Customer Services		
Expenditure	80,430	92,814
Income	<u>75</u>	<u></u>
Net Expenditure over Income	80,355	92,814
411 Neeld and Halls		
Expenditure	501,876	586,783
Income	<u>224,500</u>	<u>224,500</u>
Net Expenditure over Income	277,376	362,283
Amenities, Culture & Leisure :-		
Expenditure	2,705,969	2,947,589
Income	<u>579,372</u>	<u>603,611</u>
Net Expenditure over Income	2,126,597	2,343,978
Precept Income:		
501 Precept		
Income	<u>3,606,289</u>	<u>3,968,965</u>
Net Expenditure over Income	3,606,289	3,968,965
Net Expenditure over Income Summary		
Planning, Env't & Transport	12,600	20,000
Strategy & Resources	1,467,092	1,604,987
Amenities, Culture & Leisure	2,126,597	2,343,978
Wiltshire Council Precept	-3,606,289	-3,968,965
Surplus / (Deficit)	<u><u></u></u>	<u><u></u></u>

APPENDIX B

Appendix B

Draft Budget 2023/24 by Expenditure Type

	2022/23 Budget	%	2023/24 Draft Budget	%
Income				
Precept	3,606,289	85.1%	3,968,965	85.8%
Events Income (Neeld Hall)	130,000	3.1%	130,000	2.8%
Sports Income	153,500	3.6%	178,400	3.9%
Cemetery Income	63,280	1.5%	67,200	1.5%
Town Hall Hire Income	101,500	2.4%	101,200	2.2%
Rent Received	83,317	2.0%	71,967	1.6%
Grant Income	10,500	0.2%	10,500	0.2%
Markets Income	31,500	0.7%	31,500	0.7%
Bank Interest	12,000	0.3%	12,000	0.3%
Other Income	45,025	1.1%	52,094	1.1%
Total Income	4,236,911	100.0%	4,623,826	100.0%
Expenditure				
Payroll	2,282,403	53.9%	2,608,924	56.4%
Agency/Contract Staff	43,500	1.0%	27,500	0.6%
Health & Safety	6,000	0.1%	16,000	0.3%
Uniforms/Protective Clothing	7,500	0.2%	7,500	0.2%
Training	20,000	0.5%	20,000	0.4%
Refreshments	1,250	0.0%	1,250	0.0%
Rates	80,599	1.9%	74,828	1.6%
Water Rates	35,030	0.8%	34,200	0.7%
Rent	2,193	0.1%	500	0.0%
Electricity	137,350	3.2%	137,461	3.0%
Gas	18,000	0.4%	49,400	1.1%
Cleaning & Cleaning Materials	9,400	0.2%	9,800	0.2%
Trade Refuse	57,000	1.3%	57,000	1.2%
Security	3,750	0.1%	3,500	0.1%
Supplies & Services	134,630	3.2%	140,730	3.0%
Telephone	12,500	0.3%	13,100	0.3%
Mobile Phones	13,000	0.3%	13,000	0.3%
Postage	3,000	0.1%	2,500	0.1%
Printing, Stationery, Public'n	5,600	0.1%	5,900	0.1%
Subscriptions/Conference Fees	14,700	0.3%	13,500	0.3%
Insurance	47,500	1.1%	69,000	1.5%
Computer Maintenance/IT	124,190	2.9%	149,590	3.2%
Recruitment	6,000	0.1%	6,000	0.1%
Publicity/Marketing	41,700	1.0%	37,700	0.8%
Website	6,500	0.2%	6,500	0.1%
Newsletters	14,000	0.3%	18,000	0.4%
Maintenance - Buildings	47,300	1.1%	44,750	1.0%
Maintenance - Equipment	51,550	1.2%	47,550	1.0%

Maintenance - Grounds	27,200	0.6%	25,300	0.5%
Maintenance/Support contracts	54,700	1.3%	53,700	1.2%
Football Pitch Maintenance	64,000	1.5%	64,000	1.4%
Equipment/Purchases (Non-Capital)	26,450	0.6%	21,750	0.5%
Operational Leases/Support	24,582	0.6%	14,350	0.3%
Floral/Bedding Supplies	15,500	0.4%	13,750	0.3%
Tree Maintenance	10,400	0.2%	9,150	0.2%
Exhibit Purchases	2,500	0.1%	2,500	0.1%
Temporary Exhibitions	10,000	0.2%	10,000	0.2%
Care of the Collections	1,800	0.0%	1,800	0.0%
Petrol/Diesel	32000	0.8%	48,000	1.0%
Road Fund Licences	1000	0.0%	2,000	0.0%
Vehicle Hiring	40329	1.0%	35,000	0.8%
Vehicle Maint/servicing/purch.	19000	0.4%	19,000	0.4%
Lease Payments	37000	0.9%	45,000	1.0%
Vehicle Costs (Site Specific)	13000	0.3%		
Winter Servicing	6,000	0.1%	6,000	0.1%
Bank Charges	4,800	0.1%	5,500	0.1%
Loan Interest PWLB	16,744	0.4%	13,200	0.3%
Loan Capital Repaid	36,721	0.9%	38,700	0.8%
3G (pitch) Maintenance	5,000	0.1%	5,000	0.1%
Xmas Lights Switch On	40,000	0.9%	40,000	0.9%
Provision - uncollected income	800	0.0%	800	0.0%
Photography	2,500	0.1%	2,200	0.0%
Internal Audit	4,100	0.1%	4,100	0.1%
Audit +Year End Expenses	4,800	0.1%	5,800	0.1%
Professional Fees	18,000	0.4%	18,000	0.4%
Fees	1,500	0.0%	1,500	0.0%
Licences/Fees	2,200	0.1%	700	0.0%
Music Copyright	600	0.0%	900	0.0%
Consultancy	38,000	0.9%	38,000	0.8%
Expen from Event Ticket Sales	125,000	3.0%	130,000	2.8%
Mayoral Allowance	5,000	0.1%	4,817	0.1%
Mayoral Travel Allowance	300	0.0%	200	0.0%
Members' Expenses	400	0.0%	400	0.0%
Members' Allowances	32,500	0.8%	32,208	0.7%
Macebearer's Honararium/Sub	570	0.0%	350	0.0%
Town Crier	150	0.0%	150	0.0%
Civic Regalia	3,000	0.1%	3,000	0.1%
Youth Council	1,500	0.0%	1,500	0.0%
Mayoral Entertainment	5,500	0.1%	5,500	0.1%
Waste Disposal	30,118	0.7%	30,118	0.7%
Community Engagement Events / Tourism	30,000	0.7%	35,000	0.8%
Purple Flag	5,902	0.1%	4,000	0.1%
Consents (Water Drainage)	900	0.0%	900	0.0%
Septic Tank Emptying	200	0.0%	200	0.0%
Wardens' Expenses	600	0.0%	600	0.0%

Educational Supplies/Materials	10,000	0.2%	10,000	0.2%
Hire of Sports Equipment	2,000	0.0%	2,000	0.0%
Equipment Purchases Sports	1,000	0.0%	1,000	0.0%
Catering & Room Hire Expenses	1,500	0.0%	1,000	0.0%
Donations	35,500	0.8%	48,000	1.0%
Stock Value of Sales	6,000	0.1%	12,600	0.3%
Gritting	300	0.0%	300	0.0%
Band Concerts	3,600	0.1%	3,600	0.1%
Environmental Enhancements (LHFIG)	12,600	0.3%	20,000	0.4%
IT Hardware	20,400	0.5%		
Precept Contribution to C/EMFs	115,000	2.7%	115,000	2.5%
Total Expenditure	<u>4,236,911</u>	<u>100.0%</u>	<u>4,623,826</u>	<u>100.0%</u>
Surplus / (Deficit)	<u>0</u>			

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APPENDIX C

Appendix C

Draft C/EMF Expenditure Budget 2023/24

	2022/23 BUDGET £'000s	Draft Budget 2023/24 £'000s	Funded by CIL Income £'000s	
<u>Amenities Culture & Leisure</u>				
Climate Change & Biodiversity Projects	15	20	CIL	20
Tree Planting	10	5	CIL	5
Open Space Enhancement (Monkton Park)	15	5	CIL	5
Recirculated water wash down pad at Stanley Park	40			
Active Travel - Cycling & Walking Enhancements Pilot	10	15	CIL	15
EV Charging Infrastructure Pilot (c/f)	10	7	CIL	7
Replacement Vehicle Programme	132	150	CIL	150
Maintenance Survey of all CTC Buildings	7			
Museum Planned Maintenance	10	50	CIL	50
Town Hall Planned Maintenance	10	35	CIL	35
Stanley Park Planned Maintenance	10	10	CIL	10
John Coles Park Planned Maintenance	5	5	CIL	5
Public Toilets Maintenance	4	4	CIL	4
M Park Bridge Inspection/Maintenance	5	5		
CCTV System (ANPR)	25	20	CIL	20
CCTV Cemetery	12			
Yelde Hall (Lighting/Kitchen/Toilet)	10			
Tree Maintenance	20	20	CIL	20
Play area enhancements	40	40	CIL	40
Stanley Park Pitch Improvements (drainage)	10	25	CIL	25
Bus Shelter Reglazing		10	CIL	10
Acorn upgrade		30	CIL	30
Wayfinding Signage Upgrade		10	CIL	10
Total ACL	400	466		461
<u>Strategy & Resources</u>				
By-Elections	10	10		
Neighbourhood Plan	34	17	CIL	17
Future IT Projects	25	25		
Museum Insurance Revaluation		10		
Total S&R	69	62		17
Total Routine C/EMF Expenditure	469	528		478
<u>Strategic Developments / Large Projects Committed</u>				
Environmental Improvements to Council Estate Stanley Pa	200			
Environmental Improvements Phase 2 Preparation		50		
Neeld entrance/bar/booking office	200			
Stanley Park new 3G pitch (part funded with FA)		250	CIL	250
	400	300		250
Total Draft C/EMF Expenditure Budget	869	828		728

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Meeting	Full Council
Date	11 January 2023
Report Title	Chippenham Community Town Team - Request for Chippenham Town Councillor representation
Authors	Heather Rae, Head of Democratic Services

1.0 PURPOSE OF REPORT

1.1 To consider the nomination and appointment of a Town Councillor to act as a representative on the Chippenham Community Town Team, a group set up by the Chippenham Community Hub.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 The Chippenham Community Hub Charity set up the Chippenham Community Town Team and outline on their website that, *'the next phase of development is to join with other organisations, businesses, authorities, to begin planning for a future that will enable both this generation and those still to come to thrive and enjoy all the benefits that a good neighbourhood can offer.'*¹

3.0 APPOINTMENT OF TOWN COUNCILLOR REPRESENTATIVE

3.1 On 23 August 2022 the Chair of the Chippenham Community Town Team contacted the Chief Executive of Chippenham Town Council requesting that a Chippenham Town Councillor attend as a representative.

3.2 The Town Team Charter for the Group is included at **APPENDIX A**.

3.3 Due to emphasis on political neutrality in the Town Team Charter, it is recommended that the Mayor of Chippenham be nominated to attend as their role is ceremonial and non-political.

3.4 If supported, this nomination to an outside body will be considered each year at the annual Council meeting.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 The appointment of a Town Councillor to act as a representative on the Chippenham Community Town Team will contribute to the following corporate priority;

- Play an active role in the future development of the town through collaboration with partners, stakeholders, and our community.

¹ <https://www.chippenhamhub.com/about-6>

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 Councillors to determine whether they wish to appoint a Councillor representative to this outside body.

8.2 If supported, Councillors to appoint to this outside body, it is recommended that the Mayor be nominated in their ceremonial, non-political role.

Chippenham Community Town Team Charter

What is the Community Town Team Charter?

The charter is a shared story of what the Town Team is and how those who are involved are expected to act. It is a summary of the 'Community Town Team Way' that puts what is good for Chippenham at the forefront of all actions and decisions.

This is a positive movement both for the people of Chippenham, and by the people of Chippenham.

The Town Team is a proactive movement led by actions, collaboration, and deeds that improve our local place. It is an inclusive movement for good and positive results that will both enhance and improve the community of Chippenham.

For those involved it is an innovative and creative movement that follows the creed that if it is good for Chippenham, legal, and possible, then actions should follow.

There is no power for change greater than a community discovering what it cares about
Margaret J Wheatley

The Guiding Principals

1. Positive

The Town Team is a positive influence in our community and members lead by example. They foster a can-do culture and build beneficial relationships wherever possible.

2. Proactive

The purpose of the team is to actively improve our community and place, helping to deliver actions, events, or projects, by inputting the will of the community into decision making by authorities.

3. Apolitical & Independent

Decisions and actions are beyond political or personal predilection's with no member aligned or advocating for such. Working both closely and constructively with those representing local councils and the government with the purpose of benefiting the community not individual or factional advancement.

4. Inclusive

The Community Town Team is open and inclusive to all and celebrates diversity. It is there to represent everyone in the Chippenham Community.

5. Resilient & Sustainable

The approach of the team will be to create a healthy and vibrant town which is a resilient, ebullient, and sustainable, 'place for people' that promotes and enables positive mental and physical wellbeing.

6. Integrity, Honesty & Respect

All members of the town team will operate with integrity, honesty, and respect - at all times putting place before person.



Chippenham Community Town Team Model

The Chippenham Community Town Team are leaders and facilitators of positive change. They will enable the future development of the town centre influencing from street level.



The partnership between business, influencers, government organisations and the community will be the mortar that enables Chippenham to have a realistic and sustainable future.

Working together to make the town a better place

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Meeting	Full Council
Date	11 January 2023
Report Title	Neighbourhood Plan Update
Author	Andy Conroy, Head of Planning

1.0 PURPOSE OF REPORT

- 1.1 This report seeks to update Councillors on the progress of Chippenham Neighbourhood Plan since the previous update report in November 2022.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Councillors will recall a previous report providing an update on the Neighbourhood Plan, which was presented to Full Council on 23 November 2022. This report explained that the focus of recent Neighbourhood Plan Steering Group meetings had been to review and agree responses to the comments received during the Regulation 14 public consultation on the Draft Plan, and to modify the Plan accordingly in response to these comments.
- 2.2 The previous report explained that AECOM were currently working up sets of alternative options for Town Centre Planning Policies TC1-TC3 as part of the Strategic Environmental Assessment (SEA) process.

3.0 NEIGHBOURHOOD PLAN UPDATE

- 3.1 At the December Steering Group Meeting, the Group reviewed and agreed responses to the comments received on Transport Policies T1-T5, the revised Green Buffers Policy GI5 & the revised Sustainability & Climate Change Policies SCC1 & SCC2. The Neighbourhood Plan was modified accordingly, in response to these comments. At the January Steering Group Meeting, the Group will agree responses to comments made on the Chippenham Design Guide and amend the Guide accordingly.
- 3.2 It is envisaged that at the February Steering Group Meeting the Group will complete its final set of draft responses to comments received on the Plan's Housing and Economy policies.
- 3.3 Planning Practice Guidance indicates that where an SEA is required this should be produced at the same time as a draft neighbourhood plan and form part of the Regulation 14 Consultation. The late screening opinion received from Wiltshire Council (during the Neighbourhood Plan's own Regulation 14 Consultation) meant that this was not possible. The advice received from the Planning Consultant, Locality and AECOM (in contrast to the advice received from Wiltshire Council) is that the Regulation 14 Consultation should be repeated with the SEA. This complies with the suggested

approach set out in Planning Practice Guidance and removes the risk of any challenge and the possibility of having to return to this stage at later date.

- 3.4 To carry out the Regulation 14 Consultation with a revised version of the Plan (revised a result of comments received from the original Regulation 14 Consultation) and SEA would be the option with least risk. However, it would also add additional cost and delay to the Plan timeline - additional cost as a result of having to factor in an extra round of professional re-designing and re-formatting of the Plan before submission to Wiltshire Council, and additional delay in having to respond to a whole host of further comments on the revised version of the Plan.
- 3.4 The alternative option to the one outlined above, and an option which both the Planning Consultant and AECOM are satisfied with, is that of repeating Regulation 14 Consultation with the original version of the Plan plus the SEA. It will be made clear to the public and stakeholders that the purpose of the repeat Regulation 14 Consultation is to seek comments on the SEA only and/or any additional/revised comments on the Plan as a result of having read the SEA. At the end of the repeat Regulation 14 Consultation AECOM will suggest recommendations that can subsequently be incorporated into the revised Plan for submission to Wiltshire Council, and this will adequately demonstrate how the SEA has informed/influenced plan-making.
- 3.5 The Neighbourhood Plan timeline is attached in **APPENDIX A**. Based on current estimates the repeat Regulation 14 Consultation will commence in February 2023, the Plan will be submitted to Wiltshire Council in Spring 2023 and the Plan will be 'made' in Autumn 2023.
- 3.6 The Wiltshire Local Plan Review has been delayed by approximately six months and it is currently expected that a Draft Local Plan will be published for consultation in Quarter 3 of 2023. The period that the Reviewed Wiltshire Local Plan will cover has also been extended from 2036 to 2038. However, the Neighbourhood Plan is being prepared in line with the current Local Plan, rather than the Reviewed Local Plan.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 4.1 The development of a Neighbourhood Plan will contribute to the following corporate priorities:
- Provide and develop facilities and services that are accessible, inclusive and promote health and well-being.
 - Play an active role in the future development of the town through collaboration with partners, stakeholders, and our community.
 - Help to create a future that is carbon neutral, environmentally sustainable and resilient to the impact of climate change.
 - Maintain and create opportunities to enhance our green spaces and provide a clean and safe environment.
 - Provide and develop facilities and services that promote Chippenham as an attractive and vibrant market town and celebrate its rich history, heritage, and culture.

5.0 STAFFING IMPLICATIONS

- 5.1 The Steering Group continues to be supported by the Head of Planning, Planning Consultant(s) (external support), Administrative Officers, the Council's Communications & Customer Services Manager and Corporate Management Team.

6.0 FINANCIAL IMPLICATIONS

- 6.1 For the financial year 2022/23, in addition to payroll costs, there is a Capital/EMF budget of £34,000 to cover print/design, consultant and professional fees, to be charged against Community Infrastructure Levy income, and an additional Income & Expenditure budget of £3,000 to cover other items such as website and postage.
- 6.2 To date this financial year, £1392 has been spent on fees for the Planning Consultant, and £604 on yearly maintenance, hosting, domain registration and SSL certificate for the Neighbourhood Plan website. The majority of spending, on amendments to the design/format of the Plan and production of amended maps, is envisaged to take place in early 2023.

7.0 CLIMATE AND ECOLOGICAL IMPLICATIONS

- 7.1 This report is providing an update on Neighbourhood Plan progress for Councillors to note and therefore does not have any direct climate or ecological impacts.

8.0 RECOMMENDATIONS

- 8.1 That Full Council notes the content of this Report, which is for information purposes only.

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Meeting	Full Council
Date	11 January 2023
Report Title	Annual Calendar of Meetings and Civic Events for 2023/24
Author	Heather Rae, Head of Democratic Services

1.0 PURPOSE OF REPORT

1.1 For Councillors to note the proposed meetings and Civic Event dates for the municipal year 2023/24.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 Full Council fixes the dates of routine meetings of the Council and its Committees (Standing Orders Appendix A, 2.1 j).

3.0 PROPOSED MEETING & CIVIC EVENT DATES 2023/24

3.1 Venues have been reserved for these proposed dates, all Council, Committee and Sub Committee meetings will take place in the Town Hall.

3.2 The calendar used the existing dates of meetings and events during 2022/23 and adjusted where required for 2023/24. Minor changes have been made to balance out the number of meetings per week and to align them to the budget setting process.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 The Calendar of Meetings for 2023/24 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 CLIMATE AND ECOLOGICAL IMPLICATIONS

7.1 This report is administrative and does not have any known direct Climate and Ecological impact.

8.0 RECOMMENDATIONS

8.1 That the Calendar of Meetings and Civic Events at **APPENDIX A** be noted for the municipal year 2023/24.

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Calendar of Meetings & Civic Events 2023/24

MEETING	DAY & TIME	MAY 2023	JUNE 2023	JULY 2023	AUG 2023	SEPT 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APRIL 2024	MAY 2024
Full Council (*Annual Full Council Meeting)	Weds, 7pm	*17	21			27		22		10		27		15
Strategy & Resources Committee (S&R)	Weds, 7pm		7			6	18		6		28		10	
Amenities, Culture and Leisure Committee (ACL)	Weds, 7pm			12		13		1		17		6		
Planning, Environment and Transport Committee (PET)	Thurs, 7pm *Weds 1 June	11	1, 22	13	3, 24	14	5, 26	16	7	4, 25	15	7, 28	18	9
Human Resources Committee (HR)	Thurs, 7pm		8			7		2			22			
Civic Matters Sub-Committee	Tues, 2pm	30				5				16		12		
Council Donations Sub-Committee	Thurs, 4pm		15				12				8			
Finance Sub Committee	Tues, 4pm			4		19	17	14				19		
Annual Town Meeting (not a meeting of the Town Council)	Weds, 6.30 pm												24	
CIVIC EVENTS														
Mayor's Investiture	Weds, 7pm	24												22
Armed Forces Day	Sat, 10am		24											
Civic Sunday	Sun, 3pm			9										
Pride Day	Sat, 10am		17											
Merchant Navy Day	Sun, 10am					3								
Armistice Day & Remembrance Sunday	Sat, 10am Sun, 10am							11,12						
Holocaust Memorial Day	Saturday									27				
Commonwealth Day	Monday											11		
Twinning Visit (La Fleche)	28 April 2023													

APPENDIX A

All meetings will be held in the Town Hall, unless notified. Working Parties, Advisory and Steering Groups, Dispensations Sub-Committee and any other Sub-Committees to be convened as and when required.

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