



Meeting	Full Council
Date	22 November 2023
Report Title	Memorandum of Understanding between Wiltshire Council, the Town Council and the Town Team/Chamber of Commerce (Economic Development)
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1.0 PURPOSE OF REPORT

1.1 To consider a request from Wiltshire Council to sign the Memorandum of Understanding which formalises the working arrangements that are currently taking place between Wiltshire Council, the Town Council, and the Town Team/Chamber of Commerce in relation to economic development within the town. The Memorandum does not introduce any new work but simply records those activities that are currently taking place.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 In relation to the ongoing work of partners on the Chippenham One Plan, a Memorandum of Understanding has been drafted for parties to be better able to work together and more clearly understand each other's roles and levels of interaction.

2.2 Wiltshire Council approached the Town Council to complete a section in relation to the Town Council's agreed service provision to support the Town Team and Chamber of Commerce.

3.0 MEMORANDUM OF UNDERSTANDING

3.1 Council are asked to consider whether to support the signing of the Memorandum of Understanding, a draft is attached at **APPENDIX A**.

3.2 If this is supported, it is proposed that the Town Council's service provision is worded as below:

- Support in exploring appropriate structure options to formalise the Town Team or Chamber of Commerce;
- Support the Town Team or Chamber of Commerce to identify the issues they wish to address, and the actions needed to address them;
- Support to identify, and signposting to, funding to support the group;
- An officer available to attend meetings of the Town Team or Chamber of Commerce board on a quarterly basis;
- Support to build links with relevant stakeholders and professionals;
- Provide information, advice and support to produce relevant policies and procedures;
- Support with carrying out community engagement

3.3 The signing of the Memorandum of Understanding will support the ongoing collaborative work between partners and allow each party to understand their respective roles.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 The signing of the Memorandum of Understanding will contribute to the following corporate priorities;

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

8.1 A Memorandum of Understanding is a document which records the various parties' current intentions but is not legally binding. Therefore, should either of the parties be unable to reach an agreement none can threaten legal action for broken promises or breach of contract.

9.0 RECOMMENDATIONS

9.1 That Councillors decide whether to agree to the Chief Executive signing the Memorandum of Understanding on behalf of the Town Council, or not.

9.2 If council decide to progress with the Memorandum of Understanding, to agree the suggested wording at section 3.2 of the report within the draft Memorandum of Understanding which is attached at **APPENDIX A**.