



Community & Civic Resources Committee

You are summonsed to attend a meeting of the Community & Civic Resources Committee at the following, place and date.

Date: Tuesday, 1 September 2009

Time: Immediately after the Planning Committee Meeting

Venue: Council Chamber, Town Hall, St John's Street, Devizes

Enquiries: Town Hall - Tel: 01380 722160

Chairman: Councillor Nash
The Town Mayor (Councillor Leighton)

Councillors:	Beinhorn	Mrs Burton	East
	Evans	Gagen	Smith
	Mrs Taylor	C S Winchcombe	

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the Community and Civic Resources Committee Meeting held on 21 July 2009, which have been circulated alongside the agenda.

2. APOLOGIES FOR ABSENCE

3. DISCLOSURE(S) OF INTEREST

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

4. PUBLIC PARTICIPATION

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the Council upon a matter of concern to that person which is relevant to the Council. A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Council for this item of business

5. REPORT FOR INFORMATION – FINANCIAL REPORT

The report is a summary of income and expenditure for all cost centres within the accounting system to give an overall financial position for the Council (doc 5/1).

The accounts show a healthy position for the Town Council, but should members have any questions officers will be happy to answer them although it maybe helpful if the advise officers in advance of the meeting to ensure that a full responses can be given.

6. REPORT FOR INFORMATION – SCHEDULE OF ACCOUNTS PAID

A Schedule of Accounts Paid is attached for information (doc 6/1 – doc 6/2).

7. REPORT FOR INFORMATION – TWINNING WEEKEND 2010

The twinning weekend in 2010 will take place in Mayenne, France. The proposed dates for the weekend are 18 to 21 June 2010.

8. REPORT FOR INFORMATION WILTSHIRE COUNCIL STANDARDS COMMITTEE

A letter has been received from Wiltshire Council setting out the workings of the standards committee. This letter has been attached for member's information.

Circulated alongside the agenda is the leaflet Code of Conduct a short guide, which members may find of interest.

The letter also refers to a DVD, which is being held in the office. Officers feel as the running time is in excess of 30 minutes; members may wish to watch it in their own homes. There is only one copy therefore it will be lent out on a first come first served basis.

9. REPORT FOR INFORMATION - MEETING WITH LOCAL POLICE

On the 5 August, four members of the Council accompanied by an officer, attended a meeting with Sergeant Ian Thomas and Community Beat Manager Adam Hall to discuss policing issues in the Town. Hillary Marsh from Wiltshire Council and Andrew MacLachlan from the Devizes Community Area Safety Committee also attended the meeting.

Attached to this agenda is a copy of the notes taken at the meeting (doc 91/), and should members have any questions, those who attended the meeting will endeavour to answer them.

10. REPORT FOR INFORMATION SOUTH WILTSHIRE CORE PROPOSED SUMMATION DOCUMENT

Communication has been received from Wiltshire Council regarding the South Wiltshire Core Proposed Summation Document.

The document itself is 244 pages in length and appears to have no impact on our area. Therefore officers have taken the view that this is little benefit in this Council spending time reviewing the document and putting forward its comments.

For member's information, set out below is a link to the Core Strategy document which is published on Wiltshire Council's website. The consultation period for the document will end on the 30 September 2009.

Link

http://www.wiltshire.gov.uk/south_wiltshire_core_strategy_submission_document_july_2009.pdf

Or visit www.wiltshire.gov.uk and type in *South Wiltshire Core Strategy* into the site search facility.

The second option is to view the documents in person a copy of which is held at Browfort, Wiltshire Council's offices in Devizes.

11. REPORT FOR INFORMATION – FINANCIAL INFORMATION

In response to a request for clarification from Councillor John Leighton at the meeting of the Community & Civic Resources committee on 21 July 2009, the following information gives detail of the payments.

T H White £611.50

Hillworth Park – Routine Service of alarm	£ 60.50
Town Hall – Replace Faulty Panel	£478.00
Corn Exchange – Repair Fault	£ 73.00

T H White £519.00

Corn Exchange – Service Intruder Alarm	£268.50
Corn Exchange – Service CCTV System	£ 95.00
Corn Exchange – Service Fire Alarm System	£ 82.50
Town Hall – Alarm Parts – Fault	£ 73.00

12. REPORT FOR DECISION - COMMUNITY GRANT APPLICATIONS WORKING PARTY

Recommendation

That a Community Grant Working Party convenes on Tuesday 13 October at 5.30pm to consider all grant applications received to date and then puts forward a final list of recommendations for consideration at the November meeting of the Community & Civic Resources Committee.

Purpose of the Report

To reconvene the community grant working party.

Background

The Town Council has now received a number of Grant Application forms from members of the community.

Members of the Community & Civic Resources Committee are asked to convene a working party to evaluate and put forward recommendations in respect of the grant applications received to date.

It is suggested that working party consists of at least 4 members, ideally at least one member from each party. It is recommended that the working party meet in the Town Hall on Tuesday 13 October at 5.30pm.

Members of the working party are advised that if they have a declared an interest in a particular application they will not be allowed to participate in the discussion for that item.

The full recommendation will then be put forward as an agenda item for the Community & Civic Resources Committee to consider at their meeting on Tuesday 24 November 2009.

Options Considered

The alternative option considered is not to reconvene the working party. This committee would then have to filter, consider and discuss all applications in their entirety during the meeting of the 24 November 2009.

Implications & Risks

Financial and Resource Implications

Officers are not aware of any financial or significant resource issues arising from reconvening the Community Grants working party although the available grant funding must be taken into consideration at the time of making formal recommendations.

Legal Implications and Legislative Powers

Officers are not aware of any legal implications at this stage of considering community grants as the working party can only make recommendations to the parent committee for due consideration and decision making.

Environmental Implications

Officers are not aware of any environmental issues arising from this report.

Risk Assessment

If the working party fails to agree a recommendation for a specific applicant it will become the responsibility of the Community & Civic Resources Working Party to agree a final outcome of that application.

13. REPORT FOR DECISION – REPRESENTATION ON THE DEVIZES COMMUNITY AREA FORUM

Recommendation

That the committee selects two members to represent the Council on the Devizes Community Area Forum.

Purpose of the Report

To select two members of Council to join the Devizes Community Area Forum.

Background

At its meeting on the 28 April 2009, this committee deferred a decision to elect two members to the Devizes Community Area Forum until after the elections for Wiltshire.

Officers have recently contacted Mr Roger Chadwick who has confirmed that two members of the Town Council would be welcome to join the area forum.

Options Considered

The Committee needs to decide if it wishes to have representation on the Devizes Community Area Forum and if so which members it wishes to select.

Implications & Risks

Financial and Resource Implications

Officers are not aware of any financial implications associated with this decision.

Legal Implications and Legislative Powers

The Council has the right under various legislative powers to consult and be consulted on issues affecting the town. Devizes Community Area Forum will be a mechanism which the Town Councils can use to do this.

Environmental Implications

Officers are not aware of any environmental implications associated with this decision.

Risk Assessment

Officers are not aware of any risk implications associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

14. REPORT FOR DECISION – SKATE BOARD FACILITIES IN DEVIZES

Recommendation

That the committee writes to the Area Board Manager, requesting that the provision of wheeled sports facilities for the Devizes Community Area be brought before the Area Board. If the Council does decide to request an item on the area board its further recommended that contact is made to all the parishes immediately surrounding Devizes seeking their support for such facilities.

Purpose of the Report

To agree an agenda item to be placed before the Devizes Area Board.

Background

Since the removal of the skateboard facility in Hillworth Park, the Town Council has struggled to find a simple solution to its replacement. The Council has recently received a petition requesting that it make a further attempt to find a suitable site for wheeled sports in the Town.

When the petition was analysed it was quickly discovered that many of the signatories did not originate from Devizes, but lived in adjoining parishes.

At a recent forward planning meeting, members felt that with the evidence of the petition any new facility would need to serve the wider community and therefore it would be appropriate that the Area Board be asked to discuss the issue with hope that a solution could be found.

Officers of Wiltshire Council's Leisure Service have been asked to attend this meeting to update members on any schemes which may be being considered at County level for the development of wheeled sports facilities. Unfortunately, however, no officers are available to attend and it is understood that there are no plans to progress this recreational activity in Devizes at the moment.

Options Considered

The committee needs to decide if this Council should write to the Area Board Manager requesting that the provision of wheeled sports facilities for both skateboards and bikes be placed on the agenda for the Area Board.

Should members decide to make such a request officers will need clear guidance as to what, exactly, they want the board to consider.

Implications & Risks

Financial and Resource Implications

Requesting items to be placed on the Area Board has no financial implications.

Legal Implications and Legislative Powers

There are no legal implications involved with requesting the Area Board to consider this matter.

Environmental Implications

Officers are not aware of any environmental implications associated with this decision.

Risk Assessment

Officers are not aware of any risk implications associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

15. REPORT FOR DECISION – CORPORATE RISK ASSESMENTS POLICY

Recommendation

That the Committee approves the broad Risk Assessments that identifies areas of potential operational risks.

Purpose of the Report

For the committee to acknowledge its responsibility in terms of corporate governance and to adopt policies with regard to risks that threaten the Council's day-to-day operation or endanger staff.

Background

Each year officers are required to review potential risks that employees and the Council could be exposed to.

Issued alongside this agenda are the detailed risk assessments including the action points, which need to taken to mitigate any risk an individual or the organisation may encounter.

Options Considered

The Council needs to decide if it wishes to accept the risk assessments compiled by officers or highlight any amendments they would wish to see.

Implications & Risks

Financial and Resource Implications

There is a requirement for the Council to explore its corporate governance and protect itself from potential risk.

Legal Implications and Legislative Powers

The Management of Health and Safety at Work Regulations 1999 and our audit regime (corporate governance), requires us to produce risk assessments.

Environmental Implications

There are no obvious environmental implications associated with this decision.

Risk Assessment

Failure to identify corporate risk and develop policies and controls to mitigate risk will result in the Council being exposed to corporate and operational danger.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

16. REPORT FOR DECISION – CARBON FOOTPRINT WORKING PARTY

Recommendation

That four members are selected to set up a carbon footprint working party as agreed in the Climate Change policy.

Purpose of the Report

To agree the members of the carbon footprint working party as set out in the Council's Climate Change policy agreed June of this year.

Background

At a meeting of the Full Council on the 25 June 2009 a Climate Change policy was adopted by members.

Within the policy, it is agreed that a working party would look at mechanisms measuring the Council's CO₂ output then look at ways of regularly monitoring and setting targets for a reduction.

Options Considered

The Committee needs to decide who will sit on this working party.

Implications & Risks

Financial and Resource Implications

At this time the financial implications are unknown. Part of the remit of the working party will be to establish any financial cost associated with monitoring and reducing the Council's carbon footprint.

Legal Implications and Legislative Powers

The monitoring of CO₂ is ancillary to the Councils functions.

Environmental Implications

The work of the working party should have a positive impact on the Council's environmental impact.

Risk Assessment

Officers are not aware of risk implications associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

17. REPORT FOR DECISION – FREE USE OF TOWN HALL

Recommendation

The committee is asked to consider a request for the Devizes Development Partnership for the free use of the Town Hall for consultation on the Brittox enhancement proposals.

Purpose of the Report

To decide if the Devizes Development Partnership could have free use of the Town Hall.

Background

The Devizes Development Partnership will shortly commence the 2nd round of consultation for the enhancement proposals for the Brittox. The hope is to stage two exhibitions in the Town Hall where members of the public and visitors will have an opportunity to pass comment on the plans. The event themselves will be held over two evenings.

Options Considered

The Committee needs to decide if they will support this request from the Devizes Development Partnership.

Implications & Risks

Financial and Resource Implications

There is no significant cost implication associated with this decision.

Legal Implications and Legislative Powers

Section 111 of the Local Government Act 1972 gives the Council powers to undertake powers, which are ancillary to its main function.

Environmental Implications

Officers are not aware of any environmental implication associated with this decision.

Risk Assessment

Officers are not aware of any environmental implication associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

18. REPORT FOR DECISION – 2009 NALC LEADERSHIP ACADEMY: 15-18 SEPTEMBER 2009

Recommendation

To consider whether any members would wish to undertake this leadership course.

Purpose of the Report

For councillors to consider if they would wish to attend.

Background

This is a three-day event being held on 15-18 September 2009 at Warwick University aimed at Councillors, Chairman and Mayors. The course is designed to:

- Increase knowledge of personal, organisational and community leadership theory.
- Develop understanding of how these can be applied to the work of a Parish or Town Councillor.
- Enable delegates to develop skills in action planning for your community.
- Broaden perspectives on the role the sector has to play in the wider government empowerment and democracy agendas.

The programme also includes sessions and workshops on:

- Leading through change.
- Relations between the tiers.
- 2008 NALC Leadership Academy graduate presentation and case study.
- Designing a corporate plan for parish and town councils.
- A motivational speaker at dinner on the Thursday night.

Options Considered

This course provides a training opportunity for members. The cost of the course including all accommodation and meals is £703. There is funding available within the member's training budget for attendance at the course.

Implications & Risks

Financial and Resource Implications

There is funding available within the appropriate budget.

Legal Implications and Legislative Powers

Section 111 of the Local Government Act 1972 provides for expenditure that is reasonably incidental to the exercise of statutory powers. This would provide for the training of councillors and staff.

Environmental Implications

Officers are not aware of any environmental implications.

Risk Assessment

Training helps to ensure that members are able to carry out their duties and function efficiently.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

19. REPORT FOR DECISION – DEVIZES LEISURE CENTRE

Recommendation

To agree to nominate two members to meet with officers and members of Wiltshire Council to discuss arrangements in respect of Devizes Leisure Centre.

Purpose of the Report

To nominate two members to take part in discussions with officers and members of Wiltshire Council with regard to arrangements in respect of Devizes Leisure Centre.

Background

Devizes Leisure Centre was the subject of a 60-year tri-party agreement between Devizes Town Council, Wiltshire County Council and Kennet District Council which commenced in 1988. With the creation of the unitary authority, the responsibilities and limitations of the agreement are now vested in Wiltshire Council as the successor authority.

Devizes Town Council has asked officers to confirm that the agreement will continue to be honoured by Wiltshire Council. In particular, there is a condition that all staff employed for the purposes of the centre are appointed by and responsible to Kennet District Council. As successor authority, this would now transfer to Wiltshire Council. The Town Council are concerned to ensure that any intention to alter these arrangements would require the agreement of the Town Council.

The lease provides for a Devizes Leisure Centre Management Committee comprising of representatives from the Town Council and the other parties to the agreement. Officers were asked to confirm when a meeting of this management committee would be likely to take place.

Officers have approached Wiltshire Council who are seeking advice on the details of the agreement, although early indications from officers support the Town Council view.

Mark Smith, Service Director – Amenities and Leisure has suggested a meeting be arranged between officers and members of both councils to discuss the arrangements.

Options Considered

The Committee are recommended to agree to meet with officers and members of Wiltshire Council and to nominate two members to attend a meeting along with the Town Clerk.

Implications & Risks

Financial and Resource Implications

The Town Council makes a substantial contribution towards the revenue costs of the leisure centre and it is essential that there is clarity on the agreement and the management arrangements.

Legal Implications and Legislative Powers

The management of the Leisure Centre is the subject of a legal agreement. The provision of recreational facilities is provided for under the Local Government (Miscellaneous Provisions) Act 1976 S19.

Environmental Implications

Officers are not aware of any environmental implications associated with this decision.

Risk Assessment

It is important to ensure the continued efficient delivery of recreational services at Devizes Leisure Centre, whilst satisfying the Town Council that the legal agreement is being adhered to for the benefit of the residents of Devizes.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

20. REPORT FOR DECISION – MARKET TOWNS OF WILTSHIRE REPRESENTATIVE

Recommendation

That the Committee appoint a representative to attend, with an officer, meetings of the Market Towns of Wiltshire convened by the Wiltshire Council.

Purpose of the Report

To appoint a representative to attend meetings of the Market Towns of Wiltshire.

Background

Wiltshire Council have held a number of 'keep in touch' meetings with officers and member representatives of the Wiltshire market towns.

The Town Clerk attended a meeting in January with the then Mayor, Councillor Mrs Burton, which was reported to a previous meeting of this committee.

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As it seems likely that these meetings will continue, it would seem appropriate to nominate a member to attend with an officer to future meetings given the nature of the mayoral workload.

The next meeting is due to take place on Friday 9 October 2009 at 11am at County Hall.

Options Considered

To appoint a member to attend meetings of the Market Towns of Wiltshire.

Implications & Risks

Financial and Resource Implications

Officers are not aware of any significant financial or resource implications other than those associated with attending the meeting in terms of time and mileage.

Legal Implications and Legislative Powers

Officers are not aware of any legal implications.

Environmental Implications

Officers are not aware of any environmental implications.

Risk Assessment

These meetings provide an invitation for the larger town councils to bring issues direct to senior officers of Wiltshire Council. Failure to take part could result in Devizes Town Council being marginalised from being briefed on current initiatives as well as denying itself the opportunity to make representations.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

21. QUESTION TIME

Members will be allowed a short period in which to put questions on matters within the remit of this Committee which are not contained in the reports of matters formally considered by the Committee at this meeting. The question may be answered at the meeting or may be referred back to the Committee at a later date. The question may not be the subject of any further details.

TOWN CLERK