



Devizes Town Council

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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, 20 July 2010

Time: Immediately after the Planning Committee Meeting

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

Enquiries: Town Hall - Tel: 01380 722160

Town Mayor (Councillor Smith)

Chairman: Councillor Nash

Councillors: Beinhorn
Evans
Mrs Taylor

Mrs Burton
Mrs Evans
C S Winchcombe

East
Gagen

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 8 June 2010, 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 BY INSPECTOR ANDY PEACH

Inspector Andy Peach will attend a meeting of this committee and supply members with Wiltshire's Police quarterly report.

He will also answer any questions which have been advised of in advance.

6. REPORT FOR INFORMATION – FINANCIAL REPORT

Attached at doc 6/1 is the income and expenditure report for the current financial year up to the 31 June.

Should members have specific questions about the Current years finances, it is helpful if officers could be made aware of these before the meeting to ensure a full answer can be given.

7. REPORT FOR INFORMATION – SCHEDULE OF ACCOUNTS PAID

A Schedule of Accounts Paid is attached for information (doc 7/1 – doc 7/3).

8. REPORT FOR INFORMATION - ANALYSIS OF ENTRIES ON SCHEDULE OF ACCOUNTS PAID

At a meeting of the committee on 6 June 2010 members asked for clarification on entries 13 and 55 of the Schedule of Accounts Paid, this information is listed below;

Payments to G&H Electrical refers:

Entry Number 13

Invoice 0482 – Re Town Hall Cellar – new remote lighting control unit fitted to enable colour change for effect.

Invoices 0483/0497 – Re Corn Exchange Foyer – the over door fan heater unit burned out and had to be replaced like for like. As the old unit was incorrectly fitted, we had to install new wiring. The cable could not go through the floor to the basement, as it was concrete, so it had to be taken up and over the door to the kitchen. The cable then had to be covered with new trunking.

Entry Number 55

Invoice 0498 – Re Town Hall kitchen – a new dishwasher was installed. The isolator had to be re-positioned and a new fixed spur fitted for the pump for the hot water cylinder.

Invoice 0499 – Re Hillworth Park – for repairs to electrical items following the vandalism at the greenhouses in the Park. This has been included in the insurance claim.

Invoice 0501 – Re Corn Exchange Merchants Suite – the lighting in the basement (Nightclub) over the stage and dance floor area was very dim. This facility is intended for different uses and brighter lighting improves the saleability of the room as well as makes it easier for cleaning.

9. REPORT FOR INFORMATION - CONFIRMATION OF DATES FOR NEXT YEAR'S TWINNING VISIT

Following this year's twinning visit to Mayenne the revised dates of 20-23 May 2011 have been accepted by both Mayenne and Waiblingen for Devizes to host the twinning conference for 2011.

10. REPORT FOR INFORMATION – LEISURE CENTRE UPDATE

At a recent meeting of the Devizes Leisure Centre Joint Management Committee representative of the Town Council were updated on issues relevant to the centre's operation. Attached to this agenda (doc 10/1 – doc 10/3) is a copy of the report submitted by the leisure centre manager, for the committee information.

Those present at the meeting were informed that there had been difficulties with the collection of the attendance figures and therefore some of the figures must be treated with care.

Expenditure for the Centre no longer takes into account the Repairs and Maintenance of the buildings or recharges from supporting departments therefore comparison cannot be made with previous years.

Wiltshire Council have been undertaking a county wide Leisure Review which will be reported to the Cabinet at the end of July. It was confirmed that the Town Council, as key stakeholder, will be involved in the consultation process, which will take place between August and October this year.

11. REPORT FOR DECISION – INTERNAL AUDITORS REPORT

Recommendation

That the committee notes the report (doc 11/1) and confirm that they are satisfied with officers actions.

12. REPORT FOR INFORMATION – PROVISION OF HEALTH CARE IN DEVIZES

At a meeting of this committee on 8 June 2010, members asked that officers write to NHS Wiltshire as per the resolution set out below

THAT officers write to NHS Wiltshire requesting an update on the plans for a primary health care centre, explaining that residents are anxious with regard to the future of health care provisions in Devizes and in particular the lack of a minor injuries unit.

Members also asked if the Green Lane site is still being considered as an option and whether all the existing medical services (listed below) will remain in place until the new care centre is opened.

Also request that the NHS Wiltshire advise how they wish for Devizes Town Council to communicate with them in future.

<i>Devizes Neighbourhood Team</i>	<i>Midwifery</i>	<i>Dental</i>
<i>Podiatry</i>	<i>Outpatients, Consultant Appointments</i>	<i>Audiology</i>
<i>X Ray</i>	<i>Health Visitors</i>	<i>School Nurses</i>
<i>Family Planning</i>	<i>Mother & Baby Clinics</i>	<i>Continence Services</i>
<i>Alcohol/drug services</i>	<i>Dermatology</i>	<i>General Surgery</i>
<i>Diabetes Specialist Nurse</i>	<i>Dietetics</i>	<i>Fracture Clinic</i>
<i>Urology</i>	<i>Rheumatology</i>	<i>Orthotics</i>
<i>Orthopedics</i>	<i>Geriatrics</i>	<i>Paediatrics</i>
<i>Ear, Nose & Throat</i>		

A reply has now been received from NHS Wiltshire and a copy is attached for information (doc 12/1).

13. REPORT FOR INFORMATION – AGENDA ITEMS PROGRESS TABLE

Date	Subject	Requested by	Progress	Date Considered	Completion & Actions
8/6/2010	Pedestrian crossing Street	Cllr P Evans	Form sent to Cllr Evans, completed & returned to Dep T/C	22/6/2010	Write to W/C
22/6/2010	Cycling on the towpaths	Cllr C S Winchcombe	Form sent to Cllr Winchcombe. Request withdrawn	N/A	Withdrawn
22/6/2010	Cash Rewards	Cllr Callow	Form Sent to Cllr Callow, awaiting return		
22/6/2010	Wild-life at Quakers Walk	Cllr I R P Hopkins	Form sent to Cllr Hopkins, awaiting return		

14 REPORT FOR DECISION – CCTV CAPITAL FUNDING

Recommendation

To consider a request from the Devizes Development Partnership for Capital funding to enable exceptional works on the town's CCTV system.

Purpose of the Report

To consider a capital funding request from the Devizes Development Partnership.

Background

Officers have recently received a request from the Devizes Development Partnership of a one off £6,000 grant to enable exceptional works to be carried out on the Town's CCTV system. It is officers understanding that there are two pieces of work that need to be undertaken. One is the relocation of repeater equipment currently placed on a building at the top of the Brittox and the second is the reinstallation of camera equipment on the Brewery Corner, following its remodelling.

The cost of the work is £13,200 and an application has been made to the Area Board for £5,000 with the balance being made up from the DDP's own reserves.

It is believed that the DDP will need to have secured funding for this work by September otherwise part of the system will need to be mothballed.

Options Considered

The committee needs to consider if they are prepared to make an additional £6,000 contribution to the Town's CCTV System.

Implications & Risks

Financial and Resource Implications

There is no budget provision for this funding request; therefore, the contribution would need to be allocated from the General Reserve.

Legal Implications and Legislative Powers

The Local Government and Rating Act 1997.s 1 provides the Council with the power to spend money on various crime prevention measurements.

Environmental Implications

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

Risk Assessment

Not supporting the application could result in the CCTV system being mothballed.

Crime and Disorder

Under Section 17 of the Crime and Disorder act 1998, the Council should consider the implication a decision has on crime and disorder. Not agreeing to the grant may result in the CCTV system being mothballed.

15 REPORT FOR DECISION – PURCHASE OF FLAG – ARMED FORCES DAY

Recommendation

To guide officers in the purchase of an Armed Forces Day flag and the flying of aforementioned flag on the appropriate day in June annually.

Purpose of the Report

To request whether members would wish the Town Council to fly a flag on Armed Forces Day.

Background

Officers have become aware that the officers of Wiltshire Council have made an application to fly an Armed Forces Day flag on Saturday 25 June 2011. Officers of Devizes Town Council have identified an appropriate flag at a cost of £10 (2 yards) or £50 (3 yards). The recent purchase of a new St George's flag was 3 yards in length.

Options Considered

The committee need to confirm if they would wish the Council to commemorate Armed Forces Day and if this is the case to decide which size flag should be purchased.



Implications & Risks

Financial and Resource Implications

The expenditure is not budgeted but the cost is not sufficient to put a significant burden on finances.

Legal Implications and Legislative Powers

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

Environmental Implications

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

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.

16. REPORT FOR DECISION – REVIEW OF POLICIES

Recommendation

That the committee considers the attached policy table and decide if they wish to set in place a regular review of policy decisions and if so the mechanism of such a review.

Purpose of the Report

To consider the Council's policies and decided if a review mechanism is appropriate.

Background

The agreement and implementation of policies is central the operation of the Council and its decision making process.

Many agreed policies are regularly in use, however following agreement it has not been common practice to set in place a review date to monitor a policy's effectiveness or to ensure that timely changes can be made to the policy when factors which influence it may alter.

On other occasions policy decision can sit in isolation, only being relevant to a particular set of circumstances at a particular point in time. Often such policies are only recoded as part of the minutes in which they are made; which can make it difficult when at future dates a similar set of circumstances arise it is then down to memory to recall how the Council has agreed to deal with them.

Recognising the current weakness in the system, officers have started to compile a schedule of policy decisions, which set out the date a policy was made, its content and a potential review date. The document will clearly need to be regularly updated and given the historical way in which policies were recorded, is not yet definitive.

Options Considered

The committee needs to decide if;

- they wish the document to presented to members on a six monthly basis or it should purely be an administrative tool for officers
- there are policies of which they are aware but are not currently on the list.
- That the review dates shown are appropriate.

Implications & Risks

Financial and Resource Implications

Officers are not aware of any undue financial or resource implication associated with this decision. In reviewing a specific policy however, there maybe a financial or resource implication.

Legal Implications and Legislative Powers

Putting in places a review mechanism for policies will be ancillary to the main power in which a policy is made. Therefore, any review will be conducted under section 111 of the local government act 1972.

Environmental Implications

Officers are not aware of any environmental implications associates with this decision

Risk Assessment

Officers are not aware of any risk implications associates 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 – CORPORATE RISK ASSESMENTS POLICY

Recommendation

That the Committee approves the broad Risk Assessments that identify 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 councils day to day operate or endanger staff.

Background

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

Attached to 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 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 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 audit regime (corporate governance), requires the Council to produce risk assessments for its areas of activities.

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.

18. EXEMPT REPORT FOR DECISION

19. EXEMPT REPORT FOR DECISION

20. 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