



## **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, 27 May 2008

Time: Immediately after the Recreation & Properties Committee Meeting

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

Enquiries: Town Hall - Tel: 01380 722160

The Town Mayor (Councillor Mrs Burton)

|              |          |            |                |
|--------------|----------|------------|----------------|
| Councillors: | Beinhorn | East       | Evans          |
|              | Gagen    | Hopkins    | Leighton       |
|              | Nash     | Mrs Taylor | Mrs Winchcombe |

## **AGENDA**

### **1. ELECTION OF CHAIRMAN**

To elect a Chairman of the Committee for the municipal year 2008/2009.

### **2. ELECTION OF VICE CHAIRMAN**

To elect a Vice Chairman of the Committee for the municipal year 2008/2009.

### **3. 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 – 29 April 2008, which have been circulated alongside the agenda.

### **4. APOLOGIES FOR ABSENCE**

**5. 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.

**6. 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

**7. REPORT FOR INFORMATION – REPORT ON CCTV BY NOEL WOOLRYCH**

Mr Woolrych will give a brief report on CCTV to the committee.

**8. REPORT FOR INFORMATION – TOWN CENTRE MANAGER**

Mr Mitch Roberts, the Town Centre Manager, will update the committee.

**9. REPORT FOR INFORMATION – STEVE SMITH**

Mr Steve Smith has been given a range of dates to attend a meeting of this committee, we are awaiting his availability.

**10. REPORT FOR INFORMATION – SCHEDULE OF ACCOUNTS PAID**

A Schedule of Accounts Paid is attached for information (doc 10 – doc 10/2).

**11. REPORT FOR INFORMATION – GENERAL LEGER BAD DEBT**

**12. REPORT FOR INFORMATION – TWINNING WEEKEND 2008**

This year's twinning weekend will be held in Devizes from 13 to 16 June 2008..

We have currently been 54 participants for Mayenne and Waiblingen and these have now been successfully hosted with Devizes Families.

Working with Kennet, officers have arranged for a market on the Saturday morning and a display of local photographs in the Corn Exchange. On the Saturday evening there will be a reception in the Corn Exchange and the civic service on the Sunday.

Other activities are being organised by the Twinning Association.

**13. REPORT FOR INFORMATION – NEW UNITARY WILTSHIRE COUNCIL CONSULTATION**

A letter have been received from Wiltshire County Council doc 13/1, advising the Town Council that at a meeting of the County Council on the 18 May it was agreed to support Devizes Town Council submission for new polling district for the Unitary Authority.

In July, an eight-week consultation process on the boundaries committees will commence, when the Town Council will be invited by the Boundary Committee to make comments in support or against the recommendations.

A full copy of Wiltshire County Council's submission is available at:  
<http://www.wiltshire.gov.uk/council/local-government-white-paper/electoral-review.htm>

**14. REPORT FOR INFORMATION – REGENCY BALL UPDATE**

The Regency Ball committee has now met on a number of occasions and are progressing the arrangements for the Ball, which will be held in the Assembly Room on the 1<sup>st</sup> November 2008.

In addition to the dancing it was normal for guests to play cards and read the local newspaper, so these will be provided as part of the overall experience. Guests are required to dress up in period costume and are encouraged to take the dancing lessons that are to be provided by the Jane Austin Dancers.

There will be an additional cost for the dance lessons but it is hoped that the bid by the organisers to Kennet District Council to help subsidise this will be successful. The dance lessons are not restrictive to people attending the ball.

A launch event is planned for the evening of 25<sup>th</sup> June (6 pm to 8 pm) and will be held in the Assembly Room. There will be four display boards depicting:

- The Ball (& its organisation)
- Costumes
- History of the Town Hall
- Devizes in the early 19<sup>th</sup> Century

Costumes will be displayed on mannequins and it is anticipated that there will be a Jane Austin Dancers video running.

Officers has been in contact with Sue Smith of Wiltshire County Council (Education) and she is hoping to arrange for a group of young people to attend the Town Hall to learn about the Regency period. Councillor Kelvin Nash is also liaising with local schools to get them involved in learning about the period.

Tickets will be on sale from the 23<sup>rd</sup> July via the Town Hall and Devizes Books, which will be limited to four tickets per person because of the

restricted maximum numbers of 120 people. The cost per ticket has been set at 32 Guineas (£33:10s:24d or £33.60 in new money)

The event is currently being advertised in the Messenger newsletter, Devizes Festival brochure and through the town using posters and flyers. It will also be included on the websites home page shortly.

**15. REPORT FOR INFORMATION – USE OF THE TOWN COAT OF ARMS**

At the last meeting of this committee, a request was considered from the Trust for Devizes with regard to the reproduction of an illustration of the town coat of arms within a leaflet giving information about the aims of the Trust.

This committee decided that it was not appropriate to allow the Trust for Devizes to reproduce the Coat of Arms in their document and declined to give permission.

This action gave rise to the Trust for Devizes seeking clarification on the use of Coats of Arms from the College of Arms who are the body that grant Coats of Arms. An email has been received from Dr Clive Cheeseman of the College of Arms (doc 15/1), which, along with a subsequent conversation, very helpfully clarified the position.

It is not possible to restrict the coat of arms being reproduced as an illustration, as long as it is clearly labelled as belonging to Devizes Town Council. It cannot be reproduced for use whereby there is an implication that the organisation using it is implying that it is their coat of arms.

As such, since the Trust for Devizes have asked to include the coat of arms as an illustration, as long as they label it correctly as belonging to Devizes Town Council, and do not imply that it is their coat of arms, they cannot be prohibited from reproducing it.

Dr Cheeseman will be responding directly to the Trust for Devizes and, as a matter of courtesy, officers will also write to confirm the conditions under which it can be used.

**16. REPORT FOR DECISION – REMOVAL OF PAYPHONE IN NURSTEED ROAD**

**Recommendation**

The committee considers the attached consultation document for the re-aligning of payphone provision to meet consumer demands and decide if they wish to make any comment.

**Purpose of the Report**

To allow the committee to form a view on the removal of the payphone on Nursteed Road.

**Background**

A letter has been forwarded from Kennet District Council concerning the re-aligning of payphone provision to meet consumer demands.

It would appear that from that one of the proposal is to remove the payphone in Nursted Road and this Committee may wish to make a comment about that proposal.

**Options Considered**

The committee needs to decide if they wish to object to the proposal.

**Implications & Risks**

**Financial and Resource Implications**

Officers are not aware of any cost implications to the Town Council associated with that decision.

**Legal Implications and Legislative Powers**

The Town Council is acting in its democratic role when considering this matter.

**Environmental Implications**

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

**Risk Assessment**

Officers are not aware of any risk implications to the Town Council associated with that 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 – APPOINTMENT OF PERSONNEL PANEL**

**Background**

Under standing orders the Community and Civic Resources Committee are required to appoint five members to act in respect of certain personnel matters.

A meeting of the Personnel Panel will subsequently be convened on Tuesday 10 June 2008 at 6.30pm in order to elect a Chairman.

The role of Chairman of the Personnel Panel is a significant one as it carries responsibilities in terms of the Council's disciplinary procedures, recruitment and appraisal.

**Decision**

The committee are required to appoint five members from the Community and Civic Resources Committee to form the Personnel Panel.

**18. REPORT FOR DECISION – ROLE OF PERSONNEL PANEL**

**Recommendation**

That the Committee agrees that the Personnel Panel meetings being included within the civic calendar and meet at least quarterly

**Purpose of the Report**

For the Committee to consider the role of the Personnel Panel and agree that it's meetings are programmed into the civic calendar

**Background**

The Town Clerk's appraisal, conducted by Councillors Beinhorn and Mrs Winchcombe, revealed one of the difficulties experienced by the Town Clerk was the forum within which to report personnel information on a regular basis

It was felt that the role of the Personnel Panel could be enhanced to meet this gap by scheduling meetings within the civic calendar on a quarterly basis.

It was felt that there were a number of standard items that could be included in the agenda, including sickness statistics and training statistics for the previous quarter.

On this basis, the Panel would act as a scrutiny committee, but also provide the opportunity on a regular basis for personnel matters to be reported.

**Options Considered**

The Committee could decide to

Enhance the role of the Personnel Panel to require it to meet at least quarterly with meeting scheduled in the civic calendar

Or

Leave the Personnel Panel function on an ad hoc basis.

**Implications & Risks**

**Financial and Resource Implications**

Officers are not aware of any financial implications. There are resource implications in agenda preparation, but these are likely to be outweighed by the benefits that accrue.

**Legal Implications and Legislative Powers**

Officers are not aware of any legal implications

**Environmental Implications**

Officers are not aware of any financial implications

**Risk Assessment**

There is the risk that personnel issues that may be of relevance to the members, or which the Town Clerk would benefit from sharing with

members are going unreported because a scheduled meeting is not in place.

**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 – FREE USE OF VENUES FOR DEVIZES FOOD AND DRINK FESTIVAL**

**Recommendation**

That the Committee give consideration to the request from the Devizes Food and Drink Festival for free use of the Town Hall on 12<sup>th</sup>, 16<sup>th</sup> and 18<sup>th</sup> July 2008.

**Purpose of the Report**

To allow the Committee to consider the request for free use.

**Background**

The Devizes Food and Drink Festival have requested free use or Grace & Favour status for their July 2008 bookings in the Town Hall. The dates for these bookings are

Saturday 12<sup>th</sup> July – *Cheese Hall & Kitchen*  
Wednesday 16<sup>th</sup> July – *Cheese Hall & Kitchen*  
Friday 18<sup>th</sup> July – *Assembly Room*

Free use and reduced rates have been granted in the past.

**Options Considered**

The Committee may decide not to grant free use of the Town Hall.

**Implications & Risks**

**Financial and Resource Implications**

The cost of free use bookings is met from the free use grants budget.

**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**

Officers are not aware of any risk assessment implications.

**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 – CHRISTMAS LIGHTING BUDGET**

### **Recommendation**

That the Committee agrees with the recommendation of the Christmas Lights working party that £10,000 is placed in estimates for the financial year 2009/2010, to improve the Christmas lighting in The Brittox, Maryport Street and Sidmouth Street for Christmas 2009.

### **Purpose of the Report**

To allow the Committee to make budget provision for replacing ageing Christmas lights stock and improve the scheme.

### **Background**

The Committee agreed £10,000 expenditure to purchase new lighting in time for Christmas 2008.

Following a meeting of the Christmas Lights working party on 14 May 2008, officers are seeking revised, detailed quotations for specific decorations in the Market Place, Little Brittox and High Street for Christmas 2008. It is hoped that this will include lighting of the four trees around the Estcourt Fountain for which permission is being sought from Kennet District Council. Additional improvements will also be made to the column mounted tree lights, which will be replaced with LED lights similar to those purchased for the business tree scheme in 2007.

The Christmas Lights working party has identified the following areas for lighting improvements in time for Christmas 2009; The Brittox, Maryport Street and Sidmouth Street. The aim is to improve the scheme over a period of years by addressing key areas for improvement each year. Initial quotes indicate a budget of approx £10,000 - £15,000 will be required for these areas.

### **Installation**

Additional installation costs for the new lighting are not yet known. Tenders will be sought for installation of the full scheme once purchase costs and details for 2008 have been agreed.

### **Options Considered**

To not make budget provision for the purchase of new lighting. This would mean continued use of existing stock, which is becoming more unreliable with each passing year. This would also result in a progressive reduction in the amount of lighting provided and the number of locations included in the scheme.

### **Implications & Risks**

#### **Financial and Resource Implications**

Additional and improved lighting may have a resource implication in terms of installation in addition to the purchase cost of the equipment.

#### **Legal Implications and Legislative Powers**

All installations will be carried out in accordance with relevant legislation.

**Environmental Implications**

The use of LED lighting where possible has proved to minimise the environmental impact of the lighting scheme both in terms of energy consumption and wastage of lamps. Environmental implications will be considered when deciding upon individual items of lighting equipment.

**Risk Assessment**

All installations will be carried out in accordance with the risk assessment and relevant legislation.

**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. REPORT FOR DECISION – ALCOHOLS STRATEGY FOR WILTSHIRE**

**Recommendation**

That the committee decided of they wish to make a comment on the Alcohol Strategy for Wiltshire commissioned by the Wiltshire Strategic Board.

**Purpose of the Report**

To consider the Alcohol Strategy for Wiltshire which is circulated alongside this report.

**Background**

Comments have been invited about the attached Alcohol Strategy for Wiltshire.

The strategy aims include the reduction of alcohol related crime, reduction of ill health as a result of alcohol, reduction of alcohol related harm to children and improve the management and planning of the night-time economy. The report goes on to set key priorities.

**Options Considered**

The committee needs to decide if they wish to comment on the strategy

**Implications & Risks**

**Financial and Resource Implications**

Officers are not aware of any financial or resource implications for the Town Council associated with this decision.

**Legal Implications and Legislative Powers**

The Council is acting in its democratic role when considering this matter.

**Environmental Implications**

Officers are not aware of any environmental implications for the Town Council associated with this decision.

**Risk Assessment**

Officers are not aware of any risk implications for the Town Council associated with this decision.

**Crime and Disorder**

Although the issues seek to deal with issues of crime and disorders relating to the alcohol in general terms these are outside of the Town Council direct powers and therefore officers are not aware of any further issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

**22. 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