



Devizes
Town Council

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DEVIZES TOWN **COUNCIL**

You are summonsed to attend a meeting of the Devizes Town Council Committee at the following, place and date.

Date: 24 June 2010

Time: 7.00 pm

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

Enquiries: Town Hall - Tel: 01380 722160

Councillors:	Beinhorn	Mrs Bridewell	Mrs Burton
	Callow	East	Evans
	Mrs Evans	Gagen	Gudgeon
	Hopkins	Nash	Parsons
	Smith	A R Taylor	Mrs Taylor
	C S Winchcombe	Mrs Winchcombe	

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the Meeting of the Council held on the 13 May 2010.

2. APOLOGIES FOR ABSENCE

3. DISCLOSURE(S) OF INTEREST

To receive any disclosures by a Councillor(s) and/or Officers in matters to be considered at this meeting in accordance with the provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

4. To receive announcements and communications.

5. To answer questions (if any) under standing order No. 15.

6. MINUTES OF MEETINGS FOR INFORMATION

Since the last meeting of the Council on 13 May 2010 the following Committees have taken place whose minutes have been approved as a correct record and signed by the appropriate committee chairman.

The minutes of these meetings have been previously circulated to all members.

COMMITTEE NAME	COMMITTEE DATE
Planning	4 May 2010
Planning	11 May 2010
Planning	25 May 2010
Community & Civic Resources	30 March 2010
Community & Civic Resources	11 May 2010
Community & Civic Resources	25 May 2010
Recreation & Properties	13 April 2010

NOTE: Before dealing with the next item (No 7) the Council will wish to consider whether or not to suspend Standing Order No 5 (members to stand when speaking). If the Standing Order is to be suspended, it must be done by way of a proposition, duly seconded and carried.

7. REPORT FOR INFORMATION – UPDATE ON CURRENT AND PROPOSED PROJECTS

Circulated alongside this agenda is a list detailing the current position with regarding ongoing and proposed projects.

8. REPORT FOR DECISION – APPOINTMENT OF INTERNAL AUDITOR

Recommendation

The committee are recommended to approve the appointment of an internal auditor for the 2010/11 financial year.

Purpose of the Report

To appoint an internal auditor for the 2010/11 financial year.

Background

Regulation 6 of the Accounts and Audit Regulations 2003 as amended imposes a duty on local councils to 'maintain an adequate and effective system of internal control of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control'.

During the past five years Mr George Dixon has undertaken the task of the internal audit of Devizes Town Council.

Mr Dixon informed officers that at the end of this financial year 2009/10 he would be stepping down.

The internal auditor needs to confirm the internal control objectives: -

Appropriate accounting records have been properly kept throughout the year.

The body's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.

The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The annual taxation or levy or funding requirement resulted from an adequate budgetary process: progress against the budget was regularly monitored: and reserves were appropriate.

Expected income was fully received, based on current prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.

Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.

Asset and investment registers were complete and accurate and properly maintained.

Periodic and year-end bank account reconciliations were properly carried out.

Accounting statements prepared during the year were prepared on the correct basis (receipts and payments/income and expenditure), agree with the cash book, were supported by an adequate audit trail from underlying records, and, were appropriate, debtors and creditors were properly recorded.

In accordance with Standing Orders, expressions of interest were invited from a number of suitably qualified persons. Officers are recommending the appointment of Mrs Elaine Giles, retiring Town Clerk of Keynsham Town Council.

Mrs Giles represented the most competitive expression of interest and is a more than suitable qualified person to undertake the work.

Options Considered

The Council needs to decide if it agrees the appointment of Mrs Giles as its internal auditor as recommended by officers.

Implications & Risks

Financial and Resource Implications

The recommended internal auditor was considerably less than other interested parties and in officer's opinion holds the right level of experience to undertake the task.

Legal Implications and Legislative Powers

The Accounts and Audit Regulations 2003 impose a duty of internal control.

Environmental Implications

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

Risk Assessment

Officers are not aware of any risk 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.

9. REPORT FOR DECISION – ADOPTION OF STATEMENT OF CORPORATE GOVERNANCE

Recommendation

To adopt the Statement of Corporate Governance.

Purpose of the Report

For the Council to consider and adopt the Statement of Corporate Governance.

Background

Each year the Council is required to produce an Annual Governance Statement setting out its commitment to Openness, Integrity and Accountability. Set out in the Annual Report and Accounts is a statement setting out the Town Council's current approach to delivering the objectives of good corporate governance.

Options Considered

The Council needs to decide to adopt the Corporate Governance Statement as laid out or to make any amendments.

Implications & Risks

Financial and Resource Implications

The financial and resource implications are inline with the budgetary provision already made.

Legal Implications and Legislative Powers

This report has be prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England).

Environmental Implications

The policy is intended to reduce the impact of the Council on the environment in terms of climate change.

Risk Assessment

There are no obvious risks 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.

10. REPORT FOR DECISION – STATEMENT OF ACCOUNTS FOR YEAR ENDING 31 MARCH 2010

Recommendation

To adopt the statement of accounts for the year ending 31 March 2010

Purpose of the Report

To consider and adopt the accounts for the year ending 31 March 2010

Background

Legislation determines the accounting regime for local councils depending on the level of income or expenditure, whichever is the greater.

Devizes Town Council was required to prepare financial statements using the Financial Reporting Standards for Smaller Entities (FRSSE). This involves a full external audit and the date by which the draft accounts should be adopted is 30 June of each year.

The statement of accounts includes the annual report and annual governance statement.

Options Considered

The Council are recommended to adopt the Statement of Accounts including the annual governance statement and annual report for the year ending 31 March 2010.

Implications & Risks

Financial and Resource Implications

Officers are not aware of any financial or resource implications.

Legal Implications and Legislative Powers

The Council are bound by legislation to adopt the statement of accounts by the required date.

Environmental Implications

Officers are not aware of any environmental implications.

Risk Assessment

Failure to adopt the statement of accounts could result in the auditor giving a qualified report.

Crime and Disorder

Officers are not aware of any implications with regard to crime and disorder.

11. REPORT FOR DECISION – ANNUAL REPORT

Recommendation

The Council are recommended to agree the Quality Council 2009/10 Annual Report for publication, which is issued alongside this agenda.

Purpose of the Report

To agree the 2009 /10 Quality Council Annual Report.

Background

In addition to the Annual Report published as part of the Statement of Accounts, the Quality Council Scheme requires the Town Council to publish an Annual report, which is sent to every household in the parish. Its purpose is to summarise the key activities of the Town Council and summarise income and expenditure. The document itself will be circulated with the autumn edition of the Messenger.

Options Considered

The Council needs to agree the Annual Report as presented by officers or decide if it wishes to make any amendments and what those amendments will be.

Implications & Risks

Financial and Resource Implications

Budget provision has been made for this publication.

Legal Implications and Legislative Powers

Production of an Annual Report is a requirement of Quality Council Status.

Environmental Implications

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

Risk Assessment

The Town Council will not qualify for Quality Status if it fails to publish an Annual Report

Crime and Disorder

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

12. REPORT FOR DECISION – WORKING WITH DEVIZES’ UNITARY COUNCILLORS

Recommendation

That the Council agrees the mechanisms recommended by the Community and Civic Resources Committee which will improve the flow of information between the Town Council and Devizes Unitary Councillors.

Purpose of the Report

To adopt a mechanism which will improve the follow of information between Town and Unitary Councillors.

Background

At a meeting of the Community and Civic Recourses Committee on the 11 May 2010 a report was considered on improving the flow of information between the Town Council and the Devizes divisional members for Wiltshire Council.

It was resolved that this was a matter that the Full Council should agree although a recommendation was put forward.

The recommendation is as follows:

THAT or a trial period of 12 months, Unitary Councillors be invited to attend scheduled meetings of the Full Council and give a report on issues of relevance to the residents of Devizes.

Also, Unitary Councillors may be invited to any Forward Planning Sessions that as considered appropriate.

Options Considered

The Council needs to decide if it accepts the recommendation of the Community and Civic Resources Committee dated 11 May 2010.

Implications & Risks

Financial and Resource Implications

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

Legal Implications and Legislative Powers

Forming closer links with unitary divisional members will be ancillary to the Town Councils main function and is provided for under section 111 of the Local Government Act 1972.

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.

13. TO PASS THE FOLLOWING SEALING RESOLUTION

THAT the Common Seal of the Council be affixed to or the Town Clerk do sign on behalf of the Council where appropriate any Orders, Deeds or Documents necessary to give effect to any of the matters and recommendations contained in the reports received and adopted at this meeting or other decisions of the Council thereat.

14. EXEMPT REPORT FOR DECISION

15. QUESTION TIME

At the Town Mayor's discretion members will be allowed a short period in which to put Questions on matters of concern to the Council which are not contained in the reports of matters formally considered by the Council at this meeting.

16. PUBLIC PARTICIPATION

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions addressed to the Chairman concerning the administration, function or responsibilities of the Council or upon a matter, which was the subject of debate at the meeting.

A person may also be permitted to make a statement or address the Council upon a matter of concern to that person which is relevant to local government, or to the Council's administration or upon a subject, which may be of general interest 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.