



**Devizes**  
**Town Council**

[www.devizes-tc.gov.uk](http://www.devizes-tc.gov.uk)

# **DEVIZES TOWN** **COUNCIL**

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

Date 23 June 2011

Time: 7.00 pm

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

Enquiries: Town Hall - Tel: 01380 722160

Councillors:	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 12 May 2011.

### **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 12 May 2011 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.

<b>COMMITTEE NAME</b>	<b>COMMITTEE DATE</b>
Planning	24 May 2011
Planning	07 June 2011
Community & Civic Resources	24 May 2011
Community & Civic Resources	07 June 2011
Recreation & Properties	24 May 2011

**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 DECISION – STATEMENT OF ACCOUNTS FOR YEAR ENDING 31 MARCH 2011**

**Recommendation**

To adopt the statement of accounts for the year ending 31 March 2011 (Doc 7/1 &2)

**Purpose of the Report**

To consider and adopt the accounts for the year ending 31 March 2011

**Background**

The Accounting & Audit regulations governing the production of the Council's accounts were amended on 31 March 2011. The new regulations allow the council to adopt the Limited Assurance Audit Regime, the principal advantage being a considerable saving in audit fees and a less arduous audit regime.

Statutory accounts are now produced in the form of the Annual return, this document although not subject to audit provides background workings and explanations of the figures declared in the Annual Return.

The statutory deadline by which the Council must approve the Annual Return is 30 June 2011.

**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 2011.

### **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.

## **8. REPORT FOR DECISION – ANNUAL REPORT 2010/11**

### **Recommendation**

The Council are recommended to agree the Quality Council 2010/11 Annual Report for publication, which is issued alongside this agenda. (Doc 8/1)

### **Purpose of the Report**

To agree the 2010 /11 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.

**9. 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.

**10. 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.

**11. 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.

Town Clerk