



Devizes
Town Council

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DEVIZES TOWN **COUNCIL**

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

Date: 27 June 2017

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	Carter
	Corbett	Evans	Mrs Evans
	Geddes	Giraud-Saunders	Godwin
	Greenwood	Hopkins	Johnson
	Nash	Parsons	Mrs Rose
	Rowland	Mrs Shaw	Stevens
	Ms Von Berg	Wooldridge	

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 July 2017

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.**

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

6. **REPORT FOR DECISION – HEALTH & SAFETY REVIEW**

Recommendation

That the Committee reviews and approves the 2017 Health & Safety Policy and Risk Assessments that identifies areas of general operational risks.

Purpose of the Report

For the committee to acknowledge the Council's responsibility in terms of corporate governance and review and adopt policies which seek to mitigate risks that threaten or endanger those who come into contact with the Council's day to day operation.

Background

Each year officers review the potential risks to employees, service users and contractors who could be exposed to danger as a result of the Council's activities. Issued alongside this agenda is a revised health and safety policy for the Council supported.

In addition officers undertake detailed risk assessments for generic operational tasks. One off tasks and events are assessed for risk prior to their commencement.

Options Considered

The Council needs to decide if it wishes to accept the 2017 Health & Safety Policy compiled by officers and note the list of individual risk assessments which have been undertaken. These risk assessments are available at the Town Hall.

Implications and Risks

Financial and Resource Implications

Officers are unaware of any Finance and Resource implication for the Council associated with this decision.

Legal Implications and Legislative Powers

The Council will be considering this matter under its power of General Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Failure to identify areas of corporate risk and develop policies and controls to mitigate them may result in the Council being exposed to un-defendable legal challenges if there was to be an incident.

Crime and Disorder

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

7. REPORT FOR DECISION – COUNCILLOR SURGERIES

Recommendation

To consider if changes to the arrangements for Councillor Surgeries are required.

Purpose of the Report

To decide if the Council wishes to continue with the current arrangements for Council surgeries, seek an alternative arrangement or cease them entirely.

Background

Councillor Surgeries are held monthly and a rota is organised by officers annually – the attendance and management of the surgeries themselves is down to Councillors to organise. The surgeries are held on Tuesdays before the start committee meeting and last 45 minutes.

This matter has been debated in the past as to the value of the surgeries and if the availability of Councillors to talk to the members of the community is outweighed by the lack of residents feeling they need to bring matters to the Council's attention in this way.

There has been not member of the public attending a surgery since 26 May 2016 and in the 12 months prior to that there were no other appointments.

The date for the surgeries are published in the Council's newsletter "The Messenger" and on the Council's website.

Options Considered

1. That providing a published opportunity for the community to meet with a Councillor is significantly important enough to continue with the current arrangements.

2. That there are other opportunities for residents to raise issues with Councillors and therefore the surgeries provide little in the way of an additional service.
3. That the committee have other suggestions to provide easy access to Councillors.
4. The committee may also wish to consider, if it decides to continue with some form of surgery, how best to publicise them.

Implications & Risks

Financial and Resource Implications

The only financial and resource implications are officer and member time.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

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

Risk Assessment

Not having a clear strategy to allow the community to access the Council to raise concerns and make comments will make it remote from the people it serves.

Crime and Disorder

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

8. REPORT FOR DECISION – RE-ADOPTION OF POLICIES

Recommendation

To review and readopt policies circulated alongside the agenda for 2017 to 2020.

Purpose of the Report

To allow the Council to review and readopt the 17 policies.

Background

From time to time it is important that the Council reviews its policies with a view to ensuring that they are appropriate and fit for purpose.

The policies, circulated alongside the agenda, have had a number of minor amendments but there are no material changes to the previous adopted policy.

Options Considered

That the Council adopts the policies as presented.

Implications and Risks

Financial and Resource Implications

There are no financial or resource implications in respect of this decision, being essentially an administrative matter.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

The adoption of a robust set of policies would allow the Council to follow guidelines and practices that offer clear communication to staff and members of the Council.

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 STANDING ORDERS & FINANCIAL REGULATIONS

Recommendation

Set out any recommendation the Committee needs to consider.

Purpose of the Report

To adopt Standing Orders and Financial Regulations dated 11 April 2017. (It should be noted that these have not been circulated alongside this agenda but can be found in the members welcome delivered to all Councils on the 5 May 2017 or referring to the minutes of the Joint Governance Committee of the 11 April 2017.)

Background

Standing Orders & Financial Regulations are reviewed annually to ensure that they are fit for purpose normally at the June Council meeting.

A review took place in April 2017 to reflect the new arrangements following the Community Governance Review and Standing Orders were adopted on 11 April 2017.

Standing orders set out rules relating to meetings of the Council and its committees, included voting and conduct and the duties and powers delegated to committees and officers.

Financial Regulations include accounting regulations, procedures of seeking tenders & quotations, setting of estimates, banking arrangements and insurance.

Whilst our Standing Orders are appropriate for the new Town Council structure, now the Council is in place it would be proper for it to adopt them directly. A copy of the Standing Orders was circulated with the welcome pack for all members.

Standing Orders are formally reviewed annually but where necessary amendments can be made at any time.

Options Considered

The Committee needs to decide if it wishes to adopt Standing Orders and Financial Regulations as agreed by the Joint Governance Committee on 11 April 2017 and which were subsequently circulated to all members in their welcome pack on the 5 May 2017.

Implications and Risks

Financial and Resource Implications

Officers are unaware of any financial or resource implication for the Council associated with this decision.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Whilst the Council are bound by Standing Orders, as adopted by the Joint Governance Committee on 11 April 2017, there will be concern that this Council has not had an opportunity to scrutinise them.

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 – GREEN LANE IMPROVEMENT PROJECT

Recommendation

That the committee agrees that officers can seek planning permission for a new football facility at Green Lane.

Purpose of the Report

To agree that planning permission is sought for a new football facility at Green Lane.

Background

Officers have been working with the Football Association (FA) and local sporting clubs to deliver a scheme which will provide improved recreational facilities at Green Lane playing field.

Following a feasibility study that demonstrated the need to improve these facilities and that there was a growing demand in the Devizes area, the FA have indicated that should the Town Council come up with a workable scheme they would likely offer grant funding. As part of the development of this scheme, the Council has to gain the necessary planning permissions to allow it to progress.

Earlier in the year it was agreed that an architect would be appointed to work with the Council and other stakeholders to design the type of building that would meet both the funder's requirements and that of users.

Attached to this agenda are outline designs which will form the basis of the application, although some changes may be necessary to meet all the partners' needs (Doc 10/1- 10/2).

It is officers' intention to progress the project as quickly as possible and therefore seek Council approval to apply for planning permission.

The cost of the building, as shown in these plans, are estimated at about £300,000 including fees. Funding will come from an FA grant and Section 106 provision, with officers making any further application to other funding bodies and sponsors for any shortfall. Once planning consent has been granted a full cost analysis will be undertaken that will inform the grant application.

Options Considered

The Council are requested to authorise officers to seek planning consent for a new sports facilities at Green Lane playing field.

Implications and Risks

Financial and Resource Implications

The cost of seeking planning consent will be met from the Green Lane improvement reserve.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Not progressing this project will significantly reduce the Council's ability to enhance sporting facilities at Green Lane.

Crime and Disorder

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

11. REPORT FOR DECISION – SOCIAL MEDIA POLICY

Recommendation

That the Council reviews and approves the Social Media Policy for the Authority.

Purpose of the Report

For the committee to adopt a policy which will provide guidance for both officers and members making social media comments with relate to the Town Council and its business.

Background

With the increased use of social media as an important medium for disseminating information and making comments, the risk to the Council, employees and elected members is greatly enhanced.

This policy is intended to help staff and elected Councillors make appropriate decisions about the use of social media and outlines the standards the Council expects from both staff and Councillors to observe when using social media, the circumstances in which posting will be brought into review and the action that will be taken in respect of breaches of this policy.

Options Considered

The Council needs to decide if the policy is appropriate and sufficiently robust or if they wish to make amendments before its adoption.

Implications and Risks

Financial and Resource Implications

Officers are unaware of any Finance and Resource implication for the Council associated with this decision.

Legal Implications and Legislative Powers

The Council will be considering this matter under its power of General Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Failure to identify areas of corporate risk and develop policies and controls to mitigate them may result in the Council being exposed to un-defendable legal challenges if there was to be an incident.

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 – TO ADOPT CORPORATE GOVERNANCE POLICES.

Recommendation

That this Council reviews and adopts a number of policies' which form part of the authority's corporate governance strategy.

Purpose of the Report

To enable the Council to have in place polices which clarity and guidance to decision making.

Background

The Town Council has a number of policies which provide guidance and clarity to both officers and members when making decisions.

The polices circulated alongside this agenda and which are set out below, are reviewed at the commencement of each new Council and form the basis of the authority's Corporate Governance arrangements.

These polices were adopted by the previous Council, however this Council may wish to take the opportunity to review them and if it feels necessary, amend them to help it meet its objectives.

The Local Government Transparency Code 2015 sets out the Government's desire to place more power into citizens' hands to increase democratic accountability and to make it easier for local people to contribute to the local decision making process and help shape public services. This code is seen as the foundation of local accountability and the key that gives people the tools and information they need to enable them to play a bigger role in society.

In publishing the Council's core polices, members of the community can better understand how the council is managed and how it may have an opportunity to influence decision making.

Set out below is a list of the Council's Core Policies, which this Council are asked to review and re-adopted.

Policy Name	Last Reviewed
Democratic Policies	
<u>Complaints Policy</u>	June 2015
<u>Community Engagement</u>	June 2015
<u>Equality Opportunities Policy</u>	June 2015
<u>Filming at Meetings</u>	November 2014
<u>Training & Development</u>	June 2015
<u>Risk Management Policy</u>	June 2015
Finance Policies	
<u>Grants Policy</u>	June 2015
<u>Statement of Internal Control</u>	July 2014
<u>Asset Management Policy</u>	August 2008
<u>Environmental Procurement Policy</u>	June 2009
Venues Policies	
Free Use	March 14
Grace and Favour	March 14
Non Professional Catering Policy	March 14
Staff Policies	
<u>Disciplinary Procedure</u>	July 2015
<u>Grievance Procedure</u>	July 2015
<u>Recruitment Policy</u>	May 2014
<u>Pension Discretions Policy</u>	March 2015
<u>Flexible Working</u>	March 2008
Absence & Ill Health Management	May 2014

Whilst this is an opportunity to formally review corporate policies en-bloc, the Council can chose to review any policy at any time if circumstances change or if there is variation to the authority's priorities.

Options Considered

The Council needs to decide if it wishes to make amendments to any of the existing policies or if it wishes to adopt these policies, as set out in this report, en-bloc.

Implications and Risks

Financial and Resource Implications

Officers are unaware of any financial or resource implication for the Council associated with this decision.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council 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. REPORT FOR DECISION – ANNUAL REPORT 2016/17

Recommendation

The Council are recommended to agree the Council's 2016/17 Annual Report for publication, which is issued alongside this agenda.

Purpose of the Report

To agree the 2016/17 Council Annual Report.

Background

The Council is required 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 if so, 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.

14. REPORT FOR DECISION – PUBLIC SPACE PROTECTION ORDER

Recommendation

The Council agrees that a Public Space Protection Order is appropriate for Devizes.

Purpose of the Report

To support the development of a Public Space Protection Order for Devizes by giving approval for work to commence on obtaining one.

Background

Currently the Police can require persons not to consume intoxicating liquor through the Alcohol Consumption in Public Places Order, which came into effect in 2004. These orders are now being withdrawn and being replaced PSPOs. A copy of the existing order and the area it covers are attached (Doc 14/1 – 14/3)

Work has commenced to develop a Public Space Protection Order (PSPO) for the town, which will help tackle some issues of anti-social behaviour. Whilst the order can be quite flexible in terms of what can be included, there has to be evidence that there is a problem before an issue can be listed. As yet no decision has been made as to what should be included and naturally the Town Council will have an opportunity to comment on this.

Rowena Lansdown, Public Protection Officer - Anti Social Behaviour officer at Wiltshire Council will attend the meeting to explain the workings of PSPOs.

Options Considered

The Council needs to decide if it supports the development of a Public Space Protection Order for the town.

Implications and Risks

Financial and Resource Implications

Officers are unaware of any financial or resource implication for the Council associated with this decision.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council 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. 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.

16. QUESTION TIME

A short time is allowed at the discretion of the Town Mayor for councillors to ask questions on matters which are not on the current agenda but which are related to matters which have been previously discussed on an agenda relevant to the committee.

At least 24 hours' notice must be given to officers of the intended question. All other matters should be raised on an agenda and the request should be submitted through the Town Clerk

17. 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.

DEVIZES TOWN COUNCIL
27 JUNE 2017

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