



# Devizes Town Council

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

## **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, 5 September 2017

Time: Immediately after the Planning Committee Meeting

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

Enquiries: Town Hall - Tel: 01380 722160

The Town Mayor (Councillor Carter)

Chairman: Councillor Bridewell

Councillors: Burton  
Geddes  
Nash  
Von Berg

Corbett  
Godwin  
Rose

Evans  
Hopkins  
Stevens

## **AGENDA**

### **1. MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 25 July 2017 and 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 FOR INFORMATION – SCHEDULE OF ACCOUNTS PAID**

A Schedule of Accounts Paid is attached for information (doc 5/1 – doc 5/3).

**6. REPORT FOR INFORMATION - INCOME & EXPENDITURE ACCOUNT & KEY PERFORMANCE INDICATORS 2017/2018**

Members are reminded that this document has been amended after discussion with Councillor Corbett and now contains year to date data, year to date budgeted data and full year budget and forecast.

It was agreed that a narrative should form part of the main report, Doc 6/1

**7. REPORT FOR INFORMATION – GULL DETERRENCE**

Devizes Town Council has undertaken the gull deterrence project as a continuation of the joint initiative between Roundway Parish Council and Wiltshire Council.

The control of the gulls was conducted between April and August 2017 and involved egg and nest removal and the flying of a Harris Hawk.

The areas involved were the roofs of several businesses within the Garden Trading Estate and the Hopton Industrial Estate in Devizes.

The cost of each visit is £1091 and involves the rental of a cherry picker to enable access and the expertise provided by NBC Environment.

This is an ongoing project as only a sustained project will lessen the impact of the gulls.

Access to certain roofs is problematical, the Admin & Finance Manager will however contact the relevant businesses to a view to improving access during the 2018/19 nesting season.

The cost of this year's project was in total £6546 against a budget of £11,200.

Five completion reports provided by NBC Environment are attached for the information of members

**8. REPORT FOR INFORMATION – FIRST INTERIM INTERNAL AUDIT REPORT 2017-18**

The attached document provides details of the first 2017-18 internal audit report prepared by Alistair Morrison of AM Financial Services Ltd regarding Devizes Town Council.

**9. REPORT FOR DECISION – COMMUNICATIONS STRATEGY**

**Recommendation**

It is recommended that the Committee adopt the recommendations of the Communications Working Party as the initial stages of developing an operational Communication Strategy

**Purpose of the Report**

The Council recognises that it does not fully exploit all of the mechanisms of communication and there is a need to develop a strategy that seeks to identify ways to engage with all aspects of the community.

**Background**

The Communications Working Party identified that in some areas, in particular Hillworth Park activities, there is a very proactive approach to communication and that this approach should be shared across all Town Council activity.

**Social Media**

The Council has a website which is largely a static site updated on a weekly basis or as necessary to give access to general council information and to committee agendas and minutes. The Working Party emphasised the need for regular update

The Council does not currently exploit the opportunities provided by other types of social media such as Facebook and Twitter. The Working Party recommended that officers introduce Town Council Facebook and Twitter accounts to actively seek to engage with the different parts of the community.

The Working Party recommended that officers explore any further social media opportunities that might be helpful in promoting the work of the Council.

**Press**

Whilst the Town Council does receive good press coverage and has a positive relationship with our local Gazette and Herald reporter, the Working Party felt that there were more opportunities to be proactive. The Working Party recommended that there should be a target of a weekly press release on some aspect of Town Council activity.

**Mailings**

The Working Party recognised that the Town Council's newssheet, The Messenger, has limitations but that social media is not the mechanism by which all of the community receives its information. The Working Party felt

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that The Messenger provides a communication means for those people who are not able to use, or do not have access to, technology. The Working Party concluded that the current format is the most appropriate.

**Face to Face**

The Council have undertaken a “Street Consultation” at least once a year and the Working Party agreed that this should continue.

The Working Party considered the issue of Members’ Surgeries in the light of discussions at the last Civic & Community Resources Committee. There was a general split of views at the Committee with many Councillors expressing that the lack of attendance meant that it was not worth continuing, but others viewing that it is only an hour once or twice a year, so important to retain for those people who wished to have the opportunity of a “drop in” session.

The Working Party recommended that the current format should be retained but complimented by a quarterly “stall” in the Corn Exchange on a Thursday, to be staffed on a rota of available councillors (recognising that this may be difficult for some members who work).

It was recommended that every very opportunity be taken to promote the surgeries.

**Options Considered**

The Communications Working Party recommend to the Committee that:

1. Town Council Facebook and Twitter accounts to actively seek to engage with the different parts of the community be introduced
2. Officers explore any further social media opportunities that might be helpful in promoting the work of the Council
3. A target of a weekly press release on some aspect of Town Council activity be introduced.
4. The Messenger be retained in its current format
5. At least one street consultation be undertaken annually
6. The current format of Councillor Surgeries be retained but complimented by a quarterly “stall” in the Corn Exchange on a Thursday, to be staffed on a rota of available councillors
7. Every opportunity be taken to promote the surgeries.

**Implications & Risks**

**Financial and Resource Implications**

There are no significant financial or resource implications associated with any of these decisions

**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**

In order to understand the needs and aspirations of the community, the Council must engage and a failure to do so could result in a lack of credibility.

**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 – STREET CONSULTATION – THURSDAY 21 SEPTEMBER 2017**

**Recommendation**

That the annual street consultation be undertaken (weather permitting) on Thursday 21 September between 9.30am and 1pm, to seek views on a combination of issues regarding devolution of services and transfer of assets.

**Purpose of the Report**

To agree the date of the street consultation and the broad content of the views to be sought

**Background**

Each year, Devizes Town Council undertake a street consultation, seeking the views of people in the town on a range of matters.

For the past few years, the Council have sought public opinion using the Town Benchmarking questionnaire.

This year, the Committee have agreed that, rather than adhering strictly to the Benchmarking format that greater flexibility could allow for more exploration of views around devolution of services and transfer of asset from Wiltshire Council.

**Options Considered**

The Committee are asked to agree the date of the consultation and that the questionnaire should comprise a combination of the Benchmarking survey and views around the devolution of services and transfer of assets.

## **Implications & Risks**

### **Financial and Resource Implications**

There are no significant direct implications, however, information gathered through this process will support decisions in the future regarding the transfer of assets and devolution of services

### **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**

Failure to engage with the community could result in decisions being made by the Council that do not have credible support from the people of the town.

### **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. QUESTION TIME**

A short time is allowed at the discretion of the Chairman 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

TOWN CLERK