



# 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, 27 March 2018

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 13 February 2018 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 5/2).

**6. NARRATIVE INCOME & EXPENDITURE ACCOUNT & KEY PERFORMANCE INDICATORS 2017/2018**

See attached doc 6/1.

**7. WILTSHIRE POLICE – COMMUNITY POLICING ONE TEAM, FEBRUARY 2018**

Issued alongside this agenda.

**8. REPORT FOR INFORMATION – DOCA UPDATE**

Loz Samuel from Devizes Outdoor Celebratory Art will attend the meeting to give an update on the organisation's plans for the forthcoming year.

The Town Council provides a £15,800 grant, which is split between support for events by directly funding activities and organisational support by contributing towards staffing costs.

**9. REPORT FOR INFORMATION – UPDATE ON DEVIZES DEVELOPMENT PARTNERSHIP ACTIVITIES**

As a grant funder for the Devizes Development Partnership it is important that the Council is kept up to date with the organisation's activities.

CCTV

Some work has been completed to upgrade and replace out dated equipment. Further work is to be undertaken and the Town Council has agreed financial support for this. A further application is to be made to the Area Board.

A new volunteer has been recruited to help run the system and is currently being trained.

At this time there is no clear view about the future of the CCTV control room being with the uncertainty around the future of the Crown Centre. There are still several years to run on the currently least but the CCTV manager is making contingency plans.

Devizes Parkway Station

Submission to the consultation on the future of the Great Western Franchise has been submitted and it is hoped that in June 2018 some indication on whether a Park Way station for Devizes will seek favour and a future franchise may include it.

Whilst there is now a period of uncertainty around the project whilst all the submissions from the planning consultation are considered, the DDP feel it is important it continues to work with all stakeholders to ensure that should the scheme find favour it will be in a position to continue with the project.

**10. REPORT FOR INFORMATION – WILTSHIRE ASSOCIATION OF LOCAL COUNCILS**

Supplied to committee by Councillor Wooldridge who attended the last meeting. The decision was to propose to increase WALC subscriptions in line with inflation. This was discussed alongside keeping subscriptions at the same level as the current year. Members discussed a previously circulated report on the impact of both increasing subscriptions and retaining them at the current level. Some members felt that it was important to increase subscriptions in line with inflation to allow for costs to be covered and equally, a small increase each year would stop the need to a large increase in a few years' time. There was some discussion about whether WALC should automatically increase subscriptions without a specific project in mind. Cllr Scragg explained that WALC is hoping to be in a position to pay for extra support staff in the future. Katie explained that over the past few years, the WALC funds have suffered somewhat and it has taken some time to build up to accounts that look a little healthier. It was also commented that putting up the subscription in too big a jump may cause councils to come out of membership so to build up reserves more gradually has less impact, both on councils and on membership. There was also some discussion over the system of how subscription rates are reached, following last year's review of subscriptions. In general, this review was deemed as successful.

Resolved: To increase WALC subscriptions in line with inflation (as at September 2017) – 3%. Resolved: To keep the subscription levels (as per council size) to the same formula (capped at different electorate figures) as agreed in last year's review. 7

The next meeting will be held on Monday 2<sup>nd</sup> July 2018

**11. REPORT FOR DECISION – RECRUITMENT TO POST OF VENUES ASSISTANT**

**Recommendation**

Following the resignation of Paul Milson, it is recommended that the Committee agrees to recruit to the vacant post of Venues Assistant.

**Purpose of the Report**

To ask the Committee to agree to recruit to the post of Venues Assistant.

### **Background**

The Council's Recruitment Policy provides that when a post becomes vacant, permission to appoint must be sought from the Community and Civic Resources Committee. Permission will not normally be withheld unless a review of the necessity of the post is required and no review is required.

Officers are of the view that there is no requirement for a review of the necessity of the post as the role of Venues Assistant is an essential operational post within the venues service and it would not be feasible to deliver the service without this post being filled

It would not be normal practice for members to sit in on the interviews for junior members of staff and therefore is planned that the Service Head and Personnel Administrator will conduct the interviews.

The post is recommended to be recruited to on the existing job description and grade – doc11/1 refers.

### **Options Considered**

To agree recruitment to this vacant post.

### **Implications and Risks**

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

The salary will be in line with the current post holder and the budget.

#### **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**

Should the council not recruit to this post there is the risk that standards and operational efficiency may be compromised.

#### **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 – USE OF TOWN HALL BY DEVIZES EISTEDFODD**

### **Recommendation**

That the committee considers a request by the organisers of Devizes Eisteddfod for free use of the Town Hall for the annual event in November.

### **Purpose of the Report**

To consider if the committee wishes to grant the organisers of the Devizes Eisteddfod free use of the Town Hall.

### **Background**

An application has been received for free use of the Town Hall for this year's Eisteddfod which has been extended to a third day being 15<sup>th</sup> to the 17<sup>th</sup> November 2018.

Should they have to pay for the hire of the building, the cost would be £1189 including VAT.

The Eisteddfod organising committee are introducing an adult category as well as an expanded speech and drama schedule. Taking into comments previously made by this council there will be a choral singing programme for Devizes based primary schools.

Attached to this agenda (Doc 12/1) is a letter from the Director of the Eisteddfod setting out their application for concessionary use.

### **Options Considered**

The Committee needs to decide if it wishes to:

- agree to the request as it has been made
- agree to grant Grace and Favour status for one two or three days
- agree how the grant should be acknowledged by the recipient. (The Committee could ask that the Town Council's logo be added to all publicity material as a condition of the grant) .

### **Implications & Risks**

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

For the space required, at the current venue charges the cost of hire of the Town Hall is £474.00 per day including VAT based on the Community Hire Rate.

#### **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**

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 – GULL DETTERENCE**

#### **Recommendation**

That the committee considers the request from Claire Francis, Public Protection Manager, Pest Control at Wiltshire Council regarding the continuing support of Devizes Town Council with the gull deterrence project at Hopton and the Garden Trading Estates in Devizes.

#### **Purpose of the Report**

To decide if the Town Council will continue to support the gull deterrence project at Hopton and the Garden Trading Estates in Devizes.

#### **Background**

Wiltshire Council entered into a 3 year agreement with Roundway Parish Council in 2015 to deter the gulls at Hopton and the Garden Trading Estates in Devizes. This was achieved by the removal of eggs prior to hatching and the flying of a hawk in the affected area during the nesting season from 2015 to 2017.

The 2017 gull deterrence consisting of six visits was completed in August of 2017 with an actual spend in 2017 of £6,547 against a budget provision of £11,200. Each visit requires the attendance of NBC Environment and a locally sourced cherry picker.

Claire Francis emailed the Town Council in early February asking if the Town Council was prepared to support the gull project in 2018. Provision under this budget heading was made in the 2018/19 estimates in the sum of £7,500.

The rationale behind continuing the gull deterrence over a period of years is that it changes the behaviour of the gulls and the nests become less in number.

The project was initiated due to the large number of gulls and their aggressive behaviour towards the general public. In the past year no complaints have been received from members of the public.

#### **Options Considered**

The committee needs to decide if it wishes to agree to continue to support the gull deterrence project, or;

to discontinue the gull deterrence project.

#### **Implications and Risks**

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

Adequate provision has been made in the 2018/19 estimates under this budget heading.

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

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

**Environmental Implications**

NBC Environment was established in 1993 with environmental solutions to pest and bird control.

**Risk Assessment**

A perceived risk of not continuing to support the project is that gull numbers increase back to where they were at the start of the project and any potential gains accrued over the three years of the project are negated.

**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 – STRATEGIC PLAN WORKING PARTY**

**Recommendation**

That the committee forms a working party to develop a Corporate Strategic Plan for the Council.

**Purpose of the Report**

To support the Council to develop a Corporate Strategic Plan

**Background**

It is good practice that organisations, including Councils, have some form of strategic plan which will help to set priorities for the organisation as well as sense of direction with some measurable goals.

The current Town Council plan, which was developed in 2015, is due to expire in 2018. It is therefore time to set out a new vision and it is for this Council to lay out its own ambitions for its term until 2021.

Following an initial discussion at a forward planning session, there was a general consensus that a working party comprising of members from each ward should be set up to shape the plan. This group would report initially to this committee where there will be an opportunity to commit and make amendments.

A final draft of the document would be consulted on by the community before it is adopted.

**Options Considered**

The committee needs to decide if it wishes to form a working party that will draft the Council's Strategic Plan to 2021.

## **Implications and Risks**

### **Financial and Resource Implications**

Whilst officers are unaware of any financial or resource implication for the Council associated with the development of the plan, the plan itself may help identify future budgetary requirements.

### **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. REPORT FOR DECISION – USE OF DIGITAL MEDIA FOR COMMUNICATING WITH COUNCILLORS**

### **Recommendation**

That the Committee agrees a programme of removing the needs to communicate between officers and the Councillors in a paper format.

### **Purpose of the Report**

To develop secure paperless communication between officers and Councillors.

### **Background**

Officers are currently looking at a number of strategies to manage costs, increasing digital security and improved members access to information.

- Issuing of agendas. In 2015 the legislation setting out how Councillors are to be summoned to meeting was amended by the Local Government (Electronic Communications) (England) Order 2015 (SI2015/5).

The change allows for “*where the member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address is permitted.*”

Currently all agendas, which commence with the summons are issued in a paper format. The cost of each agenda is £305 + set up costs

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This is calculated as follows,

	Monthly	Annually	5 Years
○ Postage	£52.36	£628.32	£3141.60
○ Stationery	£ 6.48	£152.70	£ 763.50
○ Staffing	£32.22	£436.60	£2183.00
○ Copier	<u>£30.00</u>	<u>£409.96</u>	<u>£2049.80</u>
Total	£121.06	£1627.58	£8137.90

Over a the life if the Council this equates a cost of £8137.90

**It is proposed that that committee and council agendas with supporting documents should be issued electronically to a secure Town Council email address.**

- Access to Planning Information: Since March 2016, all planning information issued by Wiltshire Council is transmitted electronically, which relies on Councillors having their own equipment to view an application. Currently at a meeting it is difficult for members to enter into a detailed debate on applications.

**It is proposed that all members have access to digital planning data both prior and during a meeting.**

- Freedom of Information: The Freedom of Information Act 2000 provides public access to information held by public authorities and one aspect of this is a member of the community is entitled to request information from public authorities. Work Councillors do in relation to the Council has the potential to be subject to such requests and therefore Town Council communications should be undertaken using Town Council email addresses to ensure there is clarity in the source of the email. Likewise no Town Council business should be conducted not using a Town Council email address.

**It is proposed that all Councillors are issued with Town Council emails and these emails are sent from a secure email address.**

- Security of Data: The Council must ensure that it has appropriate security of data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. To meet this requirement the Council needs to ensure that any device used to receive council information, whether by email or download, has the appropriate level of security and protection.

**It is proposed that all Councillors are issued with a tablet for which they will have sole access to enable them to transact Council business.**

- Supply of equipment: should the committee decide that the proposals set out in this report are acceptable and they should deliver longer term cost savings, provide improved access to information for Councillors, deliver greater security whilst making it easier for the authority to manage a Freedom of Information Request it then needs to decide how it will be funded. One of the principles of being a Councillor is that cost should not be a barrier, therefore insisting that any equipment is funded by Councillors would be to contradict that principle. Hence it should be funded through the authority

There is also a question of ownership of both the equipment and the data it holds. Should at any point during or at the end of a Councillors term of office, the authority may request the return of the equipment and without ownership that would not be without complication. The cost of supplying and maintaining a tablet for each Councillor will be £376.43

**It is proposed that Devizes Town Council supplies, at the authorities cost, a tablet to all Councillors to transact Council business and such equipment is maintained and remains the property of the Council.**

### **Options Considered**

The committee are asked to consider if it agrees the following proposals.

- That committee and council agendas with supporting documents should be issued electronically to a secure Town Council email address.
- That all members have access to digital planning data both prior and during a meeting.
- That all Councillors are issued with Town Council email and these email are sent from a secure email address.
- That all Councillors are issued with a tablet for which they will have sole access to enable them to transact Council business.
- That Devizes Town Council supplies, at the authorities cost, tablets to all Councillors to transact Council business and such equipment is maintained and remains the property of the Council.

### **Implications and Risks**

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

Provision has been made within the 2018/19 budget to meet the upfront cost of purchasing 22 Tablets (1spare).

**16. REPORT FOR DECISION – REQUEST FOR FINANCIAL SUPPORT BY THE DEVIZES YOUTHY**

**Recommendation**

That the committee considers a request by Devizes Youthy for financial support for a second youth worker.

**Purpose of the Report**

To consider a funding request by Devizes Youthy for funding.

**Background**

Officers have received a request from organisers of the Devizes Youthy for financial support towards additional staff.

Devizes Youthy is a local youth club for 13 – 18 year olds that meets weekly during school term times in the Southbroom Centre, next to the Leisure Centre.

They are discussing the possibility of trying to find funding for a second part time paid youth worker (5 hours per week). An application will be made to the Area Board to continue to fund the cost of the premises and one youth worker in 2018/19 and now it is felt that the time seems right to ask Devizes Town Council to consider supporting the Club by funding a second youth worker for the year beginning April 2018. At current rates this second youth worker would cost just under £2,000 per annum.

Attached to this agenda is further information about the work of the Youthy and how it is funded. It is hoped that John Saunders or Annica Bowen will attend the meeting to provide further information and answer any questions members may have.

**Options Considered**

The committee needs to decide if it wishes to support this application.

**Implications and Risks**

**Financial and Resource Implications**

The Council has made no financial provision for supporting youth workers within the 2018/19 therefore provision would need to be vied for a budget heading such as Town Centre Management.

**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.

**17. REPORT FOR DECISION - COMMUNITY GRANT AWARDS MARCH 2018**

**Recommendation**

That the Community & Civic Resources Committee supports the recommendations of the working party as outlined in the list below.

**Purpose of the Report**

To consider giving financial support through grant funding to benefit local people through local, district or national organisations.

**Background**

This year 5 applications for funding have been received during the second round of grant applications.

At the meeting of the Full Council held on the 23<sup>RD</sup> of May 2017 it was agreed to convene a cross party representational working party to consider all of the forthcoming applications. Members of the working party met on Tuesday 20th March, 2018 to consider the second round of grant applications received within this civic year.

The working party recommends that the following organisations should be awarded the amounts of funds listed below:

<b>Applicant</b>	<b>Brief Description of application</b>	<b>Amount of grant recommended</b>
<b>DEVIZES MEN' SHED</b>	Tools and equipment for projects	<b>£100</b>
<b>MUTIPLE SCLEROSIS THERAPY CENTRE (WESSEX) LTD</b>	Employment of a physiotherapist to aid MS sufferers	<b>NIL</b>
<b>ROYAL BRITISH LEGION, DEVIZES BRANCH</b>	Grand Pilgrimage 90	<b>£300</b>

<b>Applicant</b>	<b>Brief Description of application</b>	<b>Amount of grant recommended</b>
<b>THE CHOIR OF ST JOHN THE BAPTIST CHURCH, DEVIZES</b>	Choir Tour to Latvia in 2018	<b>NIL</b>
<b>THE WHARF THEATRE</b>	Upgrade lighting and sound board equipment	<b>£300</b>

### **Implications & Risks**

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

A budget is set aside each financial year for the purposes of allocating general/community grants. For 2018/2019 this was set at £5,500 with £2,430 having been allocated to date leaving £3,070 remaining unallocated. Any remaining amount after this second round of allocations will flow into the General Reserve at the end of the financial year.

#### **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 issues arising from this report.

#### **Risk Assessment**

Officers are not aware of any risks arising from this report other than the organisations listed above rely on volunteers, grants and contributions to remain solvent and therefore are actively involved with the Devizes community.

#### **Crime and Disorder**

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

### **18. 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.

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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

DEPUTY TOWN CLERK