



Devizes
Town Council

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SPECIAL **DEVIZES TOWN COUNCIL**

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

Date: 13 November 2018

Time: **6:45 pm**

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

Enquiries: Town Hall - Tel: 01380 722160

Councillors:	Bridewell	Burton	Corbett
	Carter	P Evans	S Evans
	Gay	Geddes	Giraud-Saunders
	Godwin	Greenwood	Hopkins
	Johnson	Nash	Parsons
	Rose	Rowland	Shaw
	Stevens	Von Berg	Wooldridge

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 16 and 23 October 2018.

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. **REPORT FOR INFORMATION – NOTICE OF CONCLUSION OF AUDIT 2017/18**

Members are reminded that at the meeting of the Council held on 26 June 2018, members resolved officers to submit the Annual Return including accounting and the annual governance statement in respect of Devizes Town Council for the 2017/18 financial year.

PKF Littlejohn LLP, the Council's external auditors returned the certified Annual Return on 7 November 2018.

Other matters not affecting their opinion but which they wished to draw to the attention of Devizes Town Council for the year ended 31 March 2018 was as follows;-

'the smaller authority has not addressed the matter raised by the previous auditors when qualifying the prior year annual return. The Council should have restated Section 2, Box 2 to move the Council Tax Support Grant into Section 2, Box 3.'

Officers were aware of this requirement however with the restatement of previous year and current year accounts to include a percentage of the Roundway Parish council financial statements this was omitted on the previous year data. Although this was an error it is minor in nature increasing one income box and reducing a second income box on the previous year data on the Annual return.

PKF Littlejohn LLP will be undertaking the audit in 2018/19

7. **EXEMPT REPORT FOR DECISION – ASSET TRANSFER AND SERVICE DEVOLUTION**

The report is held in exempt session as the Council has signed a confidentiality agreement.

8. **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.

9. 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

10. 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 Mayor

