



Devizes Town Council

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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, 17 October 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 9 September 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 5/2).

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

7. REPORT FOR INFORMATION – SCHEDULE OF ACCOUNTS PAID CORRECTIONS

A question was raised by a member of the Town Council regarding the schedule of accounts paid presented to this committee on the 5th of September, 2017. Officers responses are as follows:-

Line 14 – Nextday Catering Equipment – the narrative should have stated 6 Stainless Steel Vacuum Jugs – Venues VAT £20.25 Total £121.50.

Line 99 – Coppard Plant Hire Ltd – Hire of cherry picker for removal of gulls. Incorrect total value corrected from £67.00 to £347.67.

The total value for the period therefore increased from £184,530.07 to £184,810.74.

8. REPORT FOR INFORMATION – GULL DETERENCE

A question was raised by a member of the Town Council regarding the protection afforded to Herring Gulls.

In fact all gulls are protected therefore by definition once a chick is hatched it is subject to the same protection.

NBC Environment work under a licence which permits the removal of nests and eggs and the use of a hawk to deter the gulls.

9. REPORT FOR INFORMATION – CCTV MANAGER REPORT

Issued alongside this agenda is a report from the CCTV Manager (doc 9/1).

10. REPORT FOR INFORMATION – MAYORAL ALLOWANCE

The spend of the mayoral allowance regarding the Town Mayor, Councillor Nigel Carter during the 2017/18 financial year is as follows.

Mayor Making	£ 782.25
General Expenses & Mileage	£ 650.37
	£ 1,432.62

The spend year to date of £1,432.62 equates to £21% of the annual budget for the year of £6,821.

11. REPORT FOR INFORMATION – MARKET OPERATION IN DEVIZES

On a number of occasions concerns have been raised with Town Council officers that there has been a steady decline in the markets popularity during the current year. Officers at the Town Council have made contact with Wiltshire asking if what people are sensing is a reality or it is simply seasonal trends. They also asked if there could be advised on what is happening nationally with markets, what Wiltshire Council strategy is for promoting them and finally how sustainable they continue to be.

A further area of concern is the Shambles in Devizes. Again there is a sense that it is not performing that well with its footfall or its ability to attract stall holder. The Council would welcome an opportunity to discuss any strategy that exists to promote this market area, both in terms of the new start up units at the top end and the increase usage of the market hall element.

In responding Wiltshire Council provided the following information

“Markets nationally are experiencing many challenges including a decline in overall trader numbers, increased competition from discount retailers, out of town shopping and internet shopping. The council has identified a change in retail culture over the last 18 months that has impacted on our markets and after speaking to traders who attend other markets across southern England this seems to confirm a national trend. The council’s markets team continue to strive to fill pitches and to provide varied and interesting weekly markets.

Devizes outdoor market continues to be very popular. Both the public and traders are providing regular positive feedback. Some weeks may be more difficult for traders than others and all traders need to take a long term view of the viability of any market. We currently have 30 traders at the market; in August 2016 we had 28 and so we have seen growth as well as turnover of traders.

The Shambles Market has seen lower visitor numbers over the last year but we have attracted a number of new unit holders and believe that by the end of September the units at the upper end will be full. The council believes that in the long term supplying a consistent offering throughout the week with the correct products will see an increase in people shopping in the Shambles.

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We continue to look at how the council can attract new traders and have recently introduced new offers and concepts which have generated interest from new traders.”

The Markets Team utilise the council’s events website to promote the market and will continue to do so alongside regular promotional work with our communications department.

Town Council officers also asked about fees and charges and were advised that fees for the Shambles did rise in April 2017 as part of Wiltshire Council’s budget setting process which is set by Cabinet.

They have also introduced various offers within the Shambles to attract new traders and unit holders such as lowering the price of a bay on a Friday to £11.70 and recently introducing an offer on Saturdays where traders can take a bay for £10 for a period of 3 months. We are advised that this has proved popular with every Saturday between now and Christmas fully booked.

The markets team also offers “tables for a tenner” on a Tuesday which has proved popular, which allows up to a maximum of two tables per person.

Discounts to unit holders are on offer, where existing unit holders can receive a 10% discount if they pay the annual rent up front and new unit holders can receive a 25% discount if they sign up for a year with no break clause.

The Market Team say the work hard to ensure the Shambles is as full as possible and has a varied offer.

Pitch fee increases agreed by cabinet and effective 01 April 2017 are as follows;

Hire of lower end of the Hall

Summer – up £3.20 per day or 5% to £66.80 per day

Winter – up £ 3.95 per day or 5% to £82.40 per day

Antiques Market (Tuesday)

Up £ 1.30 or 4.9% to £ 27.80 per bay, this includes 3 tables. Most traders actually get more space than they pay for.

General Market (Thursday/Saturday)

Up £1.40 or 5.2% to £28.40 per bay, see above for Saturday offer

Friday

Up 57p or 5% to £11.70 per bay

Unity prices also rose 5%, however we have also introduced the offers above which have led to all units bar one being taken.

A single unit now costs £84 per week, up £4 per week

A double unit now costs £157.50 per week, up £7.50 per week.

12. REPORT FOR DECISION – CCTV GRANT FUNDING

Recommendation

That the committee considers a core grant funding request for the operation of the Town's CCTV system by the Devizes Development Partnership and decides if it wished to agree a three year funding commitments

Purpose of the Report

To decide if the Town Council will continue to core fund the town's CCTV system for a further three years

Background

An application has been received from the Devizes Development Partnership (DDP), requesting that the Town Council continues to core fund the town's CCTV system they operate..

The DDP are requesting a continuation of the £18,000 per annum contribution the Council makes to toward the operation for a further 3 years. In the funding request they advises the Council that costs have been closely controlled and they are now forecast at £20,800 for the current year including a £1,250 provision for repairs and renewals. Alongside the application (Doc 12/1) is an attached Budget (Doc 12/2) and Cash Flow forecast for 2018/19 (Doc 12/3). In addition to Town Council funding the DDP have been seeking new support from local businesses and currently we have pledges of finance in the order of £2,615 per annum with £2,855 as our budget target.

Within the application, the DDP advises that during the last 3 years they have renewed 5 cameras and installed a new radio link at a total cost of £14,100 to replace aging equipment. These costs have been financed from DDP carried forward reserves and with excellent support from the Area Board. The renewals referred to in the CCTV manager's report will be part financed from remaining available DDP reserves and we will seek funding from the Area Board. This will mean that the whole existing system will have been renewed and the do not expect that the system should need much in the way of major renewals for the next 3 years.

Options Considered

The committee needs to decide if it is willing for the Council to continue to core fund the Town CCTV system and if so,

- Does it wish to continue at £18,000 per annum or a different amount
- Does the committee wish to commit for a three year period or revise this.

Implications and Risks

Financial and Resource Implications

Budget provision for this request has already been allowed for within the draft estimations for 2018/19.

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 - COMMUNITY GRANT AWARDS SEPTEMBER 2017

Recommendation

That the Community & Civic Resources Committee supports the recommendations of the working party as outlined in the list below and that any remaining budget is carried forward to a second round of grant applications in March 2018.

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 11 applications for funding have been received during the first round of grant applications.

At the meeting of the Full Council held on the 23RD 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 3rd October, 2017 to consider the first 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:

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Applicant	Brief Description of application	Amount of grant recommended
DEVIZES AND DISTRICT ASSOCIATION FOR THE DISABLED	Grant towards the cost of a new hob for the main kitchen.	£250
DEVIZES AND DISTRICT LINK	Ongoing support for transport service	£250
DEVIZES BUDO CLUB	Provision of new crash mats	£250
DEVIZES AND DISTRICT PHAB	Reinstatement of Free swimming lessons to all members	£300
DEVIZES SENIOR CITIZENS CHRISTMAS DAY EVENT	Catering, takeaways, small gifts and transport	£250
FIRST STAGES	To assist with the costs of event raising funds for Cystic Fibrosis UK	£100
MULTIPLE SCLEROSIS THERAPY CENTRE (WESSEX) LIMITED	To maintain the facilities at the MS Therapy Centre physiotherapy gym.	NIL
ROYAL BRITISH LEGION, DEVIZES BRANCH	Grand Pilgrimage 90	NIL
VICTIM SUPPORT	Purchase of security items to provide appropriate support to victims of crime in Devizes post code area	£50

WAIBLINGEN WAY COMMUNITY GROUP	To buy seeds for our community garden, garden parties, BBQs and coach trips	£200
WILTSHIRE CITIZENS ADVICE	Support towards the cost of running the drop-in advisory sessions in Devizes	NIL

Implications & Risks

Financial and Resource Implications

A budget is set aside each financial year for the purposes of allocating general/community grants. For 2017/2018 this was set at £5,500. Members of the working party have agreed to £1,650 being allocated in this second round with £3,850 remaining unallocated. The unallocated amount will go forward to the allocation in the second round of awards.

Legal Implications and Legislative Powers

The statutory provision (section 137) enables a local council each year to spend up to an amount of £5.40 per local government elected listed in the Register of Electors on anything, which in the Council's opinion is in the interest of all or some of the inhabitants.

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 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.

14. REPORT FOR DECISION – INCREASE TO MUSEUM GRANT

The item has been placed on the agenda by Councillor Johnson.

Recommendation

That the committee considers increasing the museum grant from £3000 to £4000 in the financial year 2018/19

Purpose of the Report

To consider a requested from Councillor Johnson, who represents the Council at the Museum, for an increase in the grant payable for year 2018/19.

Background

The Museum is growing in prominence because of the hard work of the staff. The Museum brings in £500,000 to the local economy each year.

Visitor numbers have doubled in the last few years from 4,000 to 8,000.

The current Council grant allows the Museum to run school events at a discount therefore the extra money would help develop the exhibition programme to bring more visitors to the town. The Museum would welcome a Town Council stand to advertise activities and venues.

Options Considered

The committee needs to decide if they wish to increase the Museum's budgeted grant allocation for 2018/19. *It should be remembered that the final agreed budget will be made by the Full Council at its December meeting.*

Implications and Risks

Financial and Resource Implications

The draft budget for 2018/19, as currently presented has an allocation of £3000 for the museum grant. This would increase the budget by £1000.

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. 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