



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, 15 November 2016

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 Mrs Burton)

Chairman: Councillor Giraud-Saunders

Councillors:	Mrs Bridewell	Carter	Corbett
	East	Evans	Geddes
	Hopkins	Nash	

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the Community and Civic Resources Committee Meeting held on 23 August 2016, 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. VISIT BY WILTSHIRE POLICE

It is hoped that Sargent Mark Andrews will attend the meeting, work duties permitting and give an update on policing issues in the town. Officers have asked if he could let the committee know how the new arrangements are working and what the impact it has been on local (Devizes) policing.

6. REPORT FOR INFORMATION – SCHEDULE OF ACCOUNTS PAID

A Schedule of Accounts Paid is attached for information (doc 6/1).

7. NARRATIVE INCOME & EXPENDITURE ACCOUNT & KEY PERFORMANCE INDICATORS 2016/2017

OCTOBER 2016 THEREFORE 58%

Members have requested that any variances – or + 10% from the above figure require a narrative by officers.

INCOME

1. Precept received in full for 2016/17 financial year.
2. Town Hall income figures are performing better than in the 2015/16 financial year however have fallen short of budget.
3. Corn Exchange income figures are performing better than in the 2015/16 financial year however have fallen short of budget.
4. Café income weighted towards Spring & Summer months, however a stronger performance than budgeted.
5. Public convenience income projected to be in excess of £8700 in the 2016/17 financial year. No budget provision.
6. Strong uptake on Business Christmas trees this year.
7. Full value of JBC Admin recharge received.

EXPENDITURE

8. Twinning event held in June 2016 in Mayenne therefore majority of costs incurred to date.
9. Low uptake on general grants during 2016/17. Second round will take place before year end with a number of anticipated applications.
10. Festival Free use fully expended and Carnival partially expended therefore expenditure will fall back in percentage terms as year progresses.
11. Wiltshire Council have invoiced initial three quarters of Devizes Town Council contribution towards the running cost of Devizes Leisure Centre. Costs within budgeted for the financial year.
12. Café salary costs projected at £38,500 for the financial year against a budget of £23,000.
13. Expenditure on Public conveniences projected to be £66,182 in the current financial year. £44,000 of this expenditure is projected to be negated by unutilised additional service provision budget.
14. Christmas festival & lights expended in final quarter of financial year.
15. Superloo barriers cost £3,426 not provided in 2016/17 estimates.

8. REPORT FOR INFORMATION – TRANSFER OF ASSETS AND SERVICE DELEGATION

On the 21 October Councillors Corbett and Nash supported by officers met with senior staff from Wiltshire Council to discuss the programme of asset transfers and service delegation.

It was confirmed that Devizes is the next town for which a review of possible assets transfers and serviced delegations will be considered. Wiltshire Council also confirmed that they had received Devizes' proposal and this would form the bases of future discussions and negotiations.

A copy of the notes of the meeting together with an action plan have been attached to the agenda for member's information. (Doc 8/1 – 8/4)

9. REPORT FOR DECISION - COMMUNITY GRANT AWARDS SEPTEMBER 2016

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 2017.

COMMUNITY & CIVIC RESOURCES COMMITTEE
15 NOVEMBER 2016

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 first round of grant applications.

At the Community & Civic Resources Committee held on the 10th of May 2016 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 11th October, 2016 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:

Applicant	Brief Description of application	Amount of grant recommended
DEVIZES AND DISTRICT PHAB	Grant towards Christmas party in December 2016	£300
MULTIPLE SCLEROSIS THERAPY CENTRE (WESSEX) LIMITED	To maintain the facilities at the MS Therapy Centre physiotherapy gym.	NIL
THE CROWN CENTRE	To redecorate and refurbish our sitting room	£200
THE WILTSHIRE BOBBY VAN TRUST	'Bobby' operators carry out home security and fire risk assessments before fitting appropriate hardware for each client	£100
WILTSHIRE CITIZENS ADVICE	Grant will enable the recruitment, training and expenses of a volunteer adviser	£100

Implications & Risks

Financial and Resource Implications

A budget is set aside each financial year for the purposes of allocating general/community grants. For 2016/2017 this was set at £3000. An amount of £100 was utilised for a grant which was delayed from the 2015/16 round of grant awards leaving £2,900 for the 2016/17 financial year. Members of the working party have agreed to £700 being allocated in this second round with £2,200 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.

10. REPORT FOR DECISION – MEMBERSHIP OF THE JOINT GOVERNANCE COMMITTEE

Recommendation

That the committee selects a member of the Town Council to sit on the Joint Governance Committee.

Purpose of the Report

To fill the vacant Town Council position on the Joint Governance Committee.

Background

Following the death of Councillor Pete Smith, there is a vacant Town Council position on the Joint Governance Committee.

The Joint Governance Committee comprises of ten members, five from Devizes and five from Roundway. With the vacancy, Devizes is currently underrepresented on the committee.

Options Considered

The Committee needs to decide who they wish to appoint to the committee.

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.

11. REPORT FOR DECISION – VACANCIES ON OUTSIDE BODIES

Recommendation

That the committee agrees new Council representatives for the Devizes Arts Festival and Devizes Outdoor Celebratory Arts Committees.

Purpose of the Report

To agreed new Town Council representatives for the Devizes Arts Festival and Devizes Outdoor Celebratory Arts Committees.

Background

Officers have received a request from Councillor Mrs Rose that the Council appoints new representative to take up her representation on the Devizes Arts Festival and Devizes Outdoor Celebratory Arts Committees.

Councillor Mrs Rose is finding it difficult to adequately represent the Council on these committee due to health issues and my greater family commitments.

Options Considered

The Committee needs to decide who they wish to represent the Council on these committees.

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.

12. REPORT FOR DECISION – OFFER OF A GIFT

Recommendation

To consider an offer of a gift by Mrs Margret Taylor, following the granting of Freeman of the Town by the Town Council.

Purpose of the Report

To consider an offer of a gift for the town from Mrs Margaret Taylor, Freeman of Devizes.

Background

The Mayor has received a letter from Mrs Margaret Taylor (Doc 12/1) who has offered to make a donation of something of use to Devizes as a way of giving thanks for being elected a Freeman of the town. She is offering a gift such a bench or tree.

If the Committee is minded to accept the gift they are asked to consider what that gift should be and where it should be located.

Options Considered

The committee needs to decide if they wish to accept offer of a gift and if it does, what that gift should be and where it should be located.

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 – PROVISION OF A TOWN GUIDE

Recommendation

This matter has been placed on this agenda by Councillor Carter who would propose that the Committee considers whether it agrees to endorse the current policy whereby the Town Council offers its authority to a company, which seeks payment for advertising to produce a town guide.

Purpose of the Report

Councillor Carter is taking this opportunity to allow officers to advise the Committee on the origins and purpose of the Devizes Town Guide, in order that it can consider what position the Council will take with regard to future publications.

While the current edition provides a good spread of businesses and general description, there are some inaccuracies and it omits information that members may feel is important to potential readers.

Background

Officers have reviewed the situation with regard to the Town Guide publication and advice that this is currently compiled and published by a commercial company acting with Town Council's endorsement to seek payment for advertising to cover the costs of a publication which, it is assumed includes a profit margin.

The company, Local Authority Publishing Co, has produced a town guide every two years for several years. In the past other companies have undertaken it and it has taken different formats with varying amount of input from the Town Council.

Initially, the Town Council was the sole liaison with the publishing company but for a period of time, it was passed to the Town Centre Manager to manage the publication on behalf of the town as a function of the Devizes Development Partnership.

The Tourism Group have been looking at the possibility of delivering a publication, however, following a number of years without any guide, the Local Authority Publishing Co made an approach to undertake the delivery of a publication on the arrangement previously in place.

This is, of course, a commercial venture for the company producing the guide – paid for by advertising. It asks for the endorsement of the Town Council, in so much, that it allows the use of the Town Council's endorsement when seeking advertising. This has never proved to be a problem in itself because the company has always produced a guide and there have been no problems with the advertisers – to our knowledge, everyone who has paid money has received the appropriate advert as agreed.

There is a suggestion that the publication is not complete in terms of its advertising, in as much that all businesses have not received an approach. To be fair to the company, this has not necessarily been a condition of the endorsement. The company will seek sufficient advertising to cover its commercial requirements.

With regard to the accuracy and representation of the content there is an opportunity to proof before publication, however, ensuring that all information is accurate and complete, is a significant piece of work that has not been factored into the officers' work programme. The publication also tends to run close to deadlines and the time constraints mean that there is not always sufficient time to make changes, especially if this leads to changes in layout.

Officers accept that the publication is far from perfect, however, without the resources to undertake such a piece of work "in house", the question that, as officers, we asked ourselves was whether it was better to have something or nothing – and concluded "something". It is for the Committee to decide what approach it would wish to see in future but officers ask that the Committee is realistic in understanding the resource issues.

The current document has gone to press and distribution – all of which is at the cost of the publishing company – there is no financial cost to the Council except for our own advert regarding the venues. Another one will not be proposed until 2018, so there is time to consider what the Council wishes to do.

Options Considered

The Committee needs to decide how to approach the issue of a publication to act as a Town Guide in the future.

Implications & Risks

Financial and Resource Implications

To produce such a document "in house" has significant resource implications and decisions around whether to seek advertising income which have an impact on the financial implications.

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

There seems to be a view amongst some commentators that the publications damages the reputation of the town. Officers do not necessarily agree with this position, however, it recognised that there are some inaccuracies around the signposting of health care facilities.

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. 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