



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, 26 AUGUST 2014

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 Bridewell)

Chairman: Councillor East

Councillors: Brewer
Geddes
Nash

Mrs Burton
Giraud-Saunders
Smith

Evans
Hopkins

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 15 July 2014 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 – NARRATIVE INCOME & EXPENDITURE ACCOUNT JULY 2014

4 MONTHS THEREFORE 33%

INCOME

1. First half of precept received from Wiltshire Council during April 2014
2. HLF income grant received July 2014. Higher than budgeted.

EXPENDITURE

3. 2014 twinning costs higher than budget and £600 incurred for transportation of a Sarsen stone to Germany. We may recover part of this as Stadt Waiblingen have applied for a grant which will partially cover these additional costs.
4. Free use by All in One Catering £2.4K year to date. No budget against this cost heading. Grant to WANHS, Devizes Community Hospital and Drews Pond Wood fully expended in July 2014.
5. Festival free use fully expended in first quarter of the financial year. Actual £6.57K, budget £6K. DOCA grant 50% of full year expended in initial 4 months.
6. Water rates in respect of Memorial Fountain £189 year to date. No specific budget provision.
7. Devizes Leisure Centre invoiced quarterly. Initial invoice only received from Wiltshire Council.
8. Hillworth Project costs negated by ongoing HLF grant claims. Activity costs more evident in Summer months.
9. Earlier expenditure during Summer months regarding plants, seeds and bulbs, watering contract and trees and woodland.
10. Large expenditure on ventilation and air conditioning system. Ear marked reserve will be brought forward in future months to negate expenditure when fully expended.

Large items of capital spend regarding The Chequers Garden and Albion Place will appear later in the financial year.

6. REPORT FOR INFORMATION – SCHEDULE OF ACCOUNTS PAID

A Schedule of Accounts Paid is attached for information (doc 6/1 – doc 6/2).

7. REPORT FOR INFORMATION – WILTSHIRE ASSOCIATION OF LOCAL COUNCILS (WALC)

This item was placed on the agenda by Councillor Wooldridge.

A meeting of Wiltshire Association of Local Councils was held on the 23rd June 2014 and the following items were agreed.

- **W.A.L.C. PRESIDENCY.** It was agreed that the RT. Hon. Lord Wills would be the new president. Michael Wills was the member of parliament (MP) for Swindon and North from 1997 to 2010.
- It was agreed that the General purposes committee would now be called, Finance and General Purpose committee. This is to contribute to the streamlining of the services and to monitor the full cost of the service. There will no longer be a treasurer to the association, and the accounts will be passed from Community First to the Executive Committee.
- Cllr Albert Wooldridge the Devizes Representative will join the F.G.P. Committee.
- The new Chief Executive for N.A.L.C. will now be Dr Owen to replace John Findley.
- W.A.L.C. will move to its new offices at the Hopton site around Sept to Oct this year.

8. REPORT FOR INFORMATION – FINAL INTERNAL AUDIT REPORT FOR 2013/2014

The final Interim Audit of Alistair Morrison for the financial year ended 2013-14, copy is issued alongside, the Town Council's internal auditor was received on 23 May 2014. There were no matters which he wished to bring to the attention of the Town Council.

9. REPORT FOR INFORMATION – FINANCE AND GOVERNANCE WORKING PARTY

Attached to this report is a copy of the programme for the Finance and Governance Working Party (doc 91/), which is in line with the terms of reference agreed at the time of its conception with the addition of tasks it has been given since then.

At the next Full Council meeting on the 10 July the Council will be asked to agree a revised mission statement and core objectives which are currently being reviewed.

10. REPORT FOR DECISION - GREAT WESTERN HOSPITAL NHS FOUNDATION ANNUAL MEMBERS' MEETING

Recommendation

To decide if representation is made to the Annual Members' Meetings at the RUH and the Great Western Hospitals.

Purpose of the Report

To decide if representation is made from Devizes Town Council and if so which Councillor would like to attend which event.

Background

In the past Devizes Town Council have sent one Councillor to each of the NHS Trusts Annual Members' Meetings.

Great Western Hospitals NHS Foundation Trust meeting is being held on Wednesday 17 September at The Academy, Great Western Hospital, Marlborough Road, Swindon, SN3 6BB. Doors open at 5.45pm and the meeting is due to close at 8.30pm.

Royal United Hospital Bath NHS Trust meeting is being held on Wednesday 24 September from 5pm at the Assembly Rooms, Bath, summary and close at 19:30pm.

Options Considered

Whether Devizes Town Council wishes to send a representative to the Annual Members' Meeting at the RUH, Bath or the Great Western Hospital, Swindon. If it is members view to send representation then which Councillor will attend which event.

If it is members view not to send representation then no more needs to be done.

Implications & Risks

Financial and Resource Implications

A small amount of travel expenses will be paid.

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

Officers are not aware of any risks 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 – CCTV GRANT FUNDING REQUEST

Recommendation

That the committee considers the continued funding request for the operation of the town's CCTV system and decide what response it wishes to make.

Purpose of the Report

To consider if this council will continue to fund the Town's CCTV system and to what level.

Background

In 2010 this Council made a three year grant funding commitment to a maximum of £18,000 per annum to help the Devizes Development Partnership run and maintain the town's CCTV system which they own and operate.

At the end of March 2015 that funding commitment comes to an end and therefore the Devizes Development Partnership has made a formal request that the Town Council makes a further three year commitment again of up to £18,000pa towards the systems costs of £20,280 with the shortfall coming from donations and the business community.

Attached to this report is the formal letter of request (doc 11/1), a budget report for the system (doc 11/2), a cash flow report the system (doc 11/3) and the CCTV manager's report (doc 11/4 – 11/6).

It is clear from the information provided that the Town Council grant meets the majority of the running costs and therefore without it, it is difficult to see how the Devizes Development Partnership would be able to continue if this Committee decided against a further grant.

In the final paragraph of the letter from John Gaca, treasurer for the DDP, he advises that there is some question about the long term viability of the organisation's future and therefore should the Council decide that it is minded to agree to the request and provide a further three years grant funding there is a significant possibility that a decision will need to be made about the systems ownership and operation before the end of the agreement.

Options Considered

The Committee needs to decide if they are going to agree to the grant funding request for the operation and maintenance of the Towns' CCTV system.

If it does decide to agree to grant funding of the CCTV system it will need to further agree the maximum amount of funding in any one year and the length of time the agreement will last.

Implications and Risks

Financial and Resource Implications

The Council has an £18,000 budget provision in the current year and a similar amount would need to be included in subsequent years.

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

There is a risk which ever decision the committee takes.

- Should the committee decide not to agree to the request, there is a significant risk that the system would close which may result in some criticism for the Council.
- Should the committee decide to agree to the request as asked, there is a significant risk that Devizes Development Partnership will have ceased as an entity and therefore there is some question over who will own and oversee the operation of the system.

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 – MESSENGER CIRCULATION

Recommendation

To decide if the Town Council wishes to continue circulating the Messenger to Roundway residents.

Purpose of the Report

To decide if the Messenger should be delivered to Roundway residents.

Background

As part of the Neighbourhood Plan's development the Town Council agreed that residents of Roundway could receive a copy of the Messenger provided Roundway Parish Council paid for the cost of printing and distribution.

Whilst this arrangement has worked well, in recent editions there has been little editorial content on the Neighbourhood Plan. Nevertheless, Roundway Parish Council have been keen to continue with the arrangement.

Officers are conscious that allowing the arrangement to continue is going outside the original agreement unless the committee are happy to continue.

Should the committee be minded to continue to allow the messenger to be circulated to Roundway residents, it may wish to consider if it should be developed into a joint edition where each council is equally represented which could be a task appointed the communications working party to explore with Roundway Parish Council.

Options Considered

The Committee are asked to decide

- Should the Messenger continue to be delivered to the residents of Roundway provided Roundway Parish Council is happy to pay for the printing and distribution costs?
- Should the Messenger equally represent Roundway Parish Council and Devizes Town Council?
- Should the Communication Working Party be tasked with meeting with Roundway Parish Council to facilitate a closer working arrangement on the Messenger?

Implications and Risks

Financial and Resource Implications

Whilst the costs for the current arrangement are easily calculated, should Roundway Parish Council be given editorial space they will need to meet some staffing cost needed to produce each edition.

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 associated with continuing the current arrangement, however the Communication Working party would need to consider the issues of risk as part of their remit.

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 – FLY THE FLAG FOR THE COMMONWEALTH,
9 MARCH 2015**

Recommendation

That the committee decides if it wishes to take part in a national “Fly a Flag” event to mark Commonwealth Day.

Purpose of the Report

To decide if this Council wishes to take part in the Commonwealth “Fly a Flag” event on the 9 March 2015.

Background

A letter has been received from the Chairman of the National Association of Local Councils asking all town and parish councils to take part in what is hoped to become an annual event to celebrate the Commonwealth by flying the Commonwealth flag on 9 March 2015.

The purpose of the event is to bring together the fifty three sovereign states of the Commonwealth in a single act of respect for diversity towards tolerance, freedom of expression, respect for human rights, the rule of law, protecting the environment, access to health, education, food and shelter, and gender equality.

To take part Councils are required to register and purchase a Commonwealth flag. The letter goes on to suggest it could be either the Mayor or a younger member of the community who raises the flag at 10am.

Options Considered

The committee needs to decide if Devizes Town Council wishes to take part in the event.

Implications and Risks

Financial and Resource Implications

The Council does not currently own a Commonwealth flag therefore one would need to be purchased at a cost of £58.00.

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.

14. REPORT FOR DECISION – PROPOSED WITHDRAWAL OF THE EARLY MORNING BUS PASS TRAVEL CONCESSION – CONSULTATION

Recommendation

That the committee decides what response it wishes to make to the consultation for the proposed withdrawal of the early morning bus pass travel concession.

Purpose of the Report

To provide the committee with an opportunity to respond to Wiltshire Council's consultation on the proposed withdrawal of the early morning bus pass travel concession.

Background

In reviewing the policy it is anticipated that there will be financial savings in order that it can prioritise its budget on protecting vulnerable people and as such Wiltshire Council has commenced a consultation exercise.

Circulated alongside this agenda is the consultation briefing and the questionnaire which the committee will need to consider.

In summary consultees are being asked

- Should free bus travel not start before 9am Monday to Friday
- Should free bus travel not start before 9:30am Monday to Friday
- Should a later start time apply to disabled bus pass holders

Options Considered

The Committee needs to decide if they wish to respond to the consultation and if so how they wish to respond.

Implications and Risks

Financial and Resource Implications

Officers are unaware of any finance and resource implication for the Council associated with this decision.

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

The condition of the Cheques has deteriorated during the course of the last few winters and as surfaces become more exposed to frost damage this deterioration could accelerate.

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 – OUR PLACE PROGRAMME FOR THE DEVIZES COMMUNITY AREA

Recommendation

To agree the Town Council representative as a partner on the “Our Place Programme”.

Purpose of the Report

To decide if the Town Council wishes to be represented on the “Our Place Programme” and if so who that will be.

Background

Community First in Devizes was awarded an “Our Place” funding grant to focus on the issues of social inclusion and health for older people living in the Devizes Community Area. Stephen Williams MP, has announced that Locality and the Department of Communities and Local Government will be working with 123 local areas across the country, and Devizes Community Area is one of them.

Stage one is to develop an operational plan around the chosen theme over the next few months. The Our Place Fund aims to transform local services, give people more power over local services and budgets in their neighbourhoods, aligning these with all the other resources that the community can bring. Using the Our Place approach, they want us to influence how local services are designed, planned and delivered, this could mean linking elderly people to volunteer helpers to reduce isolation or improve access to health services.

Councillor Judy Rose has been involved with the Devizes project and therefore the committee may wish to appoint her as their representative on the project.

Options Considered

The Committee needs to decide if they wish to have Town Council representation on the Our Place Programme team and if so are they happy for Councillor Mrs Rose to take on that role.

Implications and Risks

Financial and Resource Implications

Officers are unaware of any finance and resource implication for the Council associated with this decision.

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.

16. REPORT FOR DECISION – FIRE AND RESCUE SERVICE CONSULTATION

Recommendation

That the committee appoints a representative to attend the Fire & Rescue Service briefing on options being put forward to help protect the service against growing financial pressures.

Purpose of the Report

To enable a Committee to gain a better understating of proposals to change the way the service is managed in order to make it more cost effective.

Background

Officers have received a letter from the Councillor Chris Devine, Chairman of the Wiltshire & Swindon Fire Authority, inviting representatives of this Council to attend a briefing on work that is binging undertaken to review the service

The meeting is on Tuesday 14 October at 2:30pm to be held at the Town Hall. The meeting will provide information to those attending on possible scenarios which will see changes in the way the service is managed. These have also been set out in the briefing paper which is circulated alongside this agenda.

It would be helpful for those attending the meeting to draft a report to be included in the agenda for the next meeting, which is where this Council will set out its responses to the scenarios on offer and therefore it may be helpful if an officer accompanies a member.

Options Considered

The committee needs to decide if they wish to appoint representatives to attend the briefing session organised by the Fire and Rescue Service and if so, who they will be.

Implications and Risks

Financial and Resource Implications

Officers are unaware of any Finance and Resource implication for the Council associated with this decision.

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.

17. REPORT FOR DECISION – SELECTION OF TOWN COUNCIL WEBSITE DESIGNER

Recommendation

To decide if members of the committee endorse the selection of the website designer as agreed by the members of the communications working party on 19 August 2014.

Purpose of the Report

To inform members of the committee of the process entered into by officers and members of the communications working party in selecting a designer for the new Town Council website.

Background

The current Town Council website is approximately 10 years old. Officers and members have become increasingly aware of its shortcomings and members of the communications working party were instructed by the members of this committee to start the process for the production of a new Town Council website.

An initial meeting of the communications working party considered its brief and it was decided that two members of the working party would design a website map for agreement by members of the working party. This was duly received and approved at the next meeting of the working party and officers were requested to write to website designers in the SN10 postcode area to firstly express an interest in the project and secondly provide a quotation for the design and implementation of the website.

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Officers identified 15 website designers/providers in the postcode area and letters were despatched on 15 June 2014 with a response required by 7 July 2014.

Of those contacted 8 were non-responders, 3 responded but were unable to provide a quote for a variety of reasons, whilst 4 expressed an interest and provided a quotation.

Quotations from the 4 website designers ranged from £2,580 to £7,500 and after considering the price comparison and looking at websites designed by the relevant designers, members of the working party shortlisted it down to 2 designers.

It was considered that both designers, CT10TEN Ltd (Chris Franklin) and Jackson McConnell Ltd were competitively priced and would be able to meet the brief of providing a modern looking website that should meet the needs of the Town Council for the next 10 years.

Having looked again at websites designed by the shortlist of 2, members decided that the visual impact coupled with an innovative approach to design gave Jackson McConnell Ltd the edge and decided to recommend the instruction of this design company to members of the Community & Civic Resources committee.

Jackson McConnell Ltd designed and implemented the Hillworth Park website and members of the working party also felt that it would be advantageous to instruct the same designer for the main Town Council website.

Options Considered

The Committee are asked to decide

- To accept the recommendation of the communications working party.

or

- To reconsider the quotations of the 4 responders.

Implications and Risks

Financial and Resource Implications

The Town Council budget does not currently provide for a new Town Council website. It is anticipated that a new website should enable stronger income generation by marketing more effectively our venues.

There is clearly a resource issue with the training of staff. Officers do however feel this to be a resource well utilised in the long term. A number of training sessions are included within the quotation, however any additional training requirement can be met by the existing staff training 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

Officers are unaware of any risk 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.

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.

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