



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 FEBRUARY 2015

Time: Immediately after the Special Recreation & Properties 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: Mrs Burton

Giraud-Saunders

Smith

Evans

Hopkins

Geddes

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 Meetings held on 6 January and 20 January 2015 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 JANUARY 2015

10 MONTHS THEREFORE 83%

INCOME

1. Small amount of Civic Event income. No specific budget provision.
2. Full precept received from Wiltshire Council.
3. HLF income grant received 2014. Higher than budgeted.
4. JBC salary recharge – Final quarter will be received in February 2015.
5. Business Christmas tree income achieved below budget. 85 trees sold compared to 100 budgeted.

EXPENDITURE

6. Free use by All in One Catering £7.4K year to date. No budget provision against this cost heading. Grant to WANHS, Devizes Community Hospital and Drews Pond Wood fully expended in July 2014.
7. Festival Free Use has exceed budget Actual spend £7.1K, budget £6K. Carnival Grant and Carnival Free Use now fully expended. DOCA grant £7.7K expended against a full year budget of £10K.
8. Water rates in respect of Memorial Fountain £259 year to date. No specific budget provision.
9. Hillworth Project costs negated by ongoing HLF grant claims. Activity costs more evident in Summer months.
10. Christmas Lighting invoices now received.
11. Final quarter JBC precept payable March 2015.

Large items of capital Spend regarding The Chequers Garden and Albion Place will appear later in the financial Year or will be placed in Ear Marked Reserves should projects not come to fruition during this 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 – THIRD INTERIM AUDIT 2014-15

The third Interim Audit of Alistair Morrison for the financial year ended 2014-15; copy is issued alongside, the Town Council's internal auditor was received on 26 January 2015. There were no matters which he wished to bring to the attention of the Town Council.

8. REPORT FOR INFORMATION – WILTSHIRE ASSOCIATION OF LOCAL COUNCILS (WALC) – ANNUAL GENERAL MEETING

Councillor Wooldridge attended the annual general meeting of WALC on 27 January 2015, attached to this agenda is his report for information.

9. REPORT FOR DECISION – 2015/2016 CIVIC CALENDAR

Recommendation

That this committee consider and agree any changes to the draft civic calendar, which is issued alongside this agenda.

Purpose of the Report

To agree the Civic Calendar for the civic year 2015 to 2016 up to and including 12 May 2016.

Background

The draft civic calendar is issued alongside this agenda and members are asked to consider any amendments to be considered at the meeting.

The carol concert has been booked for Wednesday 9 December.

Christmas Office Closure

It is recommended that the statutory closure dates will be 24 December and 31 December 2015.

Implications & Risks

Financial and Resource Implications

Officers are not aware of any financial or resource implications arising from this report.

Legal Implications and Legislative Powers

Officers are not aware of any legal implications arising from this report.

Environmental Implications

Officers are not aware of any environmental issues arising from this report.

Risk Assessment

If key meetings are not held at appropriate times the council may fail to respond to consultative issues within the prescribed times.

It is imperative that Full Council takes place prior to the calendar year end (2015) to ensure that the precept is reported to the proper authority at the proper time.

Crime and Disorder

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

9. REPORT FOR DECISION – GRANT FUNDING DEVIZES TOURISM PARTNERSHIP

Recommendation

The Committee is asked to approve a support grant for the Devizes Tourism Group from the Town Centre Management Budget.

Purpose of the Report

To decide if the Town Council wishes to provide further support funding to the Devizes Tourism Partnership.

Background

In late 2011 the Town Council agreed to support the formation of a local tourism partnership by providing a £5000 grant since then, the partnership have developed a number of initiatives including visitor information points, coach friendly town status, bed and breakfast hot line and a selection of activity leaflets.

The attached budget sets out the levels of income and expenditure since the partnerships inception, and how the funding has been spent.

The partnership feels that it has made significant progress to ensure that Devizes becomes recognised as a tourist destination in its own right and whilst visitor to stay they spend their money in the town.

The initial funding is now exhausted and the partnership is asking if the Council will consider a further £3000 grant to enable it to continue its work.

The initial priority is to reprint a number of leaflets which have become depleted and to continue to develop initiatives that increase tourism footfall.

This year, on the advice of the Partnership, the Council do not re-join as a partnership town for Wiltshire as the local group felt that “Visit Wiltshire” was not doing enough to promote Devizes. They are now addressing their concerns directly with “Visit Wiltshire”.

The Town Councils hold a budget for Town Centre Management which provides support for initiatives with an economic development bias.

Attached to this agenda item are the notes from January’s Tourism Partnership Meeting which gives a flavour of the work they are doing.

Options Considered

The committee needs to decide if they support this request for core funding and if they do, is the committee to make a grant of £3000.

Implications and Risks

Financial and Resource Implications

The Council holds sufficient budget reserves for this grant request. Officers are unaware of any other financial 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, however without core funding it is difficult to see how the partnership will be able to continue its work.

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 – USE OF BARCLAYS INTERNET BANKING ARRANGEMENTS

Recommendation

It is recommended that the Committee agree a request by officers to make payments by the Barclays Internet banking arrangements.

Purpose of the Report

To provide members with sufficient information to decide if future payments may be made by utilising the Barclays Internet banking arrangements.

Background

A recent banking review with the Town Council bankers, Barclays Bank PLC revealed that the current payment arrangement via Payflow is being phased out in the first half of 2015.

Bi-monthly payments are prepared and signed by two members and one officer before being faxed off to Pay Flow who effect payment on the requested date. Payflow submissions are charged at £3.50 per submission and 37 pence per individual payment whilst Internet transactions are charge at 15 pence per transaction only.

Should members be in agreement a revised system for Internet payments will be required. This will consist of the relevant payments being keyed in with a pre-determined payment date by the Accounts Administrator. This will then produce an audit report of all payments including salary payments which will then be checked by the “account supervisor” before the usual signing arrangements are affixed to this audit report. The “account supervisor” will then go in to the Internet banking screen and process the payments or make any amendments and then process the payments.

The relevant officers will be the Accounts Administrator and the Admin & Finance Manager or the Deputy Town Clerk.

Officers believe that these arrangements will be in accordance with the Town Council Financial arrangements.

The issuing of cheques may still effect a limited number of payments.

Options Considered

- Members agree to the arrangements detailed as above, or;
- Officers revert back to only making payments by cheque.

Implications & Risks

Financial and Resource Implications

The new arrangements will effect a saving of approximately £230 per annum.

The new arrangements will have an impact on Officers time, with an emphasis on the initial six months when recipient sort codes and account numbers will be required. Once the majority of recipients are input then the process will be less onerous.

Legal Implications and Legislative Powers

The Council will be considering this matter under the repeal of section 150(5) of the Local Government act 1972.

Environmental Implications

Officers are not aware of any environmental implications associated with this decision.

Risk Assessment

There is an element of risk that the administrator and supervisor could potentially input payments that have not been agreed.

This is however no different than under the current arrangements. A system of effective internal control and internal audit procedures limits any risk.

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 – USE OF TOWN HALL BY DEVIZES JUNIOR EISTEDDFOD

Recommendation

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

Purpose of the Report

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

Background

An application has been received for free use of the Town Hall for this year's Junior Eisteddfod which is to be held on the 13th & 14th November 2015.

This is an annual event, which the Council has supported for a number of years by allowing it free use of the Town Hall. Last year the event was extended from one to two days.

Should they have pay for the hire of the building, the cost would be £1448.00.

Attached to this agenda (Doc 11/1 – 11/2) is the completed application form which will provide the committee with information about the event and the intended beneficiaries.

Options Considered

The Committee needs to decide if they wish to:

- agree to the request as it has been made
- agree to grant Grace and Favour status for one or both 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 £702.00 per day.

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.

12. REPORT FOR DECISION – REQUEST FOR CONTRIBUTION TOWARDS THE CONTROL OF GULLS IN DEVIZES

Recommendation

That the Committee agrees to financially support the programme to control the gull population in Devizes.

Purpose of the Report

To decide if the committee agrees that the programme to control the gull population in Devizes should receive financial support.

Background

The number of gulls within the Devizes area has been increasing over the past few years and this is likely to increase at a high rate in the future unless action is taken.

The key location for the gulls is in the Canal Road Industrial Estate which is located directly next to residential properties. During the period of March to September the gulls nesting in the area cause an enormous amount of distress by their continuous and loud noise during the night. There is also an issue with the area being covered with gull excrement.

A working group comprised of Wiltshire Council, Public Protection, Roundway Parish Council and Roundway Parish Council have met and agreed a proposal for the control of the gull population. Town Council representative Cllr Nigel Carter reported this matter to the meeting of this Committee on 6 January 2015.

Funding is being sought for the first year's programme which amounts to £10,400

The following funding has been secured:

Roundway Parish Council	- £5000
Devizes Community Area Board	- £3500
Public Protection	-£1000

This leaves a shortfall of £900, which is being requested, from Devizes Town Council

Although the location of the gull problem sits predominately within the Roundway Parish boundaries, it is clear that the extent of the problem will not be limited to this location if the gull population were to increase unchecked.

There are sufficient funds available in Parks & Open Spaces Waste Management budget, which will be under spent in this financial year, achieved by cheaper contract negotiation, which could be used for this purpose.

Options Considered

The Committee is recommended to agree to contribute the sum of £900 towards the control of the gull population.

Implications and Risks

Financial and Resource Implications

The financial implication amounts to £900 which can be funded from an under spent budget within the Parks and Open Spaces cost centres.

There are no resource implications as this matter is being managed through the Devizes Community Area Board.

Legal Implications and Legislative Powers

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

Environmental Implications

If the gull population is to continue to rise unchecked, it will have environmental implications for other species as well as a potential public health issue.

Risk Assessment

Although currently, the problem lays predominately within Roundway Parish Council, if the gull population were to increase unchecked, this could have implications for the residents of Devizes.

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. EXEMPT REPORT FOR DECISION – A COUNCIL POLICY ISSUE

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