



Devizes Town Council

www.devizes-tc.gov.uk

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 November 2015

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 Giraud-Saunders)

Chairman: Councillor Geddes

Councillors: Mrs Bridewell
East
Nash

Mrs Burton
Evans
Wooldridge

Corbett
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 3 November 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. NARRATIVE INCOME & EXPENDITURE ACCOUNT OCTOBER 2015

7 MONTHS THEREFORE 58%

INCOME

1. Full precept now received.
2. Nil income 19 the Brittox, reduced income Handel House.
3. Hillworth Park income inflated as Town Council administering Café hence increased income

EXPENDITURE

4. Twinning expenditure largely fully expended in June 2015.
5. Invoice in respect of Commercial property management fee not received to date.
6. Festival Free use fully expended in May/June 2015.
7. Heritage includes water rates in respect of Memorial Fountain.
8. Hillworth Park café staff have become Town Council employees.
9. A number of cost headings now fully expended.
10. Christmas festival not expended until third quarter.
11. Majority of Capital expenditure fully expended for financial year. Partially negated by Section 106 income of £5,849.

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 – TOWN COUNCIL WEBSITE

The implementation of a new Town Council website was finally realised at the end of August 2015 when the site went live.

The communications working party had an early input with members of the working party scoring the local website providers on a number of criteria with a view to suggesting the successful website provider and by providing a proposed website map.

On the recommendation of the working party at the meeting of the Community and Civic Resources committee held on 26 August 2014 the Council resolved to appoint Jackson McConnell Ltd to design and implement the new Town Council website.

A number of meetings ensued between the website provider and officers and at an early stage it was decided to prioritise the venues website. This stand-alone website which was also linked to the main website went live in May 2015 leaving officers able to focus their attention back on the main website.

Significant effort to design and populate the new website came to fruition in late August 2015. A period of two weeks was required for relevant search engines to identify the links to the new website and for the links to the old website to be dropped by for example google even though the old site has effectively been taken down.

Officers have received positive comments from members of the public and councillors alike. A snapshot of visits recently received from the website provider shows good traffic on the site with the highest number of page views on the following pages.

Contact-a councillor
Whats-On
Vacancies; and
Contact – Council officers

8. REPORT FOR INFORMATION – LOCAL COUNCIL AWARD SCHEME

The application for the Local Award Scheme has now been submitted to Wiltshire Association of Local Councils who act as the coordinator for the application and assessment process.

It is anticipated that the result will be known in the New Year.

9. REPORT FOR INFORMATION – MATTERS RAISED BY THE EXTERNAL AUDITOR

At the full meeting of the Council on 16 June 2015, the Council received a report for information with regard to the outcomes of the external audit undertaken by the company Grant Thornton.

The audit was passed without qualification, however there were a number of matters that Grant Thornton wished to draw to the attention of the Council.

Unfortunately the report received in June did not outline the actions that needed to be undertaken to respond to the matters highlighted.

As the matters highlighted will require some changes to Standing Orders, a full report providing recommended responses will be brought to the full meeting of the Council on 17 December 2015.

10. REPORT FOR INFORMATION – 2015 BENCHMARKING EXERCISE

With the exception of a final review of town centre businesses which will be undertaken during the last full trading week before Christmas, all data with regard to the 2015 benchmarking exercise has now been collected.

The date for submission is 31 December 2015

KPI		
1,2,3 & 4	Business Unit Data Sheet	Updated during the year with final revision date at the start of the last full trading week before Christmas
5	Markets	Complete
6 & 7	Property Yields and Zone A rents	Complete
8	Footfall Counts	Complete
9.	Car Parking	Complete
10 & 12	Business Confidence & Shopper Origin	Complete except consolidation of the shopper origin return
11	Town Centre user Survey	Complete and submitted

The report will be produced by “Places & People” for March/April 2016.

11. REPORT FOR INFORMATION – BELVEDERE AND NEWLANDS WOODS

Whilst progress on finding a solution to allow public access into Newland and Belvedere woods has been slow, so progress has been made. Following a meeting of the steering party the following conditions were set out under which the community may take on the facility.

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Task	Action Required	Funding
Clear rough sleepers from the wood	Enforcement action is needed to provide the necessary legal framework to remove the rough sleepers from the site. In taking action against the rough sleeps, any injunction needs to make it clear that it will be an offence to reenter the site to camp.	Merchant Venturers to take out and fund appropriate action to ensure the site has no sleepers if it is taken on by the community
Clearing of Rubbish	The site contains a significant amount of litter, including sharps, other drug related material and human waste.	Merchant Venturers to clear fund a clean up programme.
Surveying the woods	Wood to be inspected by a qualified arboriculturist to identify any remedial works needed to ensure visitors are not exposed to any unnecessary risk when accessing the area	Work to be jointly funded by Merchant Venturers and DTC
Upgrading of path and signage	Clearly define the walkway through the wood making obvious the directions visitors need to take.	DTC to clear path and provide markers
Links to Quakers walk	Permissive paths need to be granted to allow the development of circular walk from town through the woods to Quakers walk then back into town.	Merchant Venturers to grant permissive access alongside the lease to the land
Access into the woods for walkers	Access through the woods will be gained from both Devizes cemetery through the existing woodland walk and Dye House Lane	DTC to install kissing gates at these entrenches.
Ongoing maintenance	A detailed maintenance schedule to be developed to manage the woods on an annual basis involving both contracted and volunteer workers.	DTC to develop
Educational Resource	Working with the town's schools and education providers develop resource packages to encourage the woods used as an education resource for the town.	DTC to develop alongside schools

Reviews	Set out a review programme for the delivery of new open access area for the town against the criteria set out in this action plan	DTC and Merchant Venturers to agree
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In an initial response, the Land Steward to the Society of Merchant Venturers has indicated that the actions request are not unreasonable. We are now waiting for a full response from the Society of Merchant Venturers before any further action can be taken.

12. REPORT FOR INFORMATION – CIVIC AWARDS

Following the Forward Planning Session on 20 October, the view of members was that no change should be made to the existing scheme.

13. REPORT FOR INFORMATION – DDP UPDATE

Find, issued alongside, an update from the CCTV Manager and financial report from its meeting on 2 November.

14. REPORT FOR DECISION - COMMUNITY GRANT AWARDS OCTOBER 2015

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 for community grants be set aside and used for considering further applications prior to year-end.

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 9 applications for funding have been received.

At the Community & Civic Resources Committee held on the 24th of September 2014 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 6th October to consider the 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
ALZHEIMERS SUPPORT	Home and Community Care Services	£200

Applicant	Brief Description of application	Amount of grant recommended
DEVIZES ACTIVITY GROUP – WILTSHIRE SIGHT	Ensure that Devizes people living with sight loss have equal access to social activities	£200
DEVIZES & DISTRICT LINK	Continuation of services for local community	£200
FIRST STAGES	Help towards cost of performance in November	£100
RELATE MID WILTSHIRE	Contribution towards bursary scheme	Nil
SPLASH WILTSHIRE	Support places for young people from Devizes on splash activities	£200
WAIBLINGEN WAY RESIDENTS ASSOCIATION	Grant towards community garden & Easter Egg hunt	£200
WILTSHIRE BOBBY VAN TRUST	Secure homes of elderly, vulnerable and disadvantaged residents	£200
WILTSHIRE MUSIC CENTRE TRUST LTD	Provide musical experiences for thousands of children across Wiltshire	Nil

Implications & Risks

Financial and Resource Implications

A budget is set aside each financial year for the purposes of allocating general/community grants. For 2015 – 2016 this was set at £3000. If the recommendations of the working party are agreed the total sum of the grants allocated within this financial year will be £1300 leaving a balance of £1700 for late or urgent applications.

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.

15. REPORT FOR DECISION – RECRUITMENT TO POST OF VENUES ASSISTANT

Recommendation

Following the appointment of Ian Wodecki to the post of Venues Supervisor, it is recommended that the Committee agrees to recruit to the now vacant post of Venues Assistant.

Purpose of the Report

To ask the Committee to agree to recruit to the post of Venues Assistant.

Background

The Council's Recruitment Policy provides that when a post becomes vacant, permission to appoint must be sought from the Community and Civic Resources Committee. Permission will not normally be withheld unless a review of the necessity of the post is required. If such a review is required it will be undertaken by the relevant committee.

Officers are of the view that there is no requirement for a review of the necessity of the post as the role of Venues Assistant is an essential operational post within the venues service and it would not be feasible to deliver the service without this post being filled

The post is recommended to be recruited to on the existing job description and grade – doc 15/1 refers.

Options Considered

To agree recruitment to this vacant post.

Implications and Risks

Financial and Resource Implications

Recruitment will probably be on the bottom of the range and, therefore, initially there will be a reduction on cost in years one and two.

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

Should the council not recruit to this post there is the risk that standards and operational efficiency may be compromised.

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. EXEMPT REPORT FOR INFORMATION

17. 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

EXEMPT

15. EXEMPT REPORT FOR INFORMATION – UPDATE ON DEVIZES URGENT CARE CENTRE

Councillor Evans and provided an update on progress report for the proposed Devizes Urgent Care Centre, issued alongside this agenda.

TOWN CLERK