



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, 5 January 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 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 17 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 NOVEMBER 2015

8 MONTHS THEREFORE 67%

INCOME

1. Full precept 2015/16 received.
2. Nil income 19 the Brittox, quarterly rentals invoiced in December.
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 6/3).

7. REPORT FOR INFORMATION - RETAILER GROUP

Representative Town Council have now met on two occasion with retailers from across the town and other interested parties to discuss what work can be undertaken of promote the retail offer in the town.

The project is currently reviewing how retail areas can be easily identified, which will help visitors t locate where shops can be found. Whilst funding has not be identified yet the hope is that a new layer will be added the town centre maps identifying these. In addition a paper map of the town centre could be produced to help visitor

Each realer area where possible will have a lead retailer who will sit on the wider Retailer Group and the role of these lead retailer will be to keep other retailer up to date with plans as well as encores business to get involved with activities, which could highlight the retail offer in a specific area.

The next meeting is on the 11 January

8. REPORT FOR INFORMATION - RECRUITMENT OF VENUES ASSISTANCE

At meeting on the 17 November 2015, the committee authored officers to recruit to the vacant position of venues assistant following the promotion of Mr Ian Woodecki.

In addition to giving consent recruit to post, the committee gave permission for the recruitment to be undertaken through recruitment agency, following disappointing responses to more traditional forms of advertising.

This method of finding prospective candidates has proved to be very successful, with the agency pre interview candidates, ensuring that each one that was short listed was well suited to the post. The agency were able to use a wide range of recruitment websites increasing the post exposure to prospective candidates. It was also found that by using an agency, the amount of officer's time involved in developing adverts, sifting candidates for short listing and providing feedback to any candidate that requested it, was greatly reduced thus making this method or recruitment not more expensive that more traditional methods.

The successfully candidate for the post was Mr Michael Lugg and he is due to take up the position in early January 2016.

9. REPORT FOR INFORMATION – WILTSHIRE ASSOCIATION OF LOCAL COUNCILS AGM

Councillor Cater attended the Wiltshire Association of Local Councils (WALC) agenda on the 4 November and has attached a report for the committee's information (doc 9/1 – 9/2).

In summary the meeting discussed issues around WALC's finances, opportunities for Councils to make applications to Wiltshire Council for assets of community value and of the issues affordable homes rural areas.

10. REPORT FOR INFORMATION - DDP REPORT

Attached to this agenda are the notes from the most recent DDP meeting (doc 10/1) held on the 2 November 2015. The next meeting is the AGM which is on the 11 January 2016.

11. REPORT FOR DECISION – CPRE MEMBERSHIP

Recommendation

That the committee decides if the Town Council should become a member of CPRE Wiltshire

Purpose of the Report

To decide if the Town Council should become a member of CPRE Wiltshire.

Background

Officers have received a letter Mike Manson, deputy secretary for CPRE Wiltshire (doc 11/1), inviting the Town Council to re-join the organisation. CPRE have played a significant role in both supporting the Neighbourhood Plan as well as providing persuasive argument against several applications for larger scale housing developments in the town.

The cost of membership for parish Council is a flat rate of £36.00; however the organisation does encourage larger parish, such as 'Devizes, to as make and additional donation to support the work they undertake.

Options Considered

The Committee needs to decide if they wish the Town Council to re-join CPRE Wiltshire and if it does, does it wish to make an additional donation towards its work, above the flat rate fee of £36.00.

Implications and Risks

Financial and Resource Implications

The Council maintains budget provision for membership and subscriptions. There is currently £300 remaining in this year allocation.

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 – UNEVEN PAVEMENT IN MARKET LAVINGTON

Recommendation

That the committee decides how it wishes to respond to request from Market Lavington Parish Council for financial support for the cost of repairing uneven pavement in the Village.

Purpose of the Report

To consider a funding request from Market Lavington Parish Council.

Background

Officers have received a written request (doc 12/1) from Market Lavington Parish Council for financial support to carry out repairs and improvements to a grade one pavement in front of the old school hall building.

The building is used for a “Day Centre” and therefore the uneven pavement makes it difficult to access. Whilst the majority of serves mainly residents from Market Lavington, it also serves the wider community including two from Devizes.

It is established that the cost will be in excess of £12,000 for which Market Lavington has raised £7,000. The Parish Council are now trying to raise the shortfall from other sources including the Area Board.

Options Considered

The Committee are asked if they wish to support this funding request.

Implications and Risks

Financial and Resource Implications

The Council has currently spent £1250.00 from its £3000 general grant 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 significant risk implication for the Council associated with this decision; however, generally unless there is a very good reason, one parish council would not usually pay for work in another parish area.

Should the committee decided that it is appropriate for the Town Council to support this project this may set a precedent for similar requests.

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 – APPLICATIONS OF STUDENT ADVISORS

Recommendation

To review the applications for student advisors and make appointments where the committee believes an application is suitable.

Purpose of the Report

To appoint student advisors to the Town Council.

Background

Three applications have been received from prospective candidates for the role of student advisor to the Town Council (doc 13/1 – 13/6).

In the past the Council has appointed up to 4 student advisors who contribute to debates and provide committees with a viewpoint on issues from younger members of our community.

In completing an application, those applying have sent out their interests and experiences. Applicants under the ages of 18 have parental approval to attend.

Once the appointments are made, it can be decided if all advisors attend all meeting or individual appointments are made to individual committees.

Options Considered

The committee needs to decide which if the applications they believe demonstrate which of the applications are suitably qualified to be a student advisor.

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

COMMUNITY & CIVIC RESOURCES COMMITTEE
5 JANUARY 2016

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. 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