



Devizes
Town Council

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DEVIZES TOWN **COUNCIL**

You are summonsed to attend a meeting of the Devizes Town Council Committee at the following, place and date.

Date: 19 June 2014

Time: 7.00 pm

Venue: Council Chamber, Town Hall, St John's Street, Devizes

Enquiries: Town Hall - Tel: 01380 722160

Councillors:	Brewer	Mrs Bridewell	Mrs Burton
	Carter	East	Evans
	Mrs Evans	Geddes	Giraud-Saunders
	Hopkins	Johnson	Nash
	Ody	Parker	Mrs Rose
	Smith	Wooldridge	

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the Meeting of the Council held on the 15 May 2014.

2. APOLOGIES FOR ABSENCE

3. DISCLOSURE(S) OF INTEREST

To receive any disclosures by a Councillor(s) and/or Officers in matters to be considered at this meeting in accordance with the provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

4. To receive announcements and communications.
5. To answer questions (if any) under standing order No. 15.

6. MINUTES OF MEETINGS FOR INFORMATION

Since the last meeting of the Council on 15 May 2014 the following Committees have taken place whose minutes have been approved as a correct record and signed by the appropriate committee chairman.

The minutes of these meetings have been previously circulated to all members.

COMMITTEE NAME	COMMITTEE DATE
Planning Committee	4 March 2014
Planning Committee	18 March 2014
Planning Committee	1 April 2014
Planning Committee	15 April 2014
Planning Committee	29 April 2014
Planning Committee	13 May 2014
Planning Committee	20 May 2014
Community & Civic Resources	18 February 2014
Community & Civic Resources	1 April 2014
Community & Civic Resources	15 April 2014
Community & Civic Resources	29 April 2014
Community & Civic Resources	13 May 2014
Community & Civic Resources	20 May 2014
Recreation & Properties	4 March 2014
Recreation & Properties	15 April 2014

NOTE: Before dealing with the next item (No 7) the Council will wish to consider whether or not to suspend Standing Order No 5 (members to stand when speaking). If the Standing Order is to be suspended, it must be done by way of a proposition, duly seconded and carried.

7. REPORT FOR INFORMATION – PROJECT LIST

Circulated alongside this agenda is a list detailing the current position with regarding ongoing and proposed projects.

8. REPORT FOR DECISION – AMENDMENTS TO TOWN COUNCIL STANDING ORDERS AND FINANCE REGULATIONS

Recommendation

That the Council considers the Finance & Governance Working Party's recommended amendments to Standing Orders and Finance Regulations.

Purpose of the Report

To reviews and where it is felt appropriate amendments to the Council's Standing Orders and Finance Regulations.

Background

Under the remit agreed by the Community & Civic Resources committee, the Finance and Governance Working Party we asked to review the Council's Standing Orders and Financial Regulations to ensure that there were relevant to meet the ongoing work of the current administration.

During this work, Government published changes to local government finance which primarily relate to how Councils can make payments and the use of internet banking. To support town and parish Councils, the National Association of Local Councils published "Model Finance Regulations" which local councils could adopt if they wish. The Finance & Governance working party reviewed the model regulations at some length, but ultimately concluded they were much more suited to smaller authorities which may only have a single part time clerk. In addition, it was felt that they did not and did not give the same level of guidance as the current Town Council regulation and with regard to the changes to payment methods did not provided adequate protection for either officers or members.

Issued alongside this agenda is a copy of the amended regulations, which the Working Party are asking the Council adopt.

With regard to changes Standing order, the changes relate in the main to reflect how the Council operated and therefore under a number of committee procedural matters the word Mayor has been changed Committee Chairman as it is the Committee Chairman who manages the meeting and at Full Council the Mayor is the Committee Chairman other changes are simple typographical or relate to bodies such as the District Council which no longer exist.

One of the area of amendment to the Finance Regulation relate to new procedures for making of payments by either Internet baking or Credit Card. These amendments have come about following changes in regulations, which historical required two members to authorise any order for payment. Whilst it was agreed that the principle of multiple signatories for payments should remain in place at Devizes Town Council flexibility was needed to allow procurement from the internet or buy from companies for which we do not have an account facility.

Another change relates to general procurement and providing protection for the Council is developing a central approved contractor lists which removed risk knowledge by held by individual staff being lost. Final changes relate to banking arrangements.

Options Considered

The Council need to decide if it wishes to adopt the Finance and Governance Working Parties recommended changes to Standing Orders and Financial Regulations or if the which to make alternative amendments.

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

This document is one of the Council's principal risk management measures; therefore it needs to be satisfied that it does not expose the Council to any undue 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.

9. REPORT FOR DECISION – STATEMENT OF ACCOUNTS FOR YEAR ENDING 31 MARCH 2014

Recommendation

To adopt the statement of accounts for the year ending 31 March 2014 (Doc 9/1).

Purpose of the Report

To consider and adopt the accounts for the year ending 31 March 2014

Background

The Accounting & Audit (England) regulations governing the production of the Council's accounts were amended on 31 March 2011. The new regulations allow the council to adopt the Limited Assurance Audit Regime, the principal advantage being a considerable saving in audit fees and a less arduous audit regime.

Statutory accounts are now produced in the form of the Annual return, this document although not subject to audit provides background workings and explanations of the figures declared in the Annual Return.

The statutory deadline by which the Council must approve the Annual Return is 23 June 2014.

Options Considered

The Council are recommended to adopt the Statement of Accounts including the annual governance statement and annual report for the year ending 31 March 2014.

Implications & Risks

Financial and Resource Implications

Officers are not aware of any financial or resource implications.

Legal Implications and Legislative Powers

The Council are bound by legislation to adopt the statement of accounts by the required date.

Environmental Implications

Officers are not aware of any environmental implications.

Risk Assessment

Failure to adopt the statement of accounts could result in the auditor giving a qualified report.

Crime and Disorder

Officers are not aware of any implications with regard to crime and disorder.

10. REPORT FOR DECISION – DEVIZES AREA NEIGHBOURHOOD PLAN

Recommendation

That the Council reviews the Final Draft of the Neighbourhood Plan prior to independent examination and the supporting Sustainability Appraisal and confirms the adoption of the policies and principles contained therein.

Purpose of the Report

To confirm that Devizes Town Council adopts the policies and principles contained within the Devizes Area Neighbourhood Plan.

Background

Officers have received confirmation from the Neighbourhood Plan Steering Group doc 10/1 that the Neighbourhood Plan has now been through the various stages of consultation required and as part of that work its content and policies have been shaped by the community.

The next stage for the Plan is its review by an Independent Examiner who will test its conformity to planning regulations.

On the 4 February 2014, the Planning Committee had an opportunity to review the plan and at that time accepted the plan as it was presented. Since that iteration of the plan was presented to members, the Steering Group has taken advice from planning consultants to tighten up the policies contained within it. Whilst there has been no change to the intent of the policies, they have been condensed into three broader statements, which will make them easier for both developers and planning officers to interpret.

Before the Steering Group can submit the plan for independent examination each of the Councils, which is within the Neighbourhood Plan Area, is required to adopt the policies and principles contained within the Neighbourhood Plan and Sustainability Appraisal.

Options Considered

The Council needs to decide if they agree to the Policies and Principles set out in the Final Draft of the Devizes Area Neighbourhood Plan

Implications and Risks

Financial and Resource Implications

Some budgetary resource has been made available for the production of the Neighbourhood Plan; however the principal authority meets the cost of independent examination and referendum through a grant received from central Government.

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. TO PASS THE FOLLOWING SEALING RESOLUTION

THAT the Common Seal of the Council be affixed to or the Town Clerk do sign on behalf of the Council where appropriate any Orders, Deeds or Documents necessary to give effect to any of the matters and recommendations contained in the reports received and adopted at this meeting or other decisions of the Council thereat.

12. QUESTION TIME

A short time is allowed at the discretion of the Town Mayor 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

13. PUBLIC PARTICIPATION

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions addressed to the Chairman concerning the administration, function or responsibilities of the Council or upon a matter, which was the subject of debate at the meeting.

A person may also be permitted to make a statement or address the Council upon a matter of concern to that person which is relevant to local government, or to the Council's administration or upon a subject, which may be of general interest 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.

Town Clerk