

DEVIZES TOWN COUNCIL
7 OCTOBER 2014

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

Officers: Sarah Todhunter – Town Clerk
Simon Fisher – Deputy Town Clerk

Members of the Public: None

290. MINUTES

The Minutes of the meeting of the Council held on 9 September 2014 having previously been circulated, were taken as read, confirmed and signed by the Chairman.

291. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Brewer and Geddes.

292. DISCLOSURES OF INTEREST

None declared.

293. ANNOUNCEMENTS AND COMMUNICATIONS

None.

294. QUESTIONS UNDER STANDING ORDER NO 15

None.

295. MINUTES OF MEETINGS FOR INFORMATION

The committee noted the list of meetings, whose minutes have been signed, held since the last meeting of the Council.

296. PROCEDURE: SUSPENSION OF STANDING ORDER NO 5

It was proposed by Councillor Carter, seconded by Councillor East and RESOLVED

THAT For the purposes of dealing with the remaining items on the agenda, Standing Order No 5 (Members to stand when speaking) be suspended.

297. REPORT FOR INFORMATION REPRESENTATION FROM UNITARY COUNCILLORS

The Council received and noted the report.

298. REPORT FOR INFORMATION – PROJECT LIST

The Council received and noted the report.

299. REPORT FOR INFORMATION – CLARIFICATION ON MOTIONS AND RULES OF DEBATE

The Council received and noted the report.

300. REPORT TO TOWN COUNCIL – WILTSHIRE MARKET TOWNS NETWORK – COUNCILLOR NIGEL CARTER

The Council received and noted the report.

301. REPORT FOR INFORMATION – NOTICE OF CONCLUSION OF AUDIT FOR FINANCIAL YEAR 2013-2014

The Council received and noted the report.

302. REPORT FOR DECISION – INTERNAL CONTROL/FINANCIAL REGULATIONS

It was proposed by Councillor East, seconded by Councillor Mrs Bridewell and UNANIMOUSLY agreed

THAT the Council agrees to the following additions to the Financial Regulations

1. The Councils Accounts Administrator to undertake a monthly reconciliation of the Petty Cash system ensuring that a cheque is raised after that reconciliation to ensure a balance of £200 is maintained. This will be available to be checked by the Administration & Finance Manager as part of month end routines.
2. The Councils Accounts Administrator to undertake a monthly reconciliation of the PAYE/NI account. This will be available to be checked by the Administration & Finance Manager as part of month end routines.
3. The Councils Accounts Administrator to undertake a quarterly reconciliation of the VAT account. This will be available to be checked by the Administration & Finance Manager as part of the quarter end routines.

303. REPORT FOR DECISION – FINANCE AND GOVERNANCE WORKING PARTY PROPOSALS

It was proposed by Councillor Carter, seconded by Councillor Mrs Rose and UNANIMOUSLY agreed

THAT the Council agrees to the recommendation of the Finance and Governance Working Party.

- To review financial documentation produced for wider community distribution to ensure its clarity and relevance.

It is recommended by the Finance & Governance Working Party that this matter be passed to the Communications Working Party to take forward.

- To examine any relationships that exist with providers of goods and services.

It is recommended by the Finance & Governance Working Party that a register of current suppliers developed and maintained by officers was adequate and no further action required

- To consider the benefits of splitting the ceremonial role of the Mayoralty from that of corporate leadership

It is recommended by the Finance & Governance Working Party that given the difficulties in achieving this, it should not be pursued

304. REPORT FOR DECISION – MISSION STATEMENT AND CORE OBJECTIVES

It was proposed by Councillor Mrs Bridewell, seconded by Councillor Parker and UNANIMOUSLY agreed

THAT the Council adopts the proposed revisions to the Mission Statement and Core Objectives as recommended by the Finance and Governance Working Party in order to reflect the aspirations of this administration.

305. REPORT FOR DECISION – DRAFT ESTIMATES FOR 2015/16

It was proposed by Councillor East, seconded by Councillor Giraud-Saunders and UNANIMOUSLY agreed

THAT the Council would like to amend the draft estimates for 2015/16 to include £5,000 for the Neighbourhood Plan.

306. COMMON SEAL

It was proposed by Councillor Carter, seconded by Councillor Parker and UNANIMOUSLY agreed

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.

307. QUESTION TIME

There were no questions.

308. PUBLIC PARTICIPATION

No Members of the Public were present.

CHAIRMAN