



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: 7 June 2018

Time: 7.00 pm

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

Enquiries: Town Hall - Tel: 01380 722160

| | | | |
|--------------|-----------|-----------|-----------------|
| Councillors: | Bridewell | Burton | Corbett |
| | Carter | P Evans | S Evans |
| | Gay | Geddes | Giraud-Saunders |
| | Godwin | Greenwood | Hopkins |
| | Johnson | Nash | Parsons |
| | Rose | Rowland | Shaw |
| | Stevens | Von Berg | Wooldridge |

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the Statutory Meeting of the Council held on the 17 May 2018.

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 17 May 2018 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 | 8 May 2018 |
| Community & Civic Resources Committee | 27 March 2018 |
| Community & Civic Resources Committee | 8 May 2018 |

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 regard to ongoing and proposed projects.

8. REPORT FOR DECISION – STATEMENT OF ACCOUNTS FOR YEAR ENDING 31 MARCH 2018

Recommendation

To adopt the statement of accounts for the year ending 31 March 2018.

Purpose of the Report

To consider and adopt the accounts for the year ending 31 March 2018.

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 an Annual return with accompanying documents including an Annual Internal Audit report completed by the Town Councils internal auditor. These documents provide the data required by the external auditors to enable them to certify that they have completed a review of the Annual Return thereby discharging their responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

It should be noted the financial year 2017/18 is the first year accounts have been prepared for the amalgamated Devizes Town Council and Roundway Parish Council. Following advice received from the Council's Auditors, PKF Littlejohn LLP, the Annual Return for 2017/18 and the accompanying documents should be completed as if it is the first years trading for a new council and subsequently the previous year data is not stated on the Annual Return and the accompanying documents.

Funds transferred from Roundway Parish Council and the Joint Burial Committee during the financial year have been placed in Reserve accounts.

Regrettably, the annual accounts return is not available to be circuited with the agenda, therefore it will be sent under separate cover in advance of the meeting.

The deadline by which the Council is required to submit the Annual Governance and Accountability Return (AGAR) is 11 June 2018.

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 2018.

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.

9. REPORT FOR DECISION – STANDING ORDER AND FINANCIAL REGULATIONS

Recommendation

That the Council reviews its current Sanding Order and decides if it wishes to make any amendments before adopting them for the civic year 2018/19.

Purpose of the Report

To agree the rules under which the council and its committees transact business.

Background

For clarity and consistency the Council must adopt a set of rules under which it operates. These rules are called Standing Orders.

Standing Orders & Financial Regulations are reviewed annually to ensure that they are fit for purpose, which is normally undertaken at the June Council meeting.

A review of Standing Orders took place in April 2017 which agreed changes to reflect the new arrangements following the Community Governance Review which joined Roundway Parish Council with Devizes Town Council.

Standing Orders set out rules relating to meetings of the Council and its committees, included voting and conduct and the duties and powers delegated to committees and officers.

Financial Regulation include accounting regulations, procedures for seeking tenders & quotations, the setting of estimates, banking arrangements and insurance.

A copy of the Standing Order as reviewed in April 2017 and adopted on the 27 June 2017 have been attached as doc 9/1 – 9/38.

Standing Orders are formally reviewed annually but where necessary amendments can be made at any time.

Options Considered

To decide if the Council wishes to re-adopt the rules relating to meetings as set out in Devizes Town Council's Standing Orders reviewed on the 11 April 2017 and adopted on the 27 June 2017.

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

Not transacting business under an agreed set of Standing Orders could give rise to a challenge of a decision at a later stage.

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 – ANNUAL REPORT 2017/18

Recommendation

The Council are recommended to agree the Council's 2017/18 Annual Report for publication, which is issued alongside this agenda.

Purpose of the Report

To agree the 2017/18 Council Annual Report.

Background

The Council is required to publish an Annual Report, which is sent to every household in the parish. Its purpose is to summarise the key activities of the Town Council and summarise income and expenditure. The document itself will be circulated with the autumn edition of the Messenger. A draft copy of the report is attached at docs 10/1 – 10/4

Options Considered

The Council needs to agree the draft Annual Report as presented by officers or decide if it wishes to make any amendments and if so, what those amendments will be.

Implications & Risks

Financial and Resource Implications

Budget provision has been made for this publication.

Legal Implications and Legislative Powers

Production of an Annual Report is a requirement of Quality Council Status.

Environmental Implications

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

Risk Assessment

The Town Council will not qualify for Quality Status if it fails to publish an Annual Report

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 – TO ADOPT CORPORATE GOVERNANCE POLICES.**

Recommendation

That this Council reviews and adopts a number of policies' which form part of the authority's corporate governance strategy.

Purpose of the Report

To enable the Council to have in place polices which provide guidance to decision making.

Background

The Town Council has a number of policies which provide guidance and clarity to both officers and members, when making decisions.

The policies circulated alongside this agenda and which are set out below were not reviewed as part of last year's scrutiny of corporate governance polices. Some of these polices are new, such as the anti-harassments and bullying policy and some were simply not included within the review last year.

The Local Government Transparency Code 2015 sets out the Government's desire to place more power into citizens' hands to increase democratic accountability and make it easier for local people to contribute to the local decision making process and help shape public services. This code is seen as the foundation of local accountability and the key that gives people the tools and information they need to enable them to play a bigger role in society.

In publishing the Council's core policies, members of the community better understand how the council is managed and how it may have an opportunity to influence decision making. Set out below are list of the Council's Core Policies and which this Council are asked to reviews and re-adopt.

| Policy Name |
|--------------------------------------|
| Democratic Policies |
| <u>Code of Conduct</u> |
| <u>Complaints Policy</u> |
| <u>Community Engagement</u> |
| <u>Equality Opportunities Policy</u> |
| <u>Filming at Meetings</u> |
| <u>Training & Development</u> |
| <u>Risk Management Policy</u> |
| Finance Policies |
| <u>Grants Policy</u> |

Whilst this is an opportunity to formally review corporate policies en-bloc, the Council can choose to review any policy at any time if circumstances change or there is variation to the authority's priorities.

Options Considered

The Council needs to decide if it wishes to make any amendments to the policies contained within this report or it wishes to adopt the policies, as set out in this report, en-bloc.

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

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. 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.

13. 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

14. 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.

DEVIZES TOWN COUNCIL
7 June 2018

Deputy Town Clerk