



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: Thursday 6th June 2019

Time: 7.00 pm

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

Enquiries: Town Hall - Tel: 01380 722160

Town Mayor Councillor Rose

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

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 16th May 2019.

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 16th May 2019 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	21 May 2019
Personnel Committee	21 May 2019
Community & Civic Resources Committee	21 May 2019
Recreation & Properties Committee	21 May 2019
Planning Committee	4 June 2019
Community & Civic Resources Committee	4 June 2019

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 ([Doc 7/1](#))

8. REPORT FOR DECISION – STATEMENT OF ACCOUNTS FOR YEAR ENDING 31 MARCH 2019

Recommendation

To adopt the statement of accounts for the year ending 31 March 2019, which is issued alongside this agenda.

Purpose of the Report

To consider and adopt the accounts for the year ending 31 March 2019

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 30 June 2019.

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 2019.

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 – ANNUAL REPORT 2018/19

Recommendation

The Council are recommended to agree the Council's 2018/19 Annual Report in draft form, which is issued alongside this agenda.

Purpose of the Report

To agree the 2018/19 draft Town 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 to summarise income and expenditure. The document itself will be circulated with the autumn edition of the Messenger.

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.

10. 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.

11. QUESTION TIME

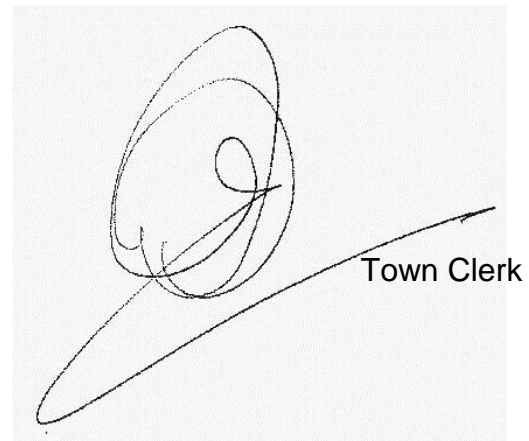
A short time is allowed at the discretion of the Town Mayor for councillors to ask questions on matters which are not on the current agenda but which are related to matters which have been previously discussed on an agenda relevant to the committee.

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

11. 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

Service Delivery – Position Statement on Key Issues

TC – Town Clerk, AFM – Admin & Finance Manager, DSM – Direct Services Manager, OM Office Manager

FC – Full Council, R&P – Recreation & Properties Committee, C&CR – Community and Civic Resources Committee, PC – Planning Committee

Project	Status	Targets	Lead Officer
Financial Administration & Governance	<u>Accounts & Audit</u> Officers have completed the year and annual financial return which the Council will be asked to review at this meeting. Once members have agreed the return it will be sent to the External Auditors by mid-June 2019. The Council's External Auditors Littlejohn LLP were late completing the 2017/18 audit but that was down to their capacity issues and not any issues with our accounts, which were signed off as unqualified.	To submit the annual financial return on time.	AFM
	<u>Budget process</u> 2019/20 budget was agreed at a meeting of the Council in December. Officers will shortly start work on the 2020/21 budget, with members having the first opportunity to discuss it in August. Part of this will involve the review of services standards from new and existing services.	To review budgeting needs in August 2019 and agree at Council on the 19 December 2018.	Senior Management Team
	<u>Standing Orders & Financial Regulations</u> Standing Orders & Financial Regulations were reviewed in March 2019. The next formal review will be June 2020.	To review at this meeting June 2020	TC

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Project	Status	Targets	Lead Officer
	<p><u>Local Council Award Scheme</u> The Council holds the Local Council Gold Award for good practice. The criteria, which mostly involves the updating of the website, needs to be maintained until re-evaluation in autumn 2019.</p> <p>.</p>	Complete until autumn 2019	TC
Commercial Properties	<p><u>Administration</u> Currently all properties are let.</p> <p>Whilst currently there are no plans to make changes to the management of the property portfolio in the short term, this position should be reviewed within the next few years to ensure they continue to allow the Council to meet its objectives set out in the Strategic Plan.</p>	Ongoing	AFM AFM / TC
Devolution of services & Transfer of Assets	<p>Following a special meeting of the Town Council on the 27 November and Wiltshire Council's Cabinet meeting in January, there is an agreement for the transfer of various services and assets. As yet no transfer documents have been signed. A report was submitted to the Community & Civic Resources Committee on the 4 June.</p> <p>Working Groups are now looking at services standards to better understand who transferred services will be delivered in the future.</p>	<p>Ongoing</p> <p>No deadline set</p> <p>Spring 2019</p> <p>Member of staff in place by early April.</p>	TC

Project	Status	Targets	Lead Officer
Personnel	<u>Annual Staff Appraisals</u> The scheme of appraisal has been completed for the current year and the final notes are being typed for senior officers, who will review training needs and personal objectives by the end of March	A review of training will be completed by the end of March with a programme being rolled out over the next year or so.	OM
	<u>Staff training</u> Training is monitored and reported through the Personnel Panel Once again the training programme will reflect analysis of appraisal outcomes and assessment of priorities The Apprentices scheme in the Parks department is currently working well with both apprentices regularly attending college..	Ongoing	Service Heads
	<u>Recruitment</u> There are currently no vacancy within the organisation.		PCO
Economy & Tourism	<u>Tourism</u> With the agreement that Devizes would become a partner town in the Great West Way Project, staffing resources allowing, the Town Council needs to support local members of the tourism industry to capitalise on the benefits the project will bring. The Town Centre Manager will take on the responsibility for supporting this.	Meeting with Visit Wiltshire and the local tourism partnership	TC
Neighbourhood Planning	The Neighbourhood Plan Steering Group have recently met to progress the plan. A report to the Community & Civic Resources Committee gave an update of the project.	Ongoing	TC

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Project	Status	Targets	Lead Officer
Hillworth Park	<p><u>Café Services</u> Summer trading is in line with the previous year. This year the café is running a film for one evening in the park and the income from that event will support the overall income from the operation.</p> <p><u>Events Programme</u> Planning for the 2019 programme has been agreed and published.</p>	<p>On Going</p> <p>Maintain high visitor numbers to the park</p>	<p>DTC & DSM</p> <p>DSM</p>
Green Lane Sports facilities	<p><u>Provision of Sports Pitches and Changing Facilities</u> Planning permission for the project was issued in late November and prices for the construction work have been received.</p> <p>Funding for the project is now in place with the Football Foundation Grant being agrees. There are still some lease issue to sort out with the Health Authority and amendments to the granted planning permission are required. It is hoped to be on site by late July 2019.</p>	The Football Foundation funding decision will be made in May.	DTC
Christmas Lighting & festival	<p><u>Christmas Festival</u> Last year's event was very successful, and the project team is concentrating on other work before project planning commences in spring 2019</p>	Continued joint collaboration between DOCA, DTC and Fantasy Radio.	TC/ DSM
	<p><u>Christmas Lighting</u> The Christmas Lights working party will start to look at the requirements for 2019 shortly especially as the main Christmas Tree was vandalised.</p> <p>In the spring, officers will commence a retendering of a three year contract to annually assemble and remove the Town Council's Christmas lights.</p>	This is the last year of the contract. Work to be retendered in 2019	DSM

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Open Space	<p>Brittox Cleaning</p> <p>Following the complaints about the WW1 soldier outlines in the Brittox, the Council contracted the Grist Group to give the area a clean. Despite many hours of cleaning the project was not initially as successful however following further spot cleaning most of the soldiers outlines laid down have disappeared.</p>	Complete	TC
Monuments	<p><u>Fountain</u> Nothing to Report</p>	Nothing outstanding	AFM
	<p><u>Market Cross</u> The monument is checked every 5 years to ensure that the structure is sound.</p>	New review due 2019	AFM
Public Toilets	<p><u>Superloo</u> Other than routine maintenance, we are having very few problems with the day use facility.</p>	On going	DSM
	<p><u>Night Toilet</u> There is still an issue with the toilet being used by rough sleepers and by drug addicts therefore they are regularly locked during the night</p>	On going	DSM
	<p><u>Toilets in the Green</u> The facility is now permanently out of use. A review of this facility is needed in 2019</p>	On going	TC
Avon Road	No issues to report		DSM
The Greens & Crammer	No current issues		DSM

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Allotments	Currently there are no issues. Officers have agreed to provide some grant funding to the Devizes and District Allotment Association which brings it in line with the Green Lane Allotment Association. The money will be used fund their insurance and maintain equipment, and in return the Association do much of the day to day site maintenance.	On going	AFM
Devizes In Bloom	For the second year the Town will not enter the regional competition. Currently it is felt that the level of resources needed to demonstrate that the town has met all the requirements of the competition outweighs the benefits of the competition, and those resources are better used promoting local initiatives.	Ongoing.	DSM
War Memorial	This structure is monitored against a recent condition survey and will need some work in the future.	Watching brief	DTC & AFM
Cemetery Chapel	Cracking in the stone by the upper bell has been examined by a structural engineer. It has been decided to monitor any movements and measuring devices have been fixed to the building	Prices will be sought for any necessary work once schedule complete.	AFM
Woodland	<u>Belvedere & Newlands and Leipzig Plantation</u> No major issues to report. Officers are currently commissioning new management plans for the woodlands		DSM
Cemetery Lodge	No Current issues		AFM
Roundway White Horse	No Current issues		DSM