



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: 12th March 2020

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
	Pennington	Rose	Rowland
	Shaw	Stevens	Von Berg

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 19th December 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 19th December 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	7 th January 2020
Planning Committee	21 st January 2020
Planning Committee	4 th February 2020
Planning Committee	18 th February 2020
Planning Committee	3 rd March 2020
Community & Civic Resources	7 th January 2020
Community & Civic Resources	18 th February 2020
Recreation & Properties	21 st January 2020
Recreation & Properties	3 rd March 2020

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 ([doc 7/1-9](#)) is a list detailing the current position with regard to ongoing and proposed projects.

8. REPORT FOR DECISION – SELECTION OF DEPUTY MAYOR FOR THE CIVIC YEAR 2020/21

Recommendation

The Council is asked to agree the Council's nomination for the Deputy Mayor for the coming Civic Year 2020/2021.

Purpose of the Report

For the Council to agree who it wishes to put forward to be elected as Deputy Mayor for the Civic Year 2020/21.

Background

Each year at Mayor Making, the Council elects a Deputy Mayor to support the Mayor in their Civic and Council duties as Leader of the Council. To help the Councillor who is to be elected as Deputy Mayor prepare, the Council has over many years set out its nomination in advance of Mayor Making, which this year will be 14th May.

Options Considered

The Council needs to decide if it wishes to nominate a Councillor as Deputy Mayor for the Civic Year 2020/21.

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.

9. REPORT FOR DECISION - APPLICATION FOR LOCAL COUNCIL AWARD SCHEME

The Local Council Award Scheme Accreditation Panel has now completed its review of the Town Council's application for Quality Gold level and has approved the award of Quality Gold level to Devizes Town Council.

The panel have made just a few comments which include the breadth of work the council undertakes, the website, which is packed with

information and easy to navigate and the town newsletter. They feel that it is clear to see what the council does at a glance and easy to expand on anything about which you wish to find out more.

The Local Council Award Scheme is a developmental exercise, as well as an award for meeting set criteria. The following does not affect the award given but for future applications and in the interest of the scheme's focus improvement and development, the panel wanted to point out a couple of items of suggested development. One is the good practice of publishing of minutes as draft before they have been approved and the other is the level of training undertaken by councillors. The panel felt that the council's £500 training budget is quite small for a council of this size. The panel would like to see more training undertaken by members in any future application.

The National Association of Local Councils (NALC) has been informed of the outcome and our new certificate will be sent out shortly.

10. REPORT FOR DECISION – APPOINTMENT OF INTERNAL AUDITOR – MR MORRISON

Recommendation

The committee is requested to agree officers' recommendation in retaining Mr Morrison's services as internal auditor for the 2020/21 financial year.

Purpose of the Report

To appoint Mr Morrison as internal auditor for the 2020/21 financial year.

Background

The internal auditor needs to confirm the internal control objectives:

- Appropriate accounting records have been properly kept throughout the year.
- The body's financial regulations have been met, invoices supported payments and expenditure were approved and VAT was appropriately accounted for.
- The body has assessed the significant risks in achieving its objectives and reviewed the adequacy of arrangements to manage these.
- The annual taxation or levy or funding requirement resulting from an adequate budgetary process: progress against the budget was regularly monitored: and reserves were appropriate.

- Expected income was fully received, based on current prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- Receipts properly supported petty cash payments, expenditure was approved and VAT appropriately accounted for.
- Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.
- Asset and investment registers were complete and accurate and properly maintained.
- Periodic and year-end bank account reconciliations were properly carried out.
- Accounting statements prepared during the year were prepared on the correct basis (receipts and payments/income and expenditure), agree with the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.

Regulation 6 of the Accounts and Audit Regulations 2003 as amended imposes a duty on local councils to 'maintain an adequate and effective system of internal control of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control.'

Options Considered

The committee needs to decide if it wishes to agree to this request.

Implications & Risks

Financial and Resource Implications

Budget provision has been made to meet the cost of internal auditing.

Legal Implications and Legislative Powers

The Accounts and Audit Regulations 2003 impose a duty of internal control.

Environmental Implications

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

Risk Assessment

Officers are not aware of any risk 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. EXEMPT REPORT FOR INFORMATION – SERVICE DELEGATION

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.

Town Clerk

DEVIZES TOWN COUNCIL
12th March 2020

Service Delivery – Position Statement on Key Issues

TC – Town Clerk, AFM – Admin & Finance Manager, DSM – Direct Services Manager, TCM Town Centre 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> We are drawing close to the end of the 2019/20 financial year. Officers are currently reconciling the expenditure to ensure it has been correctly posted and that allocated project reserves are correct	Accounts for Financial year 2019/20 prepared by the end of May ready for audit	AFM
	<u>Budget process</u> Budgetary preparations for 2021/22 commence in July	To have a budget in place by the January Wiltshire Council deadline.	Senior Management Team
	<u>Local Council Award Scheme</u> At the end of December officers submitted an application for the Council's re-accreditation for its Local Council Ward, which is a scheme that enables it to demonstrate that it follows good practices and is open and transparent. Officers have now had the feedback from the accreditation panel which confirms that we have been awarded the Quality Gold level. Much of the criteria is based on the Council's digital accessibility as well as an expectation for ongoing training and robust policies.	Awarded February 2020	TC

Project	Status	Targets	Lead Officer
Personnel	<p><u>Annual Appraisal</u> The 2020 staff appraisals are currently be conducted and should be completed by the end of March. The setting of staffing objectives during appraisal process and the identification of training, will support the Council to deliver its strategic plans.</p>	Currently underway with completion by April 2020	All Managerial and supervisory staff supported by the OM
	<p><u>Recruitment</u> Currently existing posts are filled and stable. Following the completion of the asset transfer programme, officers will look to recruit a market assistant who will also support the venues at busy times.</p>	Spring 2020	PCO
Neighbourhood Planning	<p>The re-designation of the Neighbourhood Plan Area is currently being changed to include Rowde.</p> <p>Whilst the Plan will have some overarching policies around housing, employment, transport and green infrastructure as it now has two distinct areas, a programme of community consultation is currently underway to also give the Plan some neighbourhood priorities.</p> <p>Following a meeting between Wiltshire Council and the Neighbourhood Plan Steering Group, a list of Priorities for Devizes is being drafted which will support cohesion between Wiltshire Council's Strategic Plan and the Devizes Area Neighbourhood Plan</p>	Ongoing	TC

Project	Status	Targets	Lead Officer
Hillworth Park	<p><u>Events Programme</u> The 2020 programme is now agreed.</p>	Maintain high visitor numbers to the park	DSM
Green Lane Sports facilities	<p><u>Provision of Sports Pitches and Changing Facilities</u> The 3G pitch construction is complete and was completed and handed over at the end of January. The remainder of the building should be completed in time for a handover to the Wiltshire FA who will be subleasing the facility and running it.</p> <p>The legal changes to the lease are still in the hands of solicitors, but this is more to do with the NHS's administrative process than any disagreements</p>	Project to be completed by May 2020	TC
Christmas Lighting & Festival	<p><u>Christmas Festival</u> This year's event was very well attended and received some very positive feedback. The group have subsequently met and have agreed some minor improvements to the planning process for the 2020 event</p>	Continued joint collaboration between DOCA, DTC and Fantasy Radio.	TC/ DSM/ TCM
	<p><u>Christmas Lighting</u> The Christmas lights have received some very positive feedback this year via social media.</p> <p>The rolling programme for the replacement of old lighting will be continued and the Christmas Lights working party met to start looking at the 2020 display at the end of February.</p>	Delivery of the 2020 Scheme	DSM

Project	Status	Targets	Lead Officer
Open Space	<p><u>Open Space Maintenance</u></p> <p>The Council is now working with Idverde to deliver open space maintenance in the town. There is now a balance between providing a responsive service and maintaining those facilities we are responsible for against the expectation of the community.</p> <p>Work to look at how the services can be managed after the end of the current Idverde contract are well in hand, however any staffing transfer obligations still have to be resolved.</p> <p><u>Play Areas</u></p> <p>General Repairs to transferred play areas are now complete and where possible, these have been reopened.</p> <p>A report setting out the options for some of the play areas was recently considered by the Recreation and Properties Committee, which will see the enhancement of some of the transferred play areas and the rationalisation of others.</p>	<p>To maintain a good working relationship until June 2020 when the current contract ends</p> <p>Early 2020</p> <p>Complete</p> <p>2020/21 programme</p>	<p>TC</p> <p>TC</p> <p>DSM</p> <p>DSM / TC</p>
Monuments	<p><u>Fountain</u> Nothing to Report</p> <p><u>Market Cross</u> Nothing to Report.</p>	<p>Nothing outstanding</p> <p>Nothing outstanding</p>	<p>AFM</p> <p>AFM</p>

Project	Status	Targets	Lead Officer
Market	<p><u>Markets</u></p> <p>The Council has now run both the indoor and outdoor market for a year and is aware of the strengths and weaknesses of the service. The Town Centre Manager is continuing to look for a diverse range of traders to maintain a pleasant shopping experience for visitors.</p> <p>Until the asset transfer is complete, the service will continue to be run as it is, but it is recognised that some capital improvements to the Shambles would be welcome. This will require a period of public consultation.</p> <p>Performance indicators are now being produced for member information and officers and footfall counters are programmed to be installed.</p> <p>Some capital improvements such as the kitchen’s extracting system have been commissioned.</p>	<p>Ongoing</p> <p>June 2020 onwards</p> <p>On going</p> <p>March 2020</p>	<p>TCM</p> <p>TCM</p> <p>TCM</p> <p>TCM</p>

Project	Status	Targets	Lead Officer
Public Toilets	<p><u>Superloo</u> Other than routine maintenance, we are having very few problems with the day use facility. Some needed capital expenditure on the heating system has recently come to light but is not included within the budget therefore may need to be conserved for 2021/22.</p> <p><u>Night Toilet</u> This issue has still not been resolved and there currently does not seem to be a cost-effective solution to manage the anti-social behaviour and drug abuse that takes place when the facility is not manned.</p> <p><u>Toilets on the Green</u> The facility is now permanently out of use. A review of this facility is needed in 2020 and may form part of the splash pad project.</p> <p>.</p>	<p>On going</p> <p>On going</p> <p>To progress alongside the splash pad project</p>	<p>DSM</p> <p>DSM</p> <p>TC</p>
Splash Pad	<p>Following work undertaken by the splash pad working party, the Recreation and Properties Committee has agreed to investigate how a splash pad could be funded.</p> <p>From the initial work, the preferred location is the Small Green.</p> <p>The Council is now in receipt of a petition signed by over 200 people asking for a splash pad.</p>	<p>To commence seeking funding during 2020.</p>	<p>TC</p>
Avon Road	<p>No issues to report</p>		<p>DSM</p>
The Greens & Crammer	<p>No current issues</p>		<p>DSM</p>

Project	Status	Targets	Lead Officer
Allotments	<p>During the high winds some windbreak fencing was damaged and there is currently an ongoing discussion about the need for this, now that much of the tree screening is coming to maturity.</p> <p>Over the last year, officers have started to work closely with both the Devizes and District Allotment Association and the Green Lane Allotment Association to delegate much of the general site maintenance to them, in return for a small annual grant to cover their public liability insurance and basic materials costs.</p>	On going	AFM
Devizes In Bloom	Nothing to report	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 and gates	<p>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, as yet no further concerns are been identified</p> <p>Work to stabilise the Cemetery gate piers which were damaged some years ago, will commence from mid-March onwards. This work will result in general access to the Cemetery being restricted for a week. For two weeks before the commencement of the work signs will be displayed and this has been supported by a posting on social media.</p>	Prices will be sought for any necessary work once schedule complete.	AFM

Project	Status	Targets	Lead Officer
Woodland	<p><u>Anti-social behaviour</u> We have a small ongoing issue with a couple who have taken to sleeping in the wood. Wiltshire Council's Anti-social Officer is aware of the problem and officers from the Town Council have been there with the Police.</p> <p><u>Maintenance</u> No major issues, with officers working with a community group to look after Broadleas Wood. Officers have now updated the woodland management plan for B & N</p> <p>Services work for the new Quakers Road Development has caused some disruption on land adjacent the wood and officer have been in contact with the land owners</p>		DSM
Cemetery Lodge	No Current issues		AFM
Roundway White Horse	No Current issues	Weed spraying programme for 2020 in place	DSM