



# Devizes Town Council

[www.devizes-tc.gov.uk](http://www.devizes-tc.gov.uk)

## **DEVIZES TOWN COUNCIL**

You are summonsed to attend a digital meeting of the Devizes Town Council Committee on the following date:

Date: **Thursday 17<sup>th</sup> December 2020**

Time: 6.00 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/87031917227?pwd=VFpuaUpEeUpUNEw0T3hzOUo5TGhpUT09>

Meeting ID: 870 3191 7227

Passcode: 612732

**Please note, this meeting may be recorded therefore if you do not want to appear on the recording, do not enable your camera**

Enquiries: Town Hall - Tel: 01380 723333

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

## **AGENDA**

***Please note that Standing Order No 5 (members to stand when speaking) is suspended for digital meetings***

### **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 3<sup>rd</sup> November 2020.

### **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 scheduled meeting of the Council on 15<sup>th</sup> October 2020 the following Committees have taken place whose minutes have been approved as a correct record for signature by the appropriate committee chairman.

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

<b>COMMITTEE NAME</b>	<b>COMMITTEE DATE</b>
Special Full Council	3 <sup>rd</sup> November 2020
Planning	20 <sup>th</sup> October 2020
Planning	3 <sup>rd</sup> November 2020
Planning	17 <sup>th</sup> November 2020
Planning	1 <sup>st</sup> December 2020
Special C&CR	20 <sup>th</sup> October 2020
Special C&CR	27 <sup>th</sup> October 2020
C&CR	17 <sup>th</sup> November 2020
Rec & Prop	3 <sup>rd</sup> November 2020
Rec & Prop	1 <sup>st</sup> December 2020

**7. REPORT FOR INFORMATION - NATIONAL GRID VISUAL IMPACT PROVISION PROJECT**

Towards the end of 2019, representatives from the National Grid briefed members about a proposed project to replace 4km of overhead electricity line and up to 12 pylons to the north of Devizes with underground cable.

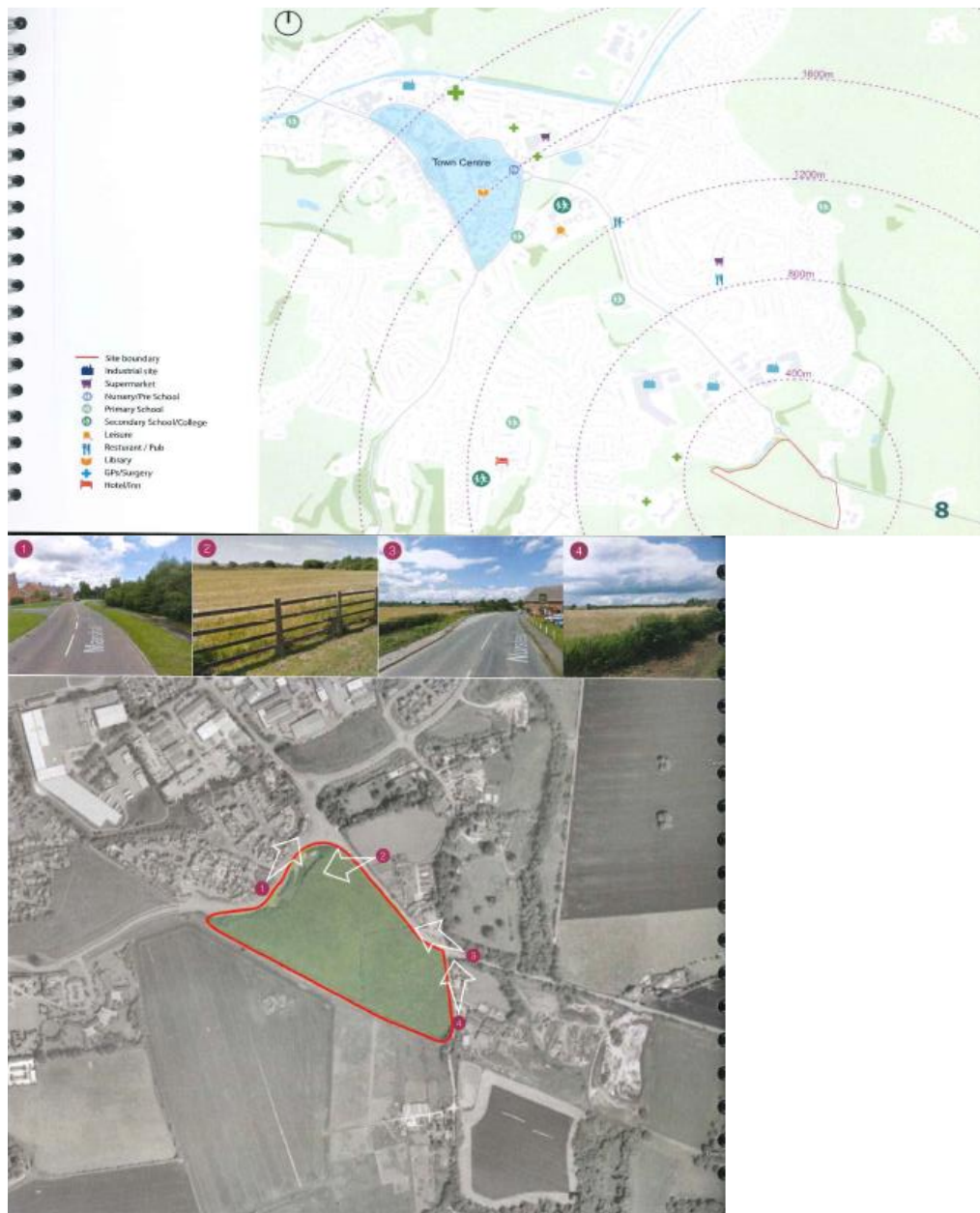
Since that meeting, the team managing the project has made significant progress in the development of proposals and now they have asked to meet and update the Town Council about this work, as well as give a preview of a new interactive 360° virtual tour which they have developed.

This meeting with the Council comes ahead of wider consultation where the tour will showcase the project with the local community and help them to get some feedback early next year.

Ben Smith, the Project Manager for the National Grid will be attending and be happy to answer any questions members may have.

**8. REPORT FOR INFORMATION – PLANNING CONSULTATION, HOUSING DEVELOPMENT, MARSHALL ROAD**

Representatives from Origin3, the agents working with Princeton Homes to develop land at Wayside of Marshall Road in Devizes have asked to meet with the Planning Committee to update them on the proposal for the site.



It has been some 18 months since the developer first approached the Council and Neighbourhood Plan Steering Group to discuss their

proposals, and since then work has continued to build up technical evidence for the development, including pre-application advice.

Alex Cave from Origin3 will be attending the meeting and be happy to take any questions from members.

## **9. REPORT FOR DECISION – ADOPTION OF BUDGET FOR FINANCIAL YEAR 2021/22**

### **Recommendation**

The Council is recommended to agree the budget for financial year 2021/22.

### **Purpose of the Report**

To consider the budgeted income and expenditure for the financial year 2021-22 and provide sufficient financial resources for any additional services the Council may consider it wishes to take on.

### **Background**

Officers prepared the draft budget for financial year 2021/22 in line with identified business activities and plans or those which are projected. A financial estimate of forecasted income, expenditure and capital projects was presented at the meeting of the Council held on 15 October 2020. After carefully scrutiny by members, it was agreed that the draft estimates for 2021/22 as presented should go forward to Full Council for approval on the 17 December, subject to any agreed adjustments prior to that meeting.

Since submission of the draft estimates to the Council on 15 October 2020, Wiltshire Council has notified the Town Council that the Council Tax Band D charge which should be applied to the calculation of the precept for the Town Council should be 5849.91 instead of the 5889.47 which was being applied on the 15<sup>th</sup> of October 2019. This change means that the percentage increase in the precept has risen from 2.05% to 2.74%.

These adjustments have now been made to the draft 2021/22 budget which is appended to this agenda ([doc 9/1](#)).

Should members wish to reduce the estimates back down to achieve a 2.05% increase this will effectively mean a cost saving of £7,000 in one cost centre or in a combination of cost centres.

Potential areas for cost savings are the Town Centre management budget (line 417) or Road Improvements (Cat G) budget (line 419). Members may of course prefer to leave the cost centres unaffected and accept the revised percentage increase due to the change in the Band D charge notified by Wiltshire Council.

### **Options Considered**

The Council needs to decide if they feel that the proposed budget is in line with the level of services it wishes the Council to deliver in 2021/22.

### **Implications & Risks**

#### **Financial and Resource Implications**

The budget reflects the Council's ability to fund its Financial and Resource needs for the financial year 2021/22.

#### **Legal Implications and Legislative Powers**

The Council will be considering this matter under its power of General Competence

#### **Environmental Implications**

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

#### **Risk Assessment**

Not setting a budget would leave the Council open to challenge by the auditors for financial mismanagement. In addition, the Council will not be able to set a precept and therefore will have its precept imposed by Wiltshire Council.

#### **Crime and Disorder**

Officers are not aware of any implications Under Section 17 of the Crime and Disorder act 1998.

## **10. REPORT FOR DECISION – AGREE PRECEPT FOR FINANCIAL YEAR 2021/22**

### **Recommendation**

The Council is required to set the precept for the financial year 2021/2022 in accordance with the agreed budget for the same period.

### **Purpose of the Report**

The purpose of this report is for the Council to pass a resolution setting the precept for financial year 2021/2022.

### **Background**

Before this agenda item, the committee will have reviewed the proposed estimates for financial year 2021/2022.

In agreeing the budget, there is a calculation for the funding needed to fund the anticipated expenditure.

The Committee is now required to formally agree this figure and set the level of precept for financial year 2021/2022 which will be served on Wiltshire Council.

### **Options Considered**

Members are required to set a level of precept in line with the budget for financial year 2021/2022.

### **Implications & Risks**

#### **Financial and Resource Implications**

The precept underpins the agreed financial budget and therefore must be set in accordance with that budget.

#### **Legal Implications and Legislative Powers**

Under section 41 of the Local Government Finance Act 1992 the Council has a power to raise finance through local taxation.

#### **Environmental Implications**

Officers are not aware of any environmental implications associated with setting the 2021/2022 precept.

#### **Risk Assessment**

If the Council was not to set a precept, the Unitary Council has the power to set a precept on the Town Council's behalf. If this were to happen, the Town Council might not be able to fund its agreed expenditure.

#### **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 – APPOINTMENT OF MAYORAL NOMINATION FOR CIVIC YEAR 2021/2022**

### **Recommendation**

Members are requested to confirm the Council's preference for the nomination for Mayor for the municipal year 2021/22.

### **Purpose of the Report**

To seek clarification for the Council's nomination for Mayor for the municipal year 2021/22.

### **Background**

It is traditional for the Council to confirm the Council's nomination for Mayor for the following municipal year at its December meeting. The formal election of Mayor will be at the Annual Meeting of the Town Council (Mayor Making) on the 20<sup>th</sup> of May 2021.

In a normal year, the standing Deputy Mayor would be put forward as the Council Mayoral nomination for the subsequent year; however, following the untimely death of Councillor Andy Johnson at the beginning of this civic year, the subsequent lock down and ongoing restrictions on people gathering due to the Coronavirus pandemic, when Councillor Mrs Gay became Mayor it was decided not to appoint a Deputy Mayor for the following year.

Officers have placed this item on the Agenda as it is helpful that there is clarity around the Council nomination for the incoming Mayor, to provide time for planning and smooth transition; however, as this is not a normal civic year, the Council may decide if it wishes to defer the decision to a later date.

### **Options Considered**

The council needs to decide:

- If it wishes to agree the Mayoral nomination for civic year 2021/22 at this meeting;
- If it wishes to defer a decision to agree the Mayoral nomination for the civic year 2021/22 until the Council meeting on the 11th March 2021;
- If it decides not to agree the Mayoral nomination for the civic year 2021/22, leaving it to the first item of business for the new Council at its first meeting on the 20th May 2021.

### **Implications & Risks**

#### **Financial and Resource Implications**

Each year a budget provision is made for the Mayoralty.

#### **Legal Implications and Legislative Powers**

The Council will be considering this matter under its General Power of Competence.

#### **Environmental Implications**

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

#### **Risk Assessment**

Officers are not aware of any risk implications associated with this decision. The final appointment of Mayor is undertaken at the Annual Statutory meeting in May.

#### **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. REPORT FOR INFORMATION – PROJECT LIST**

Circulated with this agenda ([doc 12/1](#)) is a list detailing the current position with regard to ongoing and proposed projects.

**13. 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.

**14. 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.

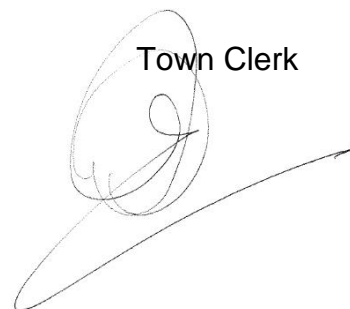
At least 24 hours' notice must be given to officers of the intended question. All other matters should be raised on an agenda and the request should be submitted through the Town Clerk

**15. 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  
17<sup>th</sup> December 2020

	B	C	D	E	F	G	H	I	J	K
6	<b>Detailed Income &amp; Expenditure by Budget Heading 2021/22</b>									
7	<b>Cost Centre Report</b>									
8										
9										
10					2018/19	2019/20	2020/21	2020/21	2021/22	
11					Actual	Actual	Projection	Budget	Budget	
12										
13	<b>MARKETS</b>									
14	MEMBERSHIP/SUBSCRIPTIONS				£0	£358	£382	£1,000	£500	
15	MAINTENANCE AND REPAIRS				£0	£0	£1,325	£1,000	£2,000	
16	MAINTENANCE CONTRACTS				£0	£360	£360	£1,000	£2,000	
17	RATES				£0	£0	£14,000	£14,000	£14,000	
18	WATER RATES				£0	£0	£2,000	£2,000	£2,000	
19	ELECTRICITY				£0	£0	£7,000	£7,000	£7,000	
20	WASTE MANAGEMENT				£0	£0	£0	£0	£500	
21	GENERAL STORES				£0	£0	£0	£0	£1,000	
22	OUTDOOR MARKET				£0	£11,272	£0	£0	£0	
23	THE SHAMBLES				£0	£33,807	£0	£0	£0	
24										
25	<b>MARKET:-Expenditure</b>				<b>£0</b>	<b>£45,437</b>	<b>£25,067</b>	<b>£26,000</b>	<b>£29,000</b>	
26										
27	OUTDOOR MARKET				£0	£62,012	£44,676	£67,421	£75,000	Was £60k
28	THE SHAMBLES				£0	£88,870	£53,143	£98,000	£50,000	Was £95k
29										
30										
31	<b>MARKET:-Income</b>				<b>£0</b>	<b>£150,882</b>	<b>£97,819</b>	<b>£165,421</b>	<b>£125,000</b>	
32										
33	<b>Market Total</b>				<b>£0</b>	<b>-£105,445</b>	<b>-£72,752</b>	<b>-£139,421</b>	<b>-£96,000</b>	<b>£32,693.00</b>
34										
35										
36	<b>MEMBER SUPPORT</b>									
37	MEMBER TRAINING				£975	£464	£5	£1,000	£1,000	
38	MEMBERSHIP/SUBSCRIPTIONS				£1,250	£715	£1,300	£1,300	£1,300	
39										
40	<b>Member Support Total</b>				<b>£2,225</b>	<b>£1,179</b>	<b>£1,305</b>	<b>£2,300</b>	<b>£2,300</b>	<b>£126.00</b>
41										
42	<b>TWINNING</b>									
43	TWINNING VISIT TRAVEL COSTS				£829	£1,325	£0	£1,000	£0	
44	TWINNING EVENTS				£770	£844	£0	£1,000	£2,000	
45	TORNIO FRIENDSHIP ASSN				£200	£200	£200	£200	£200	
46	TWINNING ASSOCIATION				£300	£300	£300	£300	£300	
47										
48	<b>TWINNING:-Expenditure</b>				<b>£2,099</b>	<b>£2,669</b>	<b>£500</b>	<b>£2,500</b>	<b>£2,500</b>	
49										
50	TWINNING INCOME				£0	£123	£0	£0	£0	
51										
52	<b>TWINNING:-Income</b>				<b>£0</b>	<b>£123</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	
53										
54	<b>Twining Total</b>				<b>£2,099</b>	<b>£2,546</b>	<b>£500</b>	<b>£2,500</b>	<b>£2,500</b>	<b>-£2,046.00</b>
55										
56	<b>CIVIC AND CEREMONIAL</b>									
57	CIVIC OFFICERS ALLOWANCE				£422	£490	£0	£900	£400	
58	CIVIC EVENTS				£262	£586	£200	£1,800	£800	
59	CIVIC AWARDS COSTS				£59	£77	£100	£100	£0	
60	TELEPHONE/FAX				£0	£200	£200	£200	£200	
61	MAYORAL ALLCE - J ROSE				£0	£2,758	£0	£0	£0	
62	MAYORAL ALLCE - A GEDDES				£3,288	£767	£0	£0	£0	
63	MAYORAL ALLCE - N CARTER				£321	£0	£0	£0	£0	
64	MAYORAL ALLCE - C GAY				£0	£0	£3,000	£7,168	£0	
65	MAYORAL ALLCE - 2021/22				£0	£0	£0	£0	£3,000	
66	ST MARY'S CLOCK ELECTRICITY				£110	£107	£89	£70	£70	
67	MAYORAL CHAIN COSTS				£0	£0	£0	£0	£0	
68	DEVIZES IN BLOOM				£729	£985	£1,000	£1,200	£600	
69										
70	<b>CIVIC &amp; CEREMONIAL:-Expenditure</b>				<b>£5,191</b>	<b>£5,970</b>	<b>£4,589</b>	<b>£11,438</b>	<b>£5,070</b>	
71										
72	PAST MAYOR BADGES				£117	£100	£200	£200	£100	
73	MAYORS CONSORT BADGE				£0	£0	£0	£0	£0	
74	DEVIZES IN BLOOM CONTRIBUTION				£250	£250	£250	£250	£0	
75										
76	<b>CIVIC &amp; CEREMONIAL:-Income</b>				<b>£367</b>	<b>£350</b>	<b>£450</b>	<b>£450</b>	<b>£100</b>	
77										
78	<b>Net Expenditure over income</b>				<b>£4,824</b>	<b>£5,620</b>	<b>£4,139</b>	<b>£10,988</b>	<b>£4,970</b>	<b>-£1,481.00</b>
79										
80										
81	<b>COMMUNICATIONS</b>									
82	WEB SITE COSTS				£1,283	£1,038	£1,500	£1,500	£1,500	
83	MARKETING/PROMOTIONS				£4,111	£4,352	£101	£4,500	£4,500	
84	COMMUNICATIONS STRATEGY				£408	£90	£1,500	£1,500	£1,500	
85										
86	<b>COMMUNICATIONS:-Expenditure</b>				<b>£5,802</b>	<b>£5,480</b>	<b>£3,101</b>	<b>£7,500</b>	<b>£7,500</b>	
87										
88	<b>Net Expenditure over Income</b>				<b>£5,802</b>	<b>£5,480</b>	<b>£3,101</b>	<b>£7,500</b>	<b>£7,500</b>	<b>-£2,379.00</b>
89										

Doc9/1

DEVIZES TOWN COUNCIL  
17<sup>th</sup> December 2020

	B	C	D	E	F	G	H	I	J	K
91	CORPORATE MANAGEMENT									
93	AUDIT FEE				£2,000	£2,000	£2,000	£2,000	£2,800	
94	MISC ADMIN/PROF ADVICE				£0	£3,421	£0	£500	£500	
95	ANNUAL REPORT				£435	£278	£450	£450	£450	
96										
97	CORPORATE MANAGEMENT:-Expenditure									
					£2,435	£5,699	£2,450	£2,950	£3,750	
98										
99	PRECEPT				£889,834	£924,185	£1,037,180	£0	£0	
100	BANK INTEREST				£3,921	£4,566	£1,068	£3,000	£1,500	
101										
102	CORPORATE MANAGEMENT :- Income									
					£893,755	£928,751	£1,038,248	£3,000	£1,500	
103										
104	Net Expenditure over Income									
					-£891,320	-£923,052	£1,035,798	£50	-£2,250	
105	GRANTS									
106	GRACE & FAVOUR LETTINGS				£1,408	£3,273	£0	£3,500	£1,000	
108	GRANTS GENERAL				£2,846	£2,350	£5,000	£5,000	£5,000	
109	FREE LETTINGS (including NHS)				£4,073	£3,179	£0	£5,000	£5,000	
110	COUNCIL USE				£4,166	£3,821	£0	£4,000	£500	
111	GRANTS GENERAL (museum)				£4,000	£4,000	£4,000	£4,000	£4,000	
112	DREWS POND WOOD				£1,169	£1,426	£1,200	£1,200	£3,000	
113										
114	GRANTS:-Expenditure									
					£17,662	£18,049	£10,200	£22,700	£18,500	
115										
116	Net Expenditure over Income									
					£17,662	£18,049	£10,200	£22,700	£18,500	-£7,849.00
117	COMMERCIAL PROPERTIES									
121	REPAIRS/ALTERATIONS				£19,570	£23,304	£4,200	£4,200	£10,000	
122	COMM RENT BAD DEBTS				£0	£500	£500	£500	£20,000	
123	VACANT PROPERTIES				£20,000	£11,496	£20,000	£20,000	£30,000	
124	LEGAL FEES				£10,066	£7,427	£6,000	£6,000	£8,000	
125	COMM PROP MANAGEMENT				£23,116	£17,580	£12,500	£14,000	£14,000	
126										
127	COMMERCIAL PROPERTIES:-Expenditure									
					£72,752	£60,307	£43,200	£44,700	£82,000	
128										
152	COMMERCIAL PROPERTIES :- Income									
					£ 280,515	£ 295,263	£ 292,623	£ 292,623	£ 292,623	
153										
154	Net Expenditure over Income									
					-£207,763	-£234,956	-£249,423	-£247,923	-£210,623	£14,467.00
155	ARTS DEVELOPMENT									
157	FESTIVAL FREE USE				£5,039	£6,584	£0	£6,500	£5,000	
158	CARNIVAL GRANT				£5,800	£5,800	£5,800	£5,800	£5,800	
159	DOCA				£10,000	£10,000	£10,000	£10,000	£10,000	
160	WW1 COMMEMORATION				-£1,086	£0	£0	£0	£0	
161	CARNIVAL FREE USE				£3,356	£1,452	£0	£2,500	£2,000	
162										
163	ARTS DEVELOPMENT:-Expenditure									
					£23,109	£23,836	£15,800	£24,800	£22,800	
164										
165	Net Expenditure over Income									
					£23,109	£23,836	£15,800	£24,800	£22,800	-£8,036.00
166	TOWN HALL									
169	COMMERCIAL RATES				£17,640	£18,044	£18,338	£18,585	£18,888	
170	WATER RATES				£769	£1,129	£1,000	£1,000	£750	
171	ELECTRICITY				£5,503	£5,401	£6,000	£6,000	£6,000	
172	GAS				£4,345	£4,434	£4,000	£4,000	£4,500	£5,000.00
173	TEMPORARY STAFF				£953	£419	£0	£500	£0	
174	GENERAL STORES				£2,887	£3,407	£3,500	£3,500	£1,000	
175	MARKETING/PROMOTIONS				£3,697	£2,827	£790	£5,500	£1,500	
176	MAINTENANCE				£6,313	£8,353	£6,000	£6,000	£1,000	
177	MAINTENANCE CONTRACTS				£4,793	£5,705	£4,500	£4,500	£4,500	
178	REPLACEMENT TOOLS/EQUIP				£1,741	£1,853	£1,000	£2,000	£1,000	
179	LICENCES				£1,888	£2,220	£1,032	£1,500	£2,300	£3,000.00
180	WASTE MANAGEMENT				£1,521	£1,578	£1,624	£1,650	£1,650	
181	TABLE AND SLIP CLOTHS				£2,602	£2,567	£259	£2,800	£500	
182	HOT WATER BOILER				£775	£0	£0	£0	£0	
183	AUDIO VISUAL EQUIPMENT				£0	£875	£0	£0	£0	
184	EMERGENCY LIGHTING				£3,277	£0	£0	£0	£0	
185	KITCHEN ELECTRICAL INSTALL				£2,790	£0	£0	£0	£0	
186	NEW ELECTRIC COOKER				£2,750	£0	£0	£0	£0	
187	PROTECTIVE CLOTHING				£740	£326	£500	£500	£100	
188										
189	TOWN HALL:-Expenditure									
					£64,984	£59,138	£48,543	£58,035	£43,688	

DEVIZES TOWN COUNCIL  
17<sup>th</sup> December 2020

	B	C	D	E	F	G	H	I	J	K
191	TOWN HALL HIRE				£32,515	£40,679	£1,000	£42,000	£10,000	Was £40,000
192	BAR & SUNDRY RECEIPTS				£4,724	£3,320	£0	£6,000	£500	
193	TOWN HALL SUNDRY INCOME				£3,390	£3,541	£0	£4,000	£500	
194	CATERING AT THE TOWN HALL				£7,922	£4,115	£0	£9,500	£500	
195	WEDDING LICENCES				£292	£117	£0	£600	£300	
196	USE OF TOWN HALL AS OFFICE				£0	£0	£21,257	£21,257	£21,257	
197										
198	TOWN HALL :- Income				£48,843	£51,772	£22,257	£83,357	£33,057	
199										
200	<b>Net Expenditure over Income</b>				<b>£16,141</b>	<b>£7,366</b>	<b>£26,286</b>	<b>-£25,322</b>	<b>£10,631</b>	<b>£18,920.00</b>
201										
202	CORN EXCHANGE									
203	COMMERCIAL RATES				£11,475	£10,802	£10,978	£11,128	£11,307	
204	WATER RATES				£7,769	£255	£8,000	£8,000	£6,000	
205	ELECTRICITY				£18,459	£17,099	£16,000	£16,000	£12,000	
206	GAS				£47	£66	£50	£50	£70	
207	TEMPORARY STAFF				£953	£419	£0	£500	£0	
208	GENERAL STORES				£2,894	£3,404	£3,500	£3,500	£1,000	
209	MARKETING/PROMOTIONS				£3,697	£2,827	£785	£5,500	£1,500	
210	MAINTENANCE				£9,320	£7,215	£9,000	£9,000	£3,000	
211	MAINTENANCE CONTRACTS				£9,409	£9,104	£9,000	£9,000	£9,500	
212	REPLACEMENT TOOLS/EQUIP				£2,528	£1,111	£2,500	£2,500	£1,000	
213	LICENCES				£2,859	£2,851	£1,795	£2,600	£3,000	£3,000.00
214	WASTE MANAGEMENT				£1,300	£1,223	£1,288	£1,300	£1,300	
215	TABLE AND SLIP CLOTHS				£2,610	£2,565	£259	£2,500	£500	
216	PROTECTIVE CLOTHING				£688	£242	£500	£500	£100	
217										
218	CORN EXCHANGE:-Expenditure				£74,008	£59,183	£63,655	£72,078	£50,277	
219										
220	CORN EXCHANGE HIRE				£66,015	£59,110	£4,546	£60,000	£20,000	
221	BAR & SUNDRY RECEIPTS				£28,708	£29,292	£0	£32,000	£500	
222	C/EXCHANGE SUNDRY INCOME				£4,416	£5,139	£0	£4,500	£500	
223	CATERING AT THE CORN				£8,950	£11,286	£0	£0	£500	£9,000.00
224										
225	CORN EXCHANGE :- Income				£108,089	£104,827	£4,546	£96,500	£21,500	
226										
227	<b>Net Expenditure over Income</b>				<b>-£34,081</b>	<b>-£45,644</b>	<b>£59,109</b>	<b>-£24,422</b>	<b>£28,777</b>	<b>£104,753.00</b>
228										
229	DEVIZES LEISURE CENTRE									
230	LEISURE CENTRE REV FUND				£67,076	£69,115	£71,189	£71,189	£73,325	
231										
232	DEVIZES LEISURE CENTRE:-Expenditure				£67,076	£69,115	£71,189	£71,189	£73,325	
233										
234	<b>Net Expenditure over Income</b>				<b>£67,076</b>	<b>£69,115</b>	<b>£71,189</b>	<b>£71,189</b>	<b>£73,325</b>	<b>£2,074.00</b>
235										
236										
237	HILLWORTH PARK CAFE									
238										
239	HILLWORTH PARK CAFÉ EXPENSES				£30,599	£30,267	£10,104	£32,500	£18,900	
240	HILLWORTH PARK EVENTS EXPENSES				£0	£3,911	£0	£3,000	£3,000	
241										
242	HILLWORTH PARK:-Expenditure				£30,599	£34,178	£10,104	£35,500	£21,900	
243										
244	HILLWORTH PARK CAFÉ INCOME				£57,727	£52,817	£21,221	£65,000	£37,800	63%
245	HILLWORTH PARK EVENTS				£0	£4,979	£0	£5,000	£3,000	
246										
247	HILLWORTH PARK :- Income				£57,727	£52,817	£21,221	£70,000	£40,800	
248										
249	<b>Net Expenditure over Income</b>				<b>-£27,128</b>	<b>-£18,639</b>	<b>-£11,117</b>	<b>-£34,500</b>	<b>-£18,900</b>	<b>£7,522.00</b>
250										
251										
252	COMMUNITY SPACES CENTRAL SUPPORT									
253	TEMPORARY/CASUAL STAFF				£11,000	£3,001	£0	£0	£0	
254	COMMERCIAL RATES				£287	£323	£377	£334	£334	
255	WATER RATES				£4,745	£5,053	£4,000	£4,000	£5,000	£5,000.00
256	ELECTRICITY				£5,267	£5,209	£5,000	£5,000	£5,500	
257	GAS				£728	£458	£1,000	£1,000	£1,000	
258	GENERAL STORES				£3,414	£2,996	£3,500	£3,500	£3,500	
259	TELEPHONE				£607	£496	£185	£2,000	£750	
260	MAINTENANCE CONTRACTS				£5,508	£6,428	£5,000	£5,000	£5,000	
261	MAINTENANCE				£6,505	£8,456	£15,000	£15,000	£15,000	
262	WHITE HORSE MAINTENANCE				£5,265	£171	£3,000	£3,000	£3,000	
263	REPLACEMENT TOOLS/EQUIP				£2,196	£1,067	£5,000	£5,000	£5,000	
264	EQUIPMENT HIRE				£86	£1,092	£1,658	£3,500	£6,000	
265	PETROL/OIL/DIESEL				£2,787	£3,407	£4,023	£8,000	£8,000	
266	MACHINE/EQUIP REPAIRS				£46	£383	£0	£1,000	£1,000	
267	PLAY AREA MAINTENANCE				£12,582	£12,427	£20,000	£20,000	£20,000	
268	GULL DETERRENCE				£5,747	£4,691	£4,050	£6,500	£6,500	
269	LICENCES				£70	£173	£250	£250	£250	
270	ACTIVITIES & DEVELOPMENT - H PARK				£8,961	£7,024	£515	£7,500	£5,000	
271	SIGNAGE				£600	£245	£200	£200	£400	
272	WASTE MANAGEMENT				£5,272	£5,339	£12,963	£18,000	£18,000	
273	PROTECTIVE CLOTHING				£2,065	£1,563	£5,000	£3,000	£4,000	
274	WATERING CONTRACT				£11,000	£10,552	£12,000	£12,000	£10,000	
275	SEEDS AND BULBS				£12,385	£7,661	£12,000	£12,000	£14,000	
276	TREE WORKS GENERAL				£0	£0	£600	£600	£0	
277	MACHINE/EQUIP REPAIRS				£1,810	£383	£3,000	£2,000	£2,000	
278	TREES & WOODLAND				£1,815	£5,909	£8,000	£8,000	£20,000	
279	LEASE HIRE VEHICLES				£5,819	£12,594	£32,550	£47,361	£44,073	
280	HIRE TRACTOR & HEDGE CUTTER - 2 WEEKS				£0	£0	£1,170	£1,500	£1,500	
281	STREET FURNITURE				£2,553	£0	£9,000	£9,000	£9,000	
282	SPORTS FIELD RENT				£2,542	£2,585	£2,649	£0	£2,649	
283	SPORTS FIELD EXPENSES				£1,180	£6,000	£6,000	£6,000	£6,000	
284	STREET CLEANING				£18,419	£104	£7,000	£7,000	£6,000	
285	ALLOTMENT COSTS				£1,163	£2,324	£2,000	£2,000	£2,000	
286	AVIARY AT PARK				£454	£428	£500	£500	£500	
287	WOODLAND & COUNTRYSIDE				£0	£0	£3,880	£3,880	£0	
288	GROUNDS MAINT/STREET SCENE CONTRACT				£0	£170,000	£170,000	£42,500	£0	
289	CLOSED CHURCH YARD (ST JAMES'S)				£0	£1,700	£1,700	£1,700	£1,700	
290	CONTRACTED GRASS CUTTING				£10,751	£8,520	£42,500	£0	£0	
291	GRASS CUTTING CEMETERY				£17,762	£14,187	£0	£0	£11,949	
292										
293	<b>COMMUNITY SPACES CENTRAL SUPPO:-Expenditure</b>				<b>£171,391</b>	<b>£312,949</b>	<b>£405,270</b>	<b>£267,825</b>	<b>£244,604</b>	

DEVIZES TOWN COUNCIL  
17<sup>th</sup> December 2020

	B	C	D	E	F	G	H	I	J	K
295	WD ALLOTMENT RENTS				£4,250	£3,945	£4,000	£4,000	£4,000	
296	HIRE OF THE GREEN				£6,524	£3,244	£0	£5,000	£500	
297	QW ALLOTMENT RENTS				£1,734	£1,020	£1,200	£1,200	£1,200	
298	GL ALLOTMENT RENTS				£1,616	£2,312	£2,240	£2,240	£2,240	
299	SPONSORSHIP				£500	£0	£0	£0	£0	
300	HILLWORTH PARK CENTRE				£0	£583	£0	£500	£0	
301	RADAR KAYS				£36	£9	£0	£0	£0	
302	GREEN LANE SPORTS SUBLEASE				£1,774	£1,362	£0	£0	£38,650	
303	WAYLEAVES INCOME				£26	£26	£0	£0	£0	
304	PLANTS - TOWN IN BLOOM				£125	£125	£0	£0	£0	
305	CINEMA HILLWORTH PARK				£0	£180	£0	£0	£0	
306	ST JOHN'S GRASS CUTTING				£100	£100	£100	£100	£100	
307										
308	COMMUNITY SPACES CENTRAL SUPPO :- Income				£16,685	£12,906	£7,540	£13,040	£46,690	
309										
310	<b>Net Expenditure over Income</b>				<b>£154,706</b>	<b>£300,043</b>	<b>£397,730</b>	<b>£254,785</b>	<b>£197,914</b>	<b>£97,687.00</b>
311										
312	PUBLIC CONVENIENCES									
313	TEMPORARY/CASUAL STAFF				£552	£0	£0	£0	£0	
314	COMMERCIAL RATES				£8,460	£8,654	£8,794	£0	£8,970	
315	ELECTRICITY				£3,039	£2,365	£3,000	£3,000	£3,000	
316	GAS				£296	£113	£500	£500	£500	
317	GENERAL STORES				£1,129	£811	£1,500	£1,500	£1,500	
318	TELEPHONE				£0	£0	£200	£200	£200	
319	MAINTENANCE CONTRACTS				£1,173	£2,185	£1,500	£1,500	£1,500	
320	REPLACEMENT TOOLS/EQUIP				£32	£0	£300	£300	£300	
321	PROTECTIVE CLOTHING				£323	£107	£300	£300	£300	
322	WATER RATES				£3,571	£594	£5,000	£5,000	£5,000	
323	SANITARY WASTE				£0	£0	£430	£430	£430	
324	MISCELLANEOUS				£152	£0	£200	£200	£200	
325	MISC ADMIN/PROF ADVICE				£0	£158	£0	£0	£0	
326	MAINTENANCE				£1,600	£1,835	£3,500	£3,500	£3,500	
327										
328	PUBLIC CONVENIENCE - BUSINESS:-Expenditure				<b>£20,327</b>	<b>£16,822</b>	<b>£25,224</b>	<b>£16,430</b>	<b>£25,400</b>	
329										
330	USE OF PUBLIC CONVENIENCE				£7,036	£6,705	£1,973	£8,000	£7,000	
331										
332	PUBLIC CONVENIENCE - BUSINESS:-Income				<b>£7,036</b>	<b>£6,705</b>	<b>£1,973</b>	<b>£8,000</b>	<b>£7,000</b>	
333										
334	<b>Net Expenditure over Income</b>				<b>£13,291</b>	<b>£10,117</b>	<b>£23,251</b>	<b>£8,430</b>	<b>£18,400</b>	
335										
336	CHRISTMAS TREES - BUSINESS									
337	BUSINESS CHRISTMAS TREES				£1,791	£2,389	£2,000	£2,000	£2,000	
338										
339	CHRISTMAS TREES - BUSINESS:-Expenditure				<b>£1,791</b>	<b>£2,389</b>	<b>£2,000</b>	<b>£2,000</b>	<b>£2,000</b>	
340										
341	BUSINESS CHRISTMAS TREES				£3,947	£3,256	£3,200	£3,500	£3,200	
342										
343	CHRISTMAS TREES - BUSINESS:-Income				<b>£3,947</b>	<b>£3,256</b>	<b>£3,200</b>	<b>£3,500</b>	<b>£3,200</b>	
344										
345	<b>Net Expenditure over Income</b>				<b>-£2,156</b>	<b>-£867</b>	<b>-£1,200</b>	<b>-£1,500</b>	<b>-£1,200</b>	<b>-£333.00</b>
346										
347	CHRISTMAS FESTIVAL & LIGHTS									
348	CHRISTMAS LIGHTING				£18,030	£17,467	£16,500	£16,500	£16,500	
349										
350	CHRISTMAS FESTIVAL & LIGHTS:-Expenditure				<b>£18,030</b>	<b>£17,467</b>	<b>£16,500</b>	<b>£16,500</b>	<b>£16,500</b>	
351										
352	TREE SPONSORSHIP				£1,043	£968	£847	£847	£847	
353										
354	<b>Net Expenditure over Income</b>				<b>£16,987</b>	<b>£16,499</b>	<b>£15,653</b>	<b>£15,653</b>	<b>£15,653</b>	<b>-£846.00</b>
355										
356										
357	ADMIN SUPPORT SERVICES									
358	STAFF TRAINING				£5,725	£4,360	£18,622	£18,622	£18,622	
359	STAFF WELLBEING				£0	£0	£0	£0	£1,000	
360	TELEPHONE				£7,660	£3,006	£3,500	£3,500	£3,500	
361	POSTAGE				£1,431	£1,480	£2,000	£2,000	£2,000	
362	STATIONERY				£2,473	£2,533	£2,500	£2,500	£1,500	
363	MEMBERSHIP/SUBSCRIPTIONS				£1,583	£2,439	£1,706	£1,500	£1,800	
364	INSURANCES				£26,303	£16,309	£16,000	£20,000	£20,000	
365	COMPUTER SOFTWARE				£415	£3,403	£1,075	£2,500	£2,500	
366	PHOTOCOPIER RENTAL				£2,500	£1,532	£2,988	£3,300	£3,300	
367	MAINTENANCE CONTRACTS				£9,310	£9,185	£9,000	£9,000	£9,000	
368	REPLACEMENT TOOLS/EQUIP				£0	£0	£100	£100	£0	
369	ELECTIONS				£0	£0	£0	£0	£5,000	
370	AUDIT FEE - INTERNAL				£1,120	£1,180	£1,264	£1,200	£1,300	
371	MISC ADMIN/PROF ADVICE				£5,416	£5,719	£5,000	£10,000	£6,000	
372	BANK CHARGES/COMMISSION				£1,377	£1,659	£1,500	£1,500	£1,500	
373	COMPUTER HARDWARE FUND				£5,324	£7,540	£1,800	£1,800	£1,800	
374	OFFICE FURNITURE				£1,145	£18	£0	£0	£0	
375	BAD DEBTS WRITTEN OFF				£0	£0	£0	£0	£0	
376	RECRUITMENT				£14,943	£0	£7,000	£7,000	£7,000	
377										
378	ADMIN SUPPORT SERVICES:-Expenditure				<b>£86,725</b>	<b>£60,363</b>	<b>£74,055</b>	<b>£84,522</b>	<b>£85,822</b>	
379										
380	ADMIN SUPPORT SERVICES :- Income				<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	
381										
382	<b>Net Expenditure over Income</b>				<b>£86,725</b>	<b>£60,363</b>	<b>£74,055</b>	<b>£84,522</b>	<b>£85,822</b>	<b>£13,692.00</b>

DEVIZES TOWN COUNCIL  
17<sup>th</sup> December 2020

	B	C	D	E	F	G	H	I	J	K
384	CEMETERY SERVICES									
385	COMMERCIAL RATES									
		£1,923			£2,301		£2,134		£2,229	£2,229
386	WATER RATES									
		£750			-£22		£750		£750	£750
387	ELECTRICITY									
		£590			£587		£600		£600	£600
388	MEMBERSHIPS/SUBSCRIPTIONS									
		£288			£362		£350		£350	£350
389	INSURANCE									
		£2,400			£2,400		£2,400		£2,400	£2,400
390	REPLACEMENT TOOLS/EQUIP									
		£8			£48		£0		£0	£0
391	MAINTENANCE									
		£379			£1,210		£1,000		£1,000	£1,000
392	CONTINGENCIES									
		£2,866			£108		£0		£1,000	£1,000
393	CEMETERY LODGE									
		£942			£0		£0		£0	£0
394	CEMETERY CHAPEL MAINTENANCE									
		£0			£0		£1,000		£1,000	£1,000
395	MEMORIAL BENCHES									
		£2,104			£1,048		£1,000		£1,000	£1,000
396	MEMORIAL PLAQUES									
		£449			£371		£500		£500	£500
397	GRAVE DIGGING									
		£10,828			£13,321		£15,000		£15,000	£15,000
398	CEMETERY SOFTWARE									
		£1,250			£1,250		£1,250		£1,250	£1,250
399	TREE WORKS - GENERAL									
		£141			£0		£0		£0	£0
400										
401	Cemetery:-Expenditure									
		£24,918			£22,984		£25,984		£27,079	£27,079
402										
403	PURCHASED BURIAL RIGHTS									
		£8,949			£13,230		£9,910		£10,000	£10,000
404	CREMATION INTERNMENT FEES									
		£8,837			£9,430		£3,072		£9,000	£9,000
405	USE OF CHAPEL									
		£408			£689		£0		£800	£800
406	MONUMENTS									
		£11,306			£7,594		£6,271		£10,000	£10,000
407	CEMETERY LODGE RENT									
		£8,400			£0		£0		£0	£0
408	FULL BURIAL INTERNMENT FEES									
		£8,645			£8,645		£8,623		£10,000	£10,000
409	GRAVE DIGGING FEES									
		£13,239			£16,882		£15,689		£16,500	£16,500
410										
411	Cemetery:- Income									
		£59,784			£56,470		£43,565		£56,300	£56,300
412										
413	Net Expenditure over Income									
		£24,918			£22,984		-£17,581		-£29,221	-£29,221
414										
415	TOWN CENTRE SERVICES									
416	TOWN CENTRE CCTV									
		£18,000			£18,000		£18,000		£18,000	£18,000
417	TOWN CENTRE MANAGEMENT									
		£5,543			£324		£30,000		£30,000	£20,000
418	SUSTAINABILITY PROJECT									
		£0			£0		£0		£0	£10,000
419	ROAD IMPROVEMENTS (CAT G)									
		£20,000			£0		£17,000		£17,000	£17,000
420	TOURISM									
		£0			£0		£3,000		£3,000	£3,000
421	DEVIZES PARKWAY STATION									
		£1,155			£0		£0		£0	£0
422	STORENET RADIO									
		£728			£728		£728		£728	£728
423										
424	COMMUNITY SAFETY:-Expenditure									
		£45,426			£19,052		£68,728		£68,728	£68,728
425										
426	Net Expenditure over Income									
		£45,426			£19,052		£68,728		£68,728	£68,728
427										
492	<b>Summary</b>									
493										
494	<b>Revenue Expenditure</b>									
495										
496	Markets									
		£0			£45,437		£25,067		£26,000	£29,000
497	Central Services									
		£113,523			£102,192		£69,200		£92,200	£123,300
498	Town Hall									
		£64,984			£59,138		£48,543		£58,035	£43,688
499	Corn Exchange									
		£74,008			£59,183		£63,655		£72,078	£50,277
500	Leisure Centre									
		£67,076			£69,115		£71,189		£73,325	£73,325
501	Open Spaces									
		£171,391			£312,949		£405,270		£267,825	£244,604
502	Hillworth Park café									
		£30,599.22			£34,178.00		£10,104		£35,500	£21,900
503	Public Conveniences									
		£0.00			£0.00		£25,224		£16,430	£25,400
504	Tourism									
		£19,821			£19,856		£18,500		£18,500	£18,500
505	Admin Support									
		£86,725			£60,363		£74,055		£84,522	£85,822
506	Devizes Cemetery									
		£24,918			£22,984		£25,984		£27,079	£27,079
507	Community									
		£45,426			£19,052		£68,728		£68,728	£68,728
508	Salaries									
		£608,756			£608,756		£647,217		£861,307	£800,046
509	Outcome of Job Evaluation									
									£13,380	
510										
511	Expenditure Total									
		£1,307,227			£1,413,203		£1,552,736		£1,712,774	£1,611,669
512										
513	<b>Income</b>									
514										
515	Markets									
		£0			£150,882		£97,819		£165,421	£125,000
516	Corporate & Democratic									
		£894,122			£929,224		£1,038,698		£3,450	£1,600
517	Central Services									
		£280,515			£295,263		£292,623		£292,623	£292,623
518	Town Hall									
		£48,843			£51,772		£22,257		£83,357	£33,057
519	Use of Town Hall as office									
		£0			£0		-£21,257		-£21,257	-£21,257
520	Corn Exchange									
		£108,089			£104,827		£4,546		£96,500	£21,500
521	Open Spaces									
		£16,685.00			£12,906.00		£7,540		£13,040	£46,690
522	Hillworth Park Café									
		£57,727.00			£52,817.00		£21,221		£70,000	£40,800
523	Public Conveniences									
		£0.00			£0.00		£1,973		£8,000	£7,000
524	Tourism									
		£4,990.00			£4,224.00		£4,047		£4,347	£4,047
525	Devizes Cemetery									
		£0.00			£0.00		£43,565		£56,300	£56,300
526	Admin Support									
		£0			£0		£0.00		£0.00	£0.00
527										
528	Income total									
		£1,410,971			£1,601,915		£1,513,032		£771,781	£607,360
529										
530	Balance of Revenue Expenditure									
		-£103,744			-£188,712		£39,704		£940,992	£1,004,309
531										

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	B	C	D	E	F	G	H	I	J	K
533										
534					2018/19	2018/19	2020/21	2020/21	2020/21	
535					Projection	Projection	Projection	Budget	Budget	
536										
537					<b>Projects &amp; New Funding</b>					
538					£0	£292	£0	£0	£0	
539					£0	£1,103	£0	£0	£0	
540					£20,357	£0	£0	£0	£0	
541					£1,600	£0	£0	£0	£0	
542					£5,810	£0	£0	£0	£0	
543					£300	£1,607	£0	£0	£0	
544					£12,137	£27,037	£12,000	£12,000	£0	
545					£64,280	£1,585,278	£20,000	£20,000	£0	
546					£18,550	£0	£0	£0	£0	
547					£0	£1,961	£0	£0	£0	
548					£0	£1,476	£0	£0	£0	
549					£0	£2,946	£0	£0	£0	
550					£916	£0	£0	£0	£0	
551					£0	£4,200	£0	£0	£0	
552					£0	£8,522	£0	£0	£0	
553					£400	£0	£0	£0	£0	
554					£8,280	£0	£0	£0	£0	
555					£0	£0	£2,500	£2,500	£0	
556					£0	£0	£20,000	£20,000	£0	
557					£0	£0	£3,000	£3,000	£0	
558					£0	£0	£5,000	£5,000	£0	
559					£0	£0	£1,000	£1,000	£0	
560					£0	£0	£4,000	£4,000	£0	
561					£0	£0	£2,000	£2,000	£0	
562					£0	£0	£0	£0	£4,700	
563					£0	£0	£0	£0	£2,000	
564					£0	£0	£0	£0	£2,000	
565					£0	£0	£0	£0	£2,000	
566					£0	£0	£0	£0	£800	
567					£0	£0	£0	£0	£5,000	
568					£0	£0	£0	£0	£4,750	
569					£0	£0	£0	£0	£30,000	
570					£0	£0	£0	£0	£2,917	
571					<b>£ 132,630</b>	<b>£ 1,634,422</b>	<b>£ 69,500</b>	<b>£ 69,500</b>	<b>£ 54,167</b>	
572										
573							2020/21	2020/21	2021/22	
574							Projection	Budget	Budget	
575							<b>£ 889,834</b>	<b>£ 1,037,180</b>	<b>£ 1,058,476</b>	
576										
577										
578										
579							<b>£ 889,834</b>	<b>£ 1,037,180</b>	<b>£ 1,058,476</b>	
580										
581							<b>£ 889,834</b>	<b>£ 1,037,180</b>	<b>£ 1,058,476</b>	
582										
583										
584					% Increase on previous Year					
585					2021/22 "Band D" charge, based on Council Tax Base	5849.91	<b>£ 159.71</b>	<b>£ 176.11</b>	<b>£ 180.94</b>	
586							3.86%	10.27%	2.74%	
587										
594										
					<b>Band D Calculations for Devizes Properties 2021/22</b>					

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## 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	<p><u>Accounts &amp; Audit</u></p> <p>Nothing to report.</p>	<p>Preparation of accounts will need to be completed by the statutory deadline after year end.</p>	<p>AFM</p>
	<p><u>Budget process</u></p> <p>At a meeting of the Council in October, the draft budget was considered and it was agreed it would come forward to this meeting and be presented for any final amendment and agreement</p>	<p>To have a budget in place by the January Wiltshire Council deadline.</p>	<p>Senior Management Team</p>





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Project	Status	Targets	Lead Officer
Venues	<p>The ongoing impact of Covid19 is continuing to impact on the level of bookings in the venues to a very low level.</p> <p>For the past few months, the Corn Exchange has been used to support the NHS delivery of flu vaccinations and officers are in talks to help roll out the Coronavirus vaccine for the Devizes community. There is no government funding for the vaccine roll out, therefore the Town Council is effectively allowing free use of the building.</p> <p>There are currently no plans to recruit more Venues staff.</p> <p>The Recreation and Properties Committee receives a regular update on the Venues' activities</p>	On going	DSM
Devolution of services & Transfer of Assets	<p>It was reported at the last meeting that the asset transfer and service devolution programme for Wiltshire Council has been completed and all the agreements signed.</p> <p>With the service being now run in-house for a few months, we have managed to streamline a few working practices.</p>	Complete	TC
Personnel	<p><u>Annual Appraisal</u> In the new year the 2021 appraisal review will commence with the Town Clerk. Once this is complete there will be a cascade process through the organisation.</p>	The process will commence in February 2021	All Managerial and supervisory staff supported by the OM

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Project	Status	Targets	Lead Officer
	<u>Recruitment</u> Currently nothing planned		PCO
Neighbourhood Planning	In December Wiltshire Council published its emerging Local Plan, this has given some much-needed clarity for the direction of the Neighbourhood Plan and the steering group have already met since the publication of the Wiltshire Plan.	Ongoing	TC
Hillworth Park	<u>Events Programme</u> Currently there is no formal programme for 2021		DSM
Green Lane Sports facilities	<u>Provision of Sports Pitches and Changing Facilities</u> It is planned that later this year Wiltshire FA will hold a stakeholder meeting to keep all interested parties updated with their management plans for the site.	Project to be completed	TC
Christmas Lighting & Festival	<u>Christmas Festival</u> The Council organised a virtual switch-on via You Tube which has had over 2,600 views.  We have decided not to hold a Devizes Town Council Christmas Market before Christmas, but officers are looking into the possibility of a winter market early in the new year.	Continued joint collaboration between DOCA, DTC and Fantasy Radio.	TC/ DSM/ TCM

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Project	Status	Targets	Lead Officer
	<p><u>Christmas Lighting</u> There will be no difference in the quality of the Christmas Lights this year.</p> <p>To support the local businesses, the Christmas Business Tree scheme will be funded by the Town Council this year.</p>	Complete	DSM
Open Space	<p><u>Open Space Maintenance</u></p> <p>In October, we started to develop a new programme of grounds maintenance for land alongside Quakers Walk, which included a community event to plant 10,000 narcissi bulbs to create better opportunities for biodiversity. This project may lead to further sites having a similar plan as part of the Council's overall sustainability programme</p> <p><u>Play Areas</u></p> <p>With the transfer of section106 funding, it is planned over the winter to get all the play areas open. This project has not yet started.</p>	<p>On going</p> <p>Early 2021</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>

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Project	Status	Targets	Lead Officer
Market	<p><u>Markets</u></p> <p>During the first and second lock-downs the outside market was run continually. The continuation of service has resulted in the market trading quite well.</p> <p>Based on earlier discussions with the Council, the team are seeking pre-application advice from conservation and planning officers and once that advice has been received it will be reported back to committee</p>	<p>Ongoing</p> <p>Spring 2021</p>	<p>TCM</p> <p>TCM</p> <p>TCM</p> <p>TCM</p>

Project	Status	Targets	Lead Officer
Public Toilets	<p><u>Superloo</u> The boiler in the facility has come to the end of its life and is no longer working, which means there is no hot water or heating in the building. Officers are currently seeking quotes for a replacement which will be in the region of £7,000 to install, for which there is no budget. There has also been a conversation with public protection / Environmental Health and whilst hot water is generally seen as a basic requirement, they do recognise that this is not always possible and provided we supply a suitable antibacterial soap, there were no health issues.</p> <p><u>Night Toilet</u> This issue has still not been resolved and it has remained closed</p> <p><u>Toilets on the Green</u> The facility is now permanently out of use. A review of this facility is needed but at this time has not been taken forward</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>
Sustainability	<p>The Council has created a sustainability working party to look at the Council's own operation as well as looking how it can support wider initiatives within the town.</p> <p>Currently there is an assessment of the Council's overall energy consumption and waste streams with the ambition about how these can be reduced.</p> <p>In conjunction with that, the working party has had an initial discussion with Sustainable Devizes to look at ways in which we can promote a more sustainable way of living for the wider community</p>		
Splash Pad	Currently this project has not been progressed	No timeline set	TC

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Project	Status	Targets	Lead Officer
Avon Road	No issues to report		DSM
The Greens & Crammer	No current issues		DSM
Allotments	<p>Officers continue 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> <p>Nothing major to report</p>	On going	AFM
Devizes In Bloom	There was no competition this year	Will review in 2021	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	Work to the gates completed in early spring	Complete	AFM
Woodland	<p><u>Anti-social behaviour</u> No major issues</p> <p><u>Maintenance</u> No major issues. Officers have commissioned tree surveys for its most vulnerable trees. These will be mapped and risk assessed.</p>	Over the next 12 months	DSM
Cemetery Lodge	No Current issues		AFM

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<b>Project</b>	<b>Status</b>	<b>Targets</b>	<b>Lead Officer</b>
Roundway White Horse	No Current issues		DSM