



# Devizes Town Council

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

## **Community & Civic Resources Committee**

You are summonsed to attend a meeting of the Community & Civic Resources Committee at the following place and date.

Date: Tuesday, 4<sup>th</sup> January 2022

Time: Immediately after the Planning Committee Meeting

Venue: Ceres Hall, The Corn Exchange, Devizes

Enquiries: Town Hall - Tel: 01380 723333

The Town Mayor Councillor Gay

Chairman: Councillor East

Councillors: Bridewell

Geddes

Hunter

Rose

Burton

Hopkins

Nash

Corbett

Hoult

Oliver

## **AGENDA**

### **1. MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 23<sup>rd</sup> November 2021 and which have been circulated alongside the agenda.

### **2. APOLOGIES FOR ABSENCE**

### **3. DISCLOSURE(S) OF INTEREST**

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

**4. PUBLIC PARTICIPATION**

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the Council upon a matter of concern to that person which is relevant 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

**5. REPORT FOR INFORMATION – SCHEDULE OF ACCOUNTS PAID**

A Schedule of Accounts Paid is attached for information ([doc 5/1-2](#)).

**6. NARRATIVE INCOME & EXPENDITURE ACCOUNT & KEY PERFORMANCE INDICATORS 2021/2022**

Reports are attached ([doc 6/1-6/2](#)) for information.

**7. REPORT FOR INFORMATION - REPORTS FROM UNITARY MEMBERS**

There is no formal Unitary report; if appropriate, a short verbal report will be given at the meeting.

**8. REPORT FOR INFORMATION – PLOT 35 COMMUNITY GRANTS**

Officers have received a thank you message from the group organisers of Community Allotment Plot "35".

*"We would like to say 'thank you' for the cheque received as a grant for our group – Plot 35. The award will help us to continue to offer support for people who find themselves socially isolated within our community. Our grateful thanks for the Town Council's kind consideration of our project."*

**9. REPORT FOR INFORMATION – SECOND INTERIM INTERNAL AUDIT REPORT**

The second interim internal audit was completed at the end of December and it is attached at ([Doc 9/1](#)) for members' inspection.

The report sets out the scope of the work and its conclusions.

It should be noted that the current internal auditor will be retiring at the end of the current financial year, therefore a new appointment will need to be made in the spring.

## 10. REPORT FOR DECISION – REVIEW OF FINANCE POLICIES

### **Purpose of the report**

As previously approved by the C&CR Committee, Councillors Bridewell, Hopkins and Oliver have been reviewing the Council's finance policies which were due for review in 2021 and proposing modifications where appropriate. There were six finance policies due for review.

### **Recommendation**

- The General Grants Policy has been reviewed and is presented to the committee under item 11 of this agenda;
- The Statement of Internal Controls appeared to be in good order and is recommended for review again in November 2024;
- The Financial Regulations appeared to be in good order and are recommended for review again in November 2024;
- To ratify the merging of the Risk Management Policy into the Health & Safety Policy as agreed with the Town Clerk;
- The Asset Management Policy remains under review;
- The Environmental Procurement Policy is being reviewed by another group.

### **Background**

Council policies are reviewed at regular intervals and amended where necessary.

### **Options Considered**

The committee needs to decide if it accepts the working group's policy review recommendations.

### **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.

**11. REPORT FOR DECISION – GENERAL GRANTS POLICY REVIEW**

**Recommendation**

That the committee agrees the reviewed policy for providing general Town Council grants.

**Purpose of the Report**

To agree the policy under which the Council agrees general grants .

**Background**

At a meeting of this committee on the 12th October 2021, it was agreed to undertake a member review of a number of polices, General Community Grants being one of them.

The review of the General Community Grants policy has now been completed and set out below is the recommended policy text as drafted by the review panel:

***Devizes Town Council (“DTC”)  
General Grants Policy***

*DTC’s “General Grants Policy” regulates the provision of financial aid to organisations either based in, or working with individuals based in, the geographical area covered by DTC.*

*Before considering a grant request, consideration must be given to determine whether it meets the criteria set out herein.*

*DTC will distribute the majority of the general grant budget at its October meeting, referring to the recommendations of the Community Grants Working Party of the Community & Civic Resources Committee. Any residual budget can be distributed at the meeting normally scheduled for March in the following year.*

*The Council will exceptionally consider more urgent applications if it feels the financial position of an organisation warrants it.*

*Applications must be submitted on the approved application form supported by the most recent copy of audited (or as the case may be independently examined) accounts.*

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*Applications will be initially reviewed by the Community Grants Working Party, who will make appropriate recommendations to the Community & Civic Committee. Grants will not typically exceed £500.*

*Organisations will be eligible to apply to the Community & Civic Resources Committee for Grants and/or free venue use if they meet the following criteria:*

- *an applying organisation must be either not-for-profit, voluntary or a Registered UK charity*
- *individuals are not eligible for a Grant under this policy.*
- *An applicant must be able to demonstrate it has a membership open to residents with no discriminatory barriers to entry.*
- *Such an organisation's activities must be to the public benefit of residents*
- *Applications must be made using the Council's "Applications for a Community Grant" form.*
- *Applications forms must be submitted by the published due date each year.*
- *The decision to give a grant or free use of a venue is at the sole discretion of the Community & Civic Resources Committee.*
- *The Community & Civic Resources Committee has sole discretion in the following areas;*
  - *the value of any Grant to be awarded*
  - *the timing and conditionality of any such Grant*
- *Organisations which are awarded a Grant or free use of a Council Venue must acknowledge it in their promotional material.*

*Reviewed November 2021*

*Next formal review date – November, 2023*

### **Options Considered**

The committee needs to decide if it accepts the revised General Grants Policy as drafted by the working group.

### **Implications and Risks**

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

Each year the Council sets out in its budget a financial estimate for monetary grant support it will consider providing to local organisations who meet its General Grants Policy.

**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. REPORT FOR DECISION – SOCIAL MEDIA POLICY REVIEW**

**Recommendation**

That the committee agrees the reviewed policy applicable to social media.

**Purpose of the Report**

To agree the policy under which the Council engages with social media.

**Background**

Social Media has developed significantly since the Policy was produced in 2017 and there has been some public disquiet about recent trends. For that reason, the Government is reviewing the regulation of social media organisations. The Town Council review group has consulted the Community Engagement Manager and has considered the social media policies of other councils and public bodies to determine current best practice. It was considered important to ensure that the use of social media by Councillors and Council staff was better aligned with the Council's Code of Conduct.

The review of the Social Media policy has now been completed, and set out below is the recommended policy text as drafted by the review panel:

***Devizes Town Council (“DTC”)  
Social Media Policy***

*1. Policy Intent*

*1.1. This policy is intended to help staff and elected councillors use social media such as blogs, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn, etc.*

*1.2. This policy outlines the standards the Council expects both staff and*

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*councillors to observe when using social media, the circumstances in which postings will be reviewed and the action that will be taken in respect of breaches of this policy.*

*1.3. This policy supplements other Council policies and the Code of Conduct.*

*1.4. This policy does not form part of any contract of employment and it may be amended at any time.*

*2. Who is covered by the policy*

*2.1. This policy covers all individuals working at all levels and grades, including councillors, managers, officers and all other staff both full and part time.*

*2.2. All councillors and staff are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of the Council, its services, employees, partners, customers, and stakeholders.*

*2.3. Breaches of this policy may be dealt with under the disciplinary and grievance policies and may be considered to be Gross Misconduct or be referred to the Standards Board.*

*3. Responsibility for implementation of the policy*

*3.1. The Community Engagement Manager (CEM) is responsible for monitoring and reviewing the operation of this policy to minimise risks to the Council, such as bringing the Council its staff or councillors into disrepute.*

*3.2. The CEM may consult the Town Clerk, the Mayor, or others as appropriate, about any actions required in connection with the policy.*

*3.3. All councillors and staff are responsible for compliance with this policy and for ensuring that it is consistently applied. All councillors and staff should ensure that they read and understand it.*

*3.4. Councillors and staff should consult the CEM if in any doubt about the policy and any breach of this policy should be reported to the CEM.*

*4. Using social media sites*

*4.1. Councillors and staff using social media must observe this procedure and the Code of Conduct at all times. Councillors and staff must not use social media to disseminate information that may be false or misleading. Administrators of social media community groups must be fair and impartial; they must not promote or encourage others to post comments of a political nature or discriminate against users of the site in a manner that may be perceived to be discriminatory or biased.*

- 4.2. Only staff or councillors with specific authorisation are permitted to post material on the Town Council's social media pages or websites.*
- 4.3. For posts on any social media on an issue related to a matter of concern to the Council the identity and the role of people posting on social media must be specified. Anonymous posts are not permitted*
- 4.4. When stating an alternative view it may be appropriate to use a disclaimer, such as, "The views expressed are my own and do not reflect the views of the Council".*
- 4.5. Councillors and staff must not upload, forward or post a link to any content which is abusive, obscene, discriminatory, harassing, misleading, defamatory or anonymous.*
- 4.6. Any councillor or member of staff who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website, or considers that material to be misleading and contentious should consult the CEM in the first instance.*
- 4.7. Councillors and staff must not disclose exempt, commercially sensitive, private or other items that are currently not in the public domain. If unsure whether the information falls within one of these categories, discuss it with the CEM.*
- 4.8. Social media must not be used to air complaints or grievances where other appropriate systems exist.*
- 4.9. Any content belonging to a third party must not be uploaded, posted or forwarded without that third party's consent. Always acknowledge the original source of such material and do not infer that it is your own.*
- 4.10. It is acceptable to quote a brief excerpt from another media posting or an article for the purposes of commenting on it. Quote accurately and include references. Consider compliance with other policies and rules before repeating words from other sources.*
- 4.11. Before including a link to a third-party website, check that the terms and conditions of that website permit a link. Make it clear that users will be transferred to the third party's website.*
- 4.12. When making use of any social media platform, comply with its terms of use.*
- 4.13. Councillors and staff must not upload, forward or post a link to chain mail, junk mail, cartoons, jokes or gossip.*
- 4.14. Be honest and open, but be mindful of the impact your words might have on perceptions of the Council. Any mistake must be promptly admitted and corrected.*



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*4.15. Councillors and staff are personally responsible for what they publish via social media. Be aware that it may be public for many years.*

*4.16. Do not escalate heated discussions; try to be conciliatory and respectful. Avoid discussing topics that may be inflammatory. Do not contribute to a discussion when angry or upset; return to it later after consideration or consultation. Quote facts, not opinions, to correct misrepresentations. If in doubt about something you are considering publishing discuss it with the CEM, a colleague or a councillor first.*

*4.17. Do not discuss other people without their prior approval.*

*4.18. Observe data protection policies.*

*4.19. The use of social media by staff during officer hours must be work related.*

*5. Monitoring use of social media websites*

*5.1. The use of social media by staff and councillors may be monitored and, where breaches of policy are found, disciplinary action may be taken.*

*5.2. Misuse of social media may be considered to be gross misconduct and, in certain circumstances, may constitute a criminal offence or give rise to legal liability against you and the Council.*

*5.3. Posting or uploading or forwarding a link to any of the following types of material on social media is not acceptable:*

- a false and defamatory statement about any person or organisation;*
- material which is offensive, obscene, criminal, or discriminatory;*
- confidential information about the Council or any of our staff or clients (unless express authority to disseminate it has been given by the Council);*
- any statement which is likely to create a criminal or civil liability;*
- material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.*

*5.4. Where misuse is suspected the Council may undertake an investigation in accordance with the Disciplinary Procedure or Code of Conduct. If relevant, information may be passed to other appropriate bodies, including the police, for further action.*

*Reviewed November 2021  
Next formal review date – November, 2023*

### **Options Considered**

The committee needs to decide if it accepts the revised Social Media Policy as drafted by the working group.

### **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.

## **13. REPORT FOR DECISION – FINANCE SCRUTINY WORKING PARTY**

### **Recommendation**

That the committee establishes a Finance Scrutiny working party to review the Council's finances on a regular basis.

### **Purpose of the Report**

For the Council to establish a working party with a general remit of reviewing and overseeing the Council's finances.

### **Background**

At the meeting of the Full Council on the 16<sup>th</sup> December, during the setting of the precept, members expressed a concern that there was not sufficient member input into the budget preparation and therefore felt more scrutiny was needed. It was therefore agreed that this Committee should establish a Finance Scrutiny working party which reports directly to the Community & Civic Resources Committee or the Full Council.

It is for this Committee to either set the working party's terms of reference or the Committee may wish to delegate that to the working party itself, which will be ratified at the next meeting of this Committee.

### **Options Considered**

The Committee needs to decide;

- If it wishes to establish a Finance Scrutiny Working Party?
- If it wishes to set the terms of reference for the working party or delegate them to the working party?
- How many members will set on the working party?
- Who the members if the working party will be?

### **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.

## **14. QUESTION TIME**

A short time is allowed at the discretion of the Chairman 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.

TOWN CLERK



COMMUNITY & CIVIC RESOURCES							
4TH JANUARY 2022							
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL	PAYMENT METHOD	PAID
<b>Direct Debit Payments</b>							
1	POSTED	WILTSHIRE COUNCIL	Non-Domestic Rates - All Areas - (2021 / 2022)		3565.00		D/D
2	28097-28099	ALLSTAR	Petrol and Diesel for Park Vehicles incl Mowers - (2 Months)	89.63	537.78		D/D
3	28100	RHM TELECOMMUNICATIONS LTD	Monthly Telephone Call Charges - (1 Month)	52.15	312.88		D/D
4	28101 /	EE	Mobile phone for Parks (Monthly) - (2 Months)	3.60	21.62		D/D
5	28102	VODAFONE LTD	Venues Mobile Work Phone & Market Mobile Phone - (1 Month)	3.67	22.02		D/D
6	28103-28105	BRITISH GAS	Elect Bill - St Marys Clock, Green Toilets - (24/09/2021-25/11/2021)	2.06	43.62		D/D
7	28025 / 28106	BRITISH GAS	Elect Bill -Park Centre & Shambles - (01/10/2021-1/12/2021)	197.56	1185.40		D/D
8	28107	SSE	Gas Bill - Corn Exchange - (01/11/2021 - 01/12/2021)	6.99	36.46		D/D
9	28108	SSE	Elect Bill-Steet Lights -(02/11/2021-01/12/2021)	0.48	10.11		D/D
10	28026	PEAC (UK) LTD	Telephone Lease Rental & Annual Service Fee - (1 Month)	19.82	118.93		D/D
11	28027-28031/	BNP PARIBAS LEASING SOLUTIONS LTD	Lease of 5 Kubota Vehicles - (2 Months)	830.94	4985.72		D/D
12	28032-28034 /	MERCEDES-BENZ FINANCE	Lease of 3 Parks vans - Reg WS190VV & WN200KE & WN70JZT - (2 Months)	537.12	3222.70		D/D
13		ACCESS UK LTD	Process Payroll on a Monthly Basis (1 Month)	26.14	156.86		D/D
14	28035 /	HITACHI CAPITAL	Lease Rental and Document Fee for Electric Vehicle - Parks Dept. (2 months)	76.00	456.00		D/D
15		BARCLAYCARD MERCHANT	Charges for Electronic Pin Machine (Park Café) & (Town Hall) - (1 Month)	0.96	138.24		D/D
16		RETAIL MERCHANT SERVICES	Membership fee for Electronic Pin Machine -Park Café & Town Hall (01/09/21-29/10/21)	23.34	140.04		D/D
<b>Government Procurement Card Transactions</b>							
17	28080	VISTAPRINT	Business Cards - Amber Murray		17.99		Credit Card
18	28081	FINNAIR	London to Helsinki Return Flight - Chris Gay - Twinning Weekend		226.24		Credit Card
19	28082	FINNAIR	Helsinki to Oulu Oulu Return Flight - Chris Gay - Twinning Weekend		215.99		Credit Card
20	28083	FINNAIR	London to Helsinki Return Flight - Kelvin Nash - Twinning Weekend - (Recharged)		226.25		Credit Card
21	28084	FINNAIR	Helsinki to Oulu Oulu Return Flight - Kelvin Nash- Twinning Weekend - (Recharged)		215.98		Credit Card
22	28085	KRYSTAL HOSTING LTD	Amethyst - devizesareaplan.org.uk (07/10/2021 - 06/10/2022) Backups	10.00	59.99		Credit Card
23	28086	AMAZON	Card Machine Thermal Till Rolls	3.04	18.22		Credit Card
24	28087	FASTHOSTS	Charges for Professional Mailbox -Oct 2021 (Monthly)	1.32	7.91		Credit Card
25	28088	AMAZON	USB C Cable Charger - Venues	2.16	12.98		Credit Card
26	28089	VITUAL COLLEGE	Level 2 Food Safety & Hygiene for Catering - On Line Course	3.20	19.20		Credit Card
<b>Cheque &amp; BACS Payments</b>							
27	CB	DEVIZES & DISTRICT ALLOTMENT ASSOCIATION	Windsor Drive Allotment Clearance		300.00	CHQ 706408	16/11/2021
28	28036	MIKE MITCHAM CARPETS	Supply and fit new flooring to Corn Exchange landing and ladies toilets	706.64	4239.85	BACS	19/11/2021
29	CB	DTC PETTY CASH	DTC Petty Cash for November 2021	24.41	372.04	CHQ 706409	23/11/2021
30	CB	POPPY APPEAL (TEA10)	DTC Wreath for Remembrance Sunday		40.00	CHQ 706410	24/11/2021
31	27995	AVON TROPHIES LTD	Supply engraved bench plaque	7.50	45.00	BACS	25/11/2021
32	27996	VIKING PAYMENTS	Chalk board & chalks - Café / Batteries - Venues / Office	7.09	42.55	BACS	"
33	27997	ALL IN ONE CATERING AND BARS	Drinks Package 2 for Wedding Event - (Rechargeable)	87.75	526.50	BACS	"
34	28021	YATE SUPPLIES	Miscellaneous Products - Venues	22.00	131.98	BACS	"
35	27998	KENNET SIGN AND DISPLAY	A4 Indie lamp post signs & fixings - Market Place	79.40	476.40	BACS	"
36	27999-28001	STONEHILL OFFICERIGHT BUSINESS SOLUTIONS LTD	Stationery - Office	9.71	58.28	BACS	"
37	28002	BAREFOOT SIGNS LTD	Overstickers for Palmer Rd & Fruitfields / Removal of Stickers at Newman Road	41.48	248.88	BACS	"
38	28003	VAUGHAN'S KITCHEN	Catering for Functions - (Rechargeable)	20.47	122.84	BACS	"
39	28004	SYDENHAM'S	Post crete & tape - Bollards at Shambles	8.50	50.98	BACS	"
40	28005	KENNET PRINT LTD	5000 A5 COP26 Leaflets		275.00	BACS	"
41	28006-28007	GRIST ENVIRONMENTAL LTD	Picnic bench hire - (09/11/21 - 18/11/21)	7.06	42.37	BACS	"
42	28008 / 28022	CLIFTON COFFEE	Tea, Chocolate & Coffee - Hillworth Park Café (Rechargeable)		271.53	BACS	"
43	28009	CHAPPLE & JENKINS	Stock for parks café (Rechargeable)		38.36	BACS	"
44	28010	WILLINGS SERVICES LTD	Call out charge to barrier gates at Superloos	33.66	201.96	BACS	"
45	28011	SMART INTEGRATED SOLUTIONS LTD	Investigate issues with cameras in Corn Exchange Basement	19.00	114.00	BACS	"
46	28012 / 28023-28024	HUNTS FOODSERVICE LTD	Stock for parks café (Rechargeable)	14.98	163.17	BACS	"
47	28013	ROYAL UNITED HOSPITALS BATH NHS FOUNDATION TRUST	RUH Occupational Health service charge - October 2021		45.00	BACS	"
48	28020	BIOFAC (UK) LTD	Combustible Green cups & Sleeves for Hillworth Café	71.00	425.93	BACS	"
49	28014	C M YOUNG - THE WHITEWED DIRECTORY	Advertisement Membership in Whitewed Directory		13.00	BACS	"
50	28015	WATER2BUSINESS	Water Bill for Windsor Drive Allotment Standpipe - (02/10/21 - 01/11/21)		64.01	BACS	"
51	28016	TELESHORE (UK) LTD	Bronze Memorial GOR & Tree Plaque - Cemetery (Rechargeable)	33.90	203.40	BACS	"
52	28017	AMHERST ENTERPRISE LTD	Hire of Hytera Digital Walkie-Talkies for light switch on	31.80	190.80	BACS	"
53	28018	PLATINUM HEATING AND COOLING SERVICES - P OLDKNOW	Replacement Combustion Fan and Labour - Superloos		2094.30	BACS	"
54	CB	MASSIMO'S RISTORANTE ITALIANO LTD	Refund of invoice 13615 for 2 Christmas trees as been paid for by QIG Ltd	9.80	58.80	BACS	"
55	28019	NISBETS PLC	Ecobolier Tap Water Boiler - Town Hall	69.99	419.98	BACS	"
56	CB	WILTSHIRE SIGHT	Grant - 2021 / 2022		250.00	CHQ 706411	29/11/2021
57	CB	PLOT 35 DEVIZES	Grant - 2021 / 2022		100.00	CHQ 706412	"
58	CB	DOROTHY HOUSE HOSPICE CARE	Grant - 2021 / 2022		250.00	CHQ 706413	"

COMMUNITY & CIVIC RESOURCES COMMITTEE  
4<sup>th</sup> January 2022

COMMUNITY & CIVIC RESOURCES							
4TH JANUARY 2022							
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL	PAYMENT METHOD	PAID
<b>Cheque &amp; BACS Payments</b>							
59	CB	INLAND REVENUE	PAYE / NI - November 2021		12901.69	CHQ 706414	07/12/2021
60	28063	LANDFORD TREES LTD	32 Trees for Cemetery for Memorial Trees	144.80	868.80	BACS	"
61	28067	WGS POWER & LIGHTING LTD	Christmas Tree Light Installation Fee	1950.60	11703.60	BACS	"
62	28090	C M YOUNG - THE WHITEWED DIRECTORY	Advertisement Membership in Whitewed Directory		13.00	BACS	"
63	28071	TECHNOLOGY WITHIN	Monthly Broadband for Shambles - November 2021	10.10	60.60	BACS	"
64	28073	WATER2BUSINESS	Final Water Bill for 14 Maryport Street - (29/09/2021-21/10/2021)	0.36	6.21	BACS	"
65	CB	WILTSHIRE PENSION FUND	Superannuation - November 2021		12330.62	BACS	09/12/2021
66	28074	DDP TRADING LTD - CCTV	CCTV Quarter Grant Funding for January 2022 - March 2022		3500.00	BACS	"
67	28079	PROLEC INSTALLATIONS LTD	Installation of Car Park lighting for Wiltshire FA, Green Lane (final Phase of the project)	3571.58	21429.48	BACS	"
68	28045	ROSES	Key cut for Shambles	0.88	5.25	BACS	10/12/2021
69	28046	LISTER WILDER LTD	Belt Drive for Kubota Collector - Parks	25.60	153.58	BACS	"
70	28047-28048	ANNIE'S CATERING LTD	Catering for Functions - (Rechargeable)		957.12	BACS	"
71	28049-28050	SHREWTON LAUNDRY	Cleaning of Dust Mats & Tablecloths- Town Hall & Park/Café	33.5	201.00	BACS	"
72	28051-28053/	YATE SUPPLIES	Miscellaneous Products - Venues, Parks & Toilets	198.26	1189.59	BACS	"
73	28054	MI HUB LTD - ALEXANDRA	Shirts - Uniform for Venues Staff	5.86	35.17	BACS	"
74	28055	ORONA LIMITED	Repairs to Platform Lift in Town Hall	36.74	220.44	BACS	"
75	28056-28057	SIMON CHURCH ELECTRICAL CONT. LTD	Remove & replace water boiler - Town Hall Kitchen / Repairs to Shambles immersion heater		185.00	BACS	"
76	28058-28059	STONEHILL OFFICERIGHT BUS. SOLUTIONS LTD	Stationery - Office / Coffee - Venues (Rechargeable)	6.87	84.81	BACS	"
77	28060	SYDENHAMS LTD	Wood & Screws for Cemetery Baby Section	116.87	701.21	BACS	"
78	28061	JACKSON MCCONNELL	Restore DTC Website / Messenger Support / Updates to Dev Area Plan Website / Indesign Training	120.25	721.50	BACS	"
79	28062	GRIST ENVIRONMENTAL LTD	Picnic bench hire - (19/11/21 - 25/11/21)	4.49	26.96	BACS	"
80	28092-28093	CHAPPLE & JENKINS	Stock for parks café (Rechargeable)		84.50	BACS	"
81	28064	DEVIZES PLUMBING & HEATING LTD	Refitting of flush pipes on 6 toilets - Superloos	24.32	145.91	BACS	"
82	28065	WILTSHIRE ASSOCIATION OF LOCAL COUNCILS	WALC Breakthrough Communications Training	18.00	108.00	BACS	"
83	28066	SMART INTEGRATED SOLUTIONS LTD	Annual support & maint. Charge for Fire Detection and Alarm System - Town Hall	48.00	288.00	BACS	"
84	28094-28096	HUNTS FOODSERVICE LTD	Stock for parks café (Rechargeable)	19.53	236.09	BACS	"
85	28068-28069	BWT UK LTD	Rental Charges for Water Machines - Venues (02/11/2021 - 01/12/2021)	20.70	124.20	BACS	"
86	28070	NABMA	1 Day Conference ref "Markets In a Changing High Street" - 1 Delegate	30.00	180.00	BACS	"
87	28072	PENDRAGON FIREWORK & PYROTECHNICS LTD	Supply a firework display for the Christmas light switch on	300.00	1800.00	BACS	"
88	28075	A J STONE CEMETERY SERVICES	Grave Digging - Cemetery (Rechargeable)		708.00	BACS	"
89	28076	DEVIZES FENCING & LANDSCAPING LTD	Purchase of 6 new picnic benches for Market Place	168.00	1008.00	BACS	"
90	28077	AMHERST ENTERPRISE LTD	Hire of earpiece / microphones for the Walkie-Talkies for light switch on	4.20	25.20	BACS	"
91	28078	H & W FACILITIES MANAGEMENT LTD	Cleaning of the Shambles	567.00	3402.00	BACS	"
92		DREWS POND WOOD PROJECT	Grant & Insurance		1215.44	BACS	13/12/2021
93		BLACKSHEEP FIRST RESPONSE - MR THOMAS G HUMPHREYS	Event medical cover for Lantern Parade		120.00	BACS	"
94		EQUIP4WORK LTD	Industrial Hoover - Shambles	69.60	417.60	BACS	14/12/2021
95		LIGHT & SOUND DEVIZES LTD	Christmas Lights for Shambles / Security & Discos for various events - (Rechargeable)		2783.00	BACS	23/12/2021
96		DEVIZES FIRE PROTECTION LTD	Fire Risk Assessments - Shambles, W/Drive, Cemetery & Hillworth Park	132.60	795.60	BACS	"
97		YATE SUPPLIES	Miscellaneous Products - Venues & Toilets	61.27	367.65	BACS	"
98		KENNET SIGN & DISPLAY	Replace glass cover on Town Hall notice board	16.40	98.40	BACS	"
99		AMAC WINDOW CLEANING LTD	Window Cleaning & Bus Shelters / Hillworth Park Centre - December 2021	45.52	273.12	BACS	"
100		STONEHILL OFFICERIGHT BUS. SOLUTIONS LTD	Stationery - Office	8.11	48.65	BACS	"
101		PHS GROUP	Fresheners, Sanitary etc - Superloos, Town Hall & Hillworth Park	164.64	987.87	BACS	"
102		SLCC ENTERPRISES LTD	Job advertising services - Dec 2021	41.00	246.00	BACS	"
103		KINGSDOWN NURSERIES	Tree Stakes & Tree tying kits - Cemetery Memorial Trees	67.30	403.82	BACS	"
104		HENRICH HARDWARE LTD	Various items for Parks, Shambles & Venues	9.16	54.94	BACS	"
105		OHM CLOTHING LTD	Parks Staff Uniform - Various items - final payment	325.00	1949.98	BACS	"
106		A N R MORRISON	Second Interim Audit Report - 2021-22		300.00	BACS	"
107		WATER2BUSINESS	Windsor Drive Standpipe - 02/11/21- 01/12/21		59.68	BACS	"
108		WYATT TRANSPORT	Delivery & Installation of Large Christmas Trees	85.00	510.00	BACS	"
109		DEVIZES EISTEDDFOD	Refund as invoice paid twice in error	12.85	77.10	BACS	"
<b>Salaries by BACS Payment</b>							
		SALARIES	Employees Salaries for November 2021 Wages		42872.77	BACS	
		SALARIES	Employees Salaries for December 2021 Wages		43106.11	BACS	
				<b>11661.28</b>	<b>199944.30</b>		

COMMUNITY & CIVIC RESOURCES COMMITTEE  
4<sup>th</sup> January 2022

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Income and Expenditure Account for Period to 30 November 2021

PREV YEAR ACTUAL	YTD ACTUAL	YTD BUDGET	+/- %AGE	YEAR END BUDGET	YEAR END FORECAST	+/- %AGE	
<u>Operating Income</u>							
132,995	123,663	83333	148%	125,000	185,495	148%	Shambles income outperforming previous year. Budget based on a sharp fall of income due to th
0	0	0	0%	0	0	0%	
341	53	0	0%	100	100	100%	
1,038,024	1,051,651	1,052,476	100%	1,052,976	1,051,739	100%	
8,000	0	0	0%	0	0	0%	
291,370	168,253	174,549	96%	292,623	280,716	96%	
5,379	24,701	7,867	314%	11,800	37,052	314%	2021/22 budget very conservative due to pandemic
19,288	54,883	143,333	383%	21,500	82,325	383%	2021/22 budget very conservative due to pandemic
31,074	39,598	32,937	120%	40,800	47,461	116%	Marginally higher turnover than anticipated
39,388	32,551	31,127	105%	46,690	52,744	113%	Income from grass cutting of Almshouse not budgeted in 2021/22
5,008	6,000	4,667	129%	7,000	9,000	129%	Increased footfall resulting in better than anticipated use of facilities
0	1,617	3,200	0%	3,200	1,617	51%	50% discount offered to retailers in respect of Christmas Trees
893	0	0	0%	847	847	100%	
54,293	40,099	37,533	107%	56,300	60,149	107%	
10,701	0	0	0%	0	0	0%	
1,636,754	1,543,069	1,442,022	107%	1,658,836	1,809,243	109%	150,407
<u>Running Costs</u>							
65,520	45,612	53,599	85%	80,399	69,669	87%	Anticipated Rates charge for the Market Place has not been forthcoming
38,822	25,308	29,111	87%	43,666	37,947	87%	Allocation of salary costs and support Services recharge lower than budgetted
23,504	16,012	15,417	104%	23,126	23,880	103%	
810	2,198	3,924	56%	5,886	3,797	65%	Twinning event will not take place during 2021
8,979	4,947	7,017	70%	10,526	8,411	80%	Minimal spend in the cost centre YTD excepting salary recharge
30,112	26,494	25,029	106%	37,544	39,741	106%	
65,390	40,895	45,091	91%	67,637	64,194	95%	
6,052	14,851	13,150	113%	18,500	20,627	111%	Free use and Grace & Favour lettings higher then budget provision
62,749	26,229	51,407	51%	88,610	58,749	66%	Full occupancy therefore minimal Vacant Property provision.
13,599	9,353	21,354	44%	29,131	20,427	70%	Nil claim for Arts development & Carnival grants year to date
92,283	61,356	62,067	99%	93,101	92,486	99%	
86,719	60,133	66,460	90%	99,690	97,713	98%	
70,170	54,156	54,993	98%	73,325	72,208	98%	
67,095	58,662	53,576	109%	80,364	81,858	102%	
510,069	402,683	415,533	97%	623,299	604,600	97%	
73,780	46,022	59,333	78%	88,999	70,912	80%	Business rates no longer applicable to public conveniences
7,121	4,325	4,723	92%	7,085	5,548	78%	Allocation of salary costs and support Services recharge lower than budgetted
14,075	6,472	10,642	61%	20,087	19,967	99%	
46,504	26,945	34,644	78%	51,966	43,458	84%	Grave digging income below income so consequently grave digging costs below budget
69,866	41,950	42,652	98%	61,728	69,720	113%	Covid costs stated as free use of Ceres Hall with no budget provision
0	0	0	0%	0	0	0%	
13,054	22,864	39,167	58%	54,167	54,167	100%	Majority of Shambles refurbishment project yet to be incurred
1,366,273	997,467	1,108,890	90%	1,658,836	1,560,077	94%	98,759
143,908	6,830	0	0%	0	6,830	0%	
44,808	26,404	0	0%	0	26,404	0%	
				0	229,592		

<u>DEVIZES TOWN COUNCIL</u>	<u>FINANCIAL YEAR 2021/22</u>	<u>31.08.2021</u>	<u>31.08.2021</u>	<u>%AGE</u>	<u>YEAR END</u>	<u>YEAR END</u>	<u>%AGE</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>YTD</u>	<u>BUDGET</u>	<u>FORECAST</u>	<u>ANNUAL</u>
MARKETS	INCOME	£123,663	£83,333	148%	£125,000	£185,495	148%
	EXPENDITURE	£45,612	£53,599	85%	£80,399	£69,669	87%
	EXCESS OF INCOME OVER EXPENDITURE	£78,051	£29,734	262%	£44,601	£115,826	260%
TOWN HALL	INCOME	£24,701	£7,867	314%	£11,800	£37,052	314%
	EXPENDITURE	£61,356	£62,067	99%	£93,101	£92,486	99%
	EXCESS OF EXPENDITURE OVER INCOME	£-36,655	£-54,201	68%	£-81,301	£-55,434	68%
CORN EXCHANGE	INCOME	£54,883	£14,333	383%	£21,500	£82,325	383%
	EXPENDITURE	£60,133	£66,460	90%	£99,690	£97,713	98%
	EXCESS OF EXPENDITURE OVER INCOME	£-5,250	£-52,127	10%	£-78,190	£-15,389	20%
PARK CAFÉ	INCOME	£39,598	£32,937	120%	£40,800	£47,461	116%
	EXPENDITURE	£58,662	£53,576	109%	£80,364	£81,858	102%
	EXCESS OF EXPENDITURE OVER INCOME	£-19,064	£-20,639	92%	£-39,564	£-34,397	87%
COMMERCIAL PROPERTIES	INCOME	£168,253	£174,549	96%	£292,623	£280,716	96%
	EXPENDITURE	£26,229	£51,407	51%	£88,610	£58,749	66%
	EXCESS OF INCOME OVER EXPENDITURE	£142,024	£123,143	115%	£204,013	£221,967	109%
PUBLIC CONVENIENCES	INCOME	£6,000	£4,667	129%	£7,000	£9,000	129%
	EXPENDITURE	£46,022	£59,333	78%	£88,999	£70,912	80%
	EXCESS OF EXPENDITURE OVER INCOME	£-40,022	£-54,666	73%	£-81,999	£-61,912	76%
CEMETERY	INCOME	£40,099	£37,533	107%	£56,300	£60,149	107%
	EXPENDITURE	£26,945	£34,644	78%	£51,966	£43,458	84%
	EXCESS OF INCOME OVER EXPENDITURE	£13,154	£2,889	455%	£4,334	£16,691	385%
CHRISTMAS TREES - BUSINESS	INCOME	£1,617	£3,200	0%	£3,200	£1,617	51%
	EXPENDITURE	£4,325	£4,723	92%	£7,085	£5,548	78%
	EXCESS OF EXPENDITURE OVER INCOME	£-2,708	£-1,523	178%	£-3,885	£-3,931	101%
CHRISTMAS FESTIVAL & LIGHTS	INCOME	£0	£0	0%	£847	£847	100%
	EXPENDITURE	£6,472	£10,642	61%	£20,087	£19,967	99%
	EXCESS OF EXPENDITURE OVER INCOME	£-6,472	£-10,642	61%	£-19,240	£-19,120	99%
COMMUNITY SPACES	INCOME	£32,551	£31,127	0%	£46,690	£52,744	113%
	EXPENDITURE	£402,683	£415,533	97%	£623,299	£604,600	97%
	EXCESS OF EXPENDITURE OVER INCOME	£-370,132	£-384,406	96%	£-576,609	£-551,856	96%
CIVIC & CEREMONIAL	INCOME	£53	£0	0%	£100	£100	100%
	EXPENDITURE	£4,947	£7,017	70%	£10,526	£8,411	80%
	EXCESS OF EXPENDITURE OVER INCOME	£-4,894	£-7,017	70%	£-10,426	£-8,311	80%
CORPORATE MANAGEMENT	INCOME (PRECEPT)	#####	£1,052,476	0%	£1,052,976	£1,051,739	100%
	EXPENDITURE	£40,895	£45,091	91%	£67,637	£64,194	95%
	EXCESS OF INCOME OVER EXPENDITURE	#####	£1,007,385	100%	£985,339	£987,545	100%
GREEN LANE	INCOME	£6,830	£0	0%	£0	£6,830	0%
	EXPENDITURE	£26,404	£0	0%	£0	£26,404	0%
	EXCESS OF EXPENDITURE OVER INCOME	£-19,574	£0	0%	£0	£-19,574	0%
COMMITTEE SERVICES	EXPENDITURE	£25,308	£29,111	87%	£43,666	£37,947	87%
MEMBER SUPPORT	EXPENDITURE	£16,012	£15,417	104%	£23,126	£23,880	103%
TWINNING	EXPENDITURE	£2,198	£3,924	56%	£5,886	£3,797	65%
COMMUNICATIONS	EXPENDITURE	£26,494	£25,029	106%	£37,544	£39,741	106%
GRANTS	EXPENDITURE	£14,851	£13,150	113%	£18,500	£20,627	111%
ARTS DEVELOPMENT	EXPENDITURE	£9,353	£21,354	44%	£29,131	£20,427	70%
DEVIZES LEISURE CENTRE	EXPENDITURE	£54,156	£54,993	98%	£73,325	£72,208	98%
TOWN CENTRE SERVICES	EXPENDITURE	£41,950	£42,652	98%	£61,728	£69,720	113%
CAPITAL	EXPENDITURE	£22,864	£39,167	58%	£54,167	£54,167	100%
DEVIZES TOWN COUNCIL	INCOME	#####	£1,442,022	107%	£1,658,836	£1,816,073	109%
	EXPENDITURE	#####	£1,108,890	92%	£1,658,836	£1,586,481	96%
	EXCESS OF INCOME OVER EXPENDITURE	£526,028	£333,132	0%	£0	£229,592	0%

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**Devizes Town Council**

***Second Interim Audit Report 2021-22***

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***Alistair Morrison CPFA***



## **Background and Scope**

The Accounts and Audit Arrangements introduced from 1<sup>st</sup> April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts. Devizes Town Council appointed AM Financial Services Ltd to carry out this role from 2013. This is the Second Interim report to the Council for 2021-22. In places this has been carried out remotely, because this method would be advantageous during the restrictions caused by the Covid-19 pandemic. Because of social distancing, not all of the processes normally required were carried out during the interim reports from 2020-21 and these methods have continued to be used in 2021-22. Any changes to the normal processes are indicated at the appropriate places in this report.

## **Internal Audit Approach**

As the Council's Internal Auditor we have a duty to complete the Internal Audit Certificate on the Council's Annual Return.

We have continued our examination of records, and confirm that systems and procedures used by the Council continue to be appropriate. We have included the testing of areas such as the payment of invoices and bank reconciliations during the year and also reviewed progress made in areas of Corporate Governance. These items are examined by the appropriate committee of the Council. We have also considered the materiality of transactions and potential misrepresentation in the year-end Statement of Accounts.

## **Overall Conclusions**

We are pleased to report that, in the areas examined, the financial control systems in place at the Council continue to be operating effectively. We shall sign off the internal audit certificate at Section 4 of the Annual Return (Annual Governance and Accountability Return - AGAR) for 2021-22, assigning positive assurances for each relevant area at the end of the financial year.

We would like to thank the officers of the Town Council for their co-operation during the course of this interim audit, especially where we have had to rely on officers providing information for us to work remotely, and where information has been forwarded from the Council electronically. Given the circumstances the process has been conducted conveniently and I would commend the work of the Council's staff.

# Detailed Report

## ***Review of Accounting Arrangements & Bank Reconciliations***

Our objective is to ensure that the accounting records are maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers.

We have:

- Checked Bank Statements for the period from 1<sup>st</sup> to 30th September 2021 with the Omega Cash Books for the same periods and the Bank Reconciliations for all Accounts held by the Council. This includes cheque, BACS and cash payments, account transfers and receipts to ensure all are made in a timely manner:

### ***Conclusions***

***No issues have been identified with the Cash Book balance agreeing with the Bank Reconciliation.***

## **Review of Corporate Governance**

Our objective is to ensure the Council has robust corporate governance documentation in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been considered for implementation. We have undertaken the following work in this area:

- The Council amended its procedures to cope with the restrictions required as a result of the Covid-19 pandemic in 2020-21. It reviewed Standing Orders (SOs) and Financial Regulations at its meeting on 10<sup>th</sup> June 2021
- The Council also considers supplementary policies and procedures to support the Corporate Governance process with a possible proposal that individual standing committees be delegated responsibility to review policies at its meeting on 10<sup>th</sup> June; and
- We have commenced our review of the Council's minutes for 2021-22, examining those for the Full Council and Standing Committee meetings (with the exception of Planning), with a view to identifying any issues that may have an adverse effect, through litigation or other causes, on the Council's future financial stability;

### ***Conclusions***

***The changes in Standing Orders and Financial Regulations have been reviewed in this financial year.***

## Review of Payments

Our objective is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures;
- Funds are spent in accordance with approved budgets;
- Payments are supported by appropriate documentation, such as an original trade invoice or other appropriate form of documentation confirming the payment as due; and
- All discounts due on goods and services supplied are identified and appropriate action taken to see the discount has been properly applied.

For the financial year, all invoices to date in excess of £2,000 and a further random check of 5% sample have been checked excluding salary, superannuation and NI payments. Our sample of 59 invoices during the financial year to date had a total value of £208,511 and represented 52% of the value of non pay invoices processed during the year to date. All supporting documentation was in place and all payments had been reviewed by the Community and Civic Resources Committee. Some of these invoices have been taken from those scanned to me working from home by Town Council officers, and no issues have arisen.

The Council pays a quarterly charge for the use of Devizes Leisure Centre There has been an agreement with Wiltshire Council and the Council needs to be aware of payments made during the closure due to Covid-19.

We have checked the Commercial Property file of a sample property and checked the receipt of a property deposit and a rental receipt of that property in November 2021, and found traced those amounts into the Council's Bank Account We shall consider other Commercial Properties as we progress through the year at later visits..

### **Conclusions**

***An effective system of control is in place over the checking, authorisation and release of Council funds and we shall consider the position of Commercial Property agreements at a later visit.***

## Assessment and Management of Risk

*Our aim is to ensure that the Council has appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, and to ensure that appropriate arrangements exist to monitor and manage risks. We have:*

- Noted that the Council's Health and Safety Review was considered in June 2021 for 2021-22 review, and the review of risk assessments will be considered at a visit later in the year. These documents were previously approved by the Community and Civic Resource Committee at its meeting on 5th January 2021; and
- Examined the Council's insurance policy for 2021-22 at our first interim visit. We consider that appropriate cover is in place.

### **Conclusions**

***The level of insurance cover for the Council continues to be appropriate to the Council's needs. The Council last approved its Health and Safety Review at the meeting of the Community and Civic Resources Committee in June 2021.***

## Budgetary Control and Reserves

Our objective is to ensure the Council has a robust procedure for identifying and approving future budgetary requirements leading to the approval of the precept to be drawn down from the Unitary Authority. An effective reporting and monitoring process is in place. This should ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans. We shall review these reviews after the Council considers its budget requirements for 2022-23 in December 2021.

We have noted that;

- The council receives regular updates of financial expenditure and income received.
- At its December 2020 meeting, the Council agreed a precept of £1,051,476 for 2021-22 (£1,037,180 in 2020-21) on Wiltshire County Council for 2020-21 following the preparation of budgets for that year, an increase of 2.06%. The 2022-23 Budget will be considered in December 2021. The effect of Covid-19 and other changes were considered to confirm the Council's projected financial position. We reported last year that the Council's the level of Reserves at the end of 2019-20 fell short of the CIPFA recommended rate of 3 – 6 months turnover. However in 2020-21 this level improved to 3 months turnover i.e. £377,099 on a turnover of £1,514,021. We shall be considering the implications of the budget process in 2022-23 at our third Interim visit.
- The implication of Asset Transfer agreements with Wiltshire Council seems to have been completed.

## Review of Income

In addition to its precept, the Council receives income from rent of commercial properties, venue hire, allotment rents, and burials and reclaimed VAT.

We shall analyse Receipts during a later quarter in 2022-23 and carry out a test check of a sample of income. We have also considered the ongoing financial position of the Hillworth Park Cafe at this visit. In December 2021 the Cafe had incurred a loss to date for the year of £1,088.

We note that Fees and Charges were reviewed together with Cemetery charges for 2021-22 before the start of the financial year to be effective from 1<sup>st</sup> April 2021 by the Recreation and Properties Committee.

The level of Income was affected by the Covid-19 pandemic, but the Corn Exchange has been used to support the NHS delivery of flu vaccinations and the roll out of Covid-19 vaccines. No Government funding was available, at the outset, but income has now been collected, because the Government has funded the cost of hiring the associated costs via the NHS Devizes GP practices.

### **Conclusions**

***The Council regularly reviews the performance of the Hillworth Park Café. The latest figures were reported to the December Recreation and Amenities Committee and showed a loss to date of £1,088.***

### **Petty Cash Account**

We checked the Council's Petty Cash Account at this Second Interim visit in 2021-22 and found that the balance of £400 was intact at the end of November 2021, made up of cash and vouchers was intact.

### **Review of Salaries and Wages**

Salaries for directly employed staff are processed by an outside company from information provided by the relevant managers. In 2019-20 Devizes Town Council agreed to take over the grass cutting contract for the whole of the Devizes & Roundway area. This service has been provided in house from 2020-21.

Details of payroll payments are supplied to the Council by its payroll contractor. The council could consider a review of this contract from time to time to ensure it continues to receive good value for money.

A test check on the Salaries payments was carried out for the month of May 2022 with the schedule produced by the Council's contractors. During the year a redundancy payment was made to a member of staff and the calculations of this payment have been confirmed at this Second Interim visit.

## **Asset Register**

We examined the Asset Register at our final visit in 2020-21 and compared the content with the Assets shown in the Council's Final Accounts for the year. The total Asset Value on the Balance Sheet is £9,724,225 (9,599,967 as at 31<sup>st</sup> March 2021). The Register for the 2021-22 year will be examined at our final visit. This will be given further consideration at the end of the financial year

## **Investments and Loans**

Surplus Funds were held in a Current Account (£50,185.15 as at 30<sup>th</sup> September 2021), a Public Sector Deposit Account (£943,634.95 as at 30<sup>th</sup> September 2021) and a Premium Account (£800,000 as at 30<sup>th</sup> September 2021) and the Bank Reconciliation agreed with these balances at that date.

Interest rates continue to be low, but this is a suitable way of investing funds and the levels of investments vary from time to time, mainly due to the changing requirement to cover Council's exchequer needs.

The Council has no loans.

## **Statement of Accounts and Annual Return**

The Local Audit (Smaller Authorities) Regulations 2015 and the Accounts and Audit Regulations 2015 requires Councils to prepare annually a detailed Statement of Accounts and Annual Return together with supporting statements identifying other aspects of the Council's financial affairs.

### ***Conclusions***

***We shall sign off the Internal Audit certificate for 2021-22, assigning positive assurances as appropriate at our final visit and the Council's external auditors will be asked to sign off the certificate of approval after the end of the financial year.***

**Devizes Town Council: 2021-22 Second Interim Report**      **30/12/2021**      **AM Financial Services Ltd**