

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 Of
Financial Administration & Governance	<p><u>Accounts & Audit</u> The Council is in the final quarter of the current financial year and will shortly be preparing its year end accounts. There are no issues holding over from last year's audit.</p> <p><u>Budget process</u> At a meeting of the Council in December 2020, the proposed budget was considered and then agreed. The relevant documents with the precept calculation have now been served on Wiltshire Council so that they can include it with the Council tax demand.</p>	<p>Preparation of accounts will need to be completed by the statutory deadline after year end.</p> <p>The 2021/22 budget comes into effect on 01/04/21.</p>	AFM Senior Manage Team
Commercial Properties	<p>In a normal year our return on investment is in the region of 7.5%, however in the 2020/21 financial year our return on investment after costs are forecast to fall back marginally to 6.5%. It is intended that a substantial bad debt provision of £20,000 and a vacant property provision of £30,000 in the 2021/22 financial budget will offset the impact of Covid-19 and the subsequent impact on the Council's financial statements.</p> <p>A working party is currently reviewing the property portfolio and where they deem it advantageous, to submit some recommendations for change.</p>	Ongoing	AFM AFM / T

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Venues	<p>The ongoing impact of Covid-19 is continuing to affect the level of bookings in the Venues at a very low level.</p> <p>During the Autumn of 2020, the Corn Exchange had been used to support the NHS delivery of flu vaccinations but in December this was changed to help with the 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. To date over 7,000 people within the wider Devizes community have received their vaccinations there.</p> <p>There are currently still 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	Venues
Personnel	<p><u>Working Arrangements</u></p> <p>Since Christmas, concerns over a more contagious strain of Covid-19 has meant that staff have been working in dedicated work groups (bubbles), with office staff taking it in turn for their bubble to work from home or to work in the office, working in different rooms to their colleagues. With the Open Spaces staff, teams do not meet, having different start, break and finish times. Whilst not ideal, it is working well. Each week there is a formal opportunity for senior staff, including the Venues and Open Spaces departments to meet virtually and go through any issues. Outside of those time there is regular dialogue between staff and their line managers.</p> <p><u>Annual Appraisal</u></p> <p>The Town Clerk has decided to delay the 2021 appraisals as they would have to be conducted virtually and this will put some staff who are not used to this form of meeting under unnecessary pressure and discomfort.</p>	The process will commence Late Spring or Early Summer 2021	All Managers and supervisory staff support the OM

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Neighbourhood Planning	<p><u>Recruitment</u> Currently nothing planned</p> <p>In December Wiltshire Council published its emerging Local Plan, this has given some much-needed clarity for the direction of the Neighbourhood Plan.</p> <p>With the Support of the Neighbourhood Plan steering group the Council has now responded to the Wiltshire Council local plan review.</p> <p>The Neighbourhood Plan steering group are now seeking a consultant to support the production of the new Neighbourhood Plan. The consultant will support the process of drawing together the work undertaken to date and consultation.</p>	Ongoing	PCO
Hillworth Park	<p><u>Events Programme</u> Currently there is no formal programme for 2021</p>		DSM
Christmas Lighting & Festival	<p><u>Christmas Festival</u> At this stage there are no plans in place for a 2021 Christmas Festival. These will be developed during the year to reflect any guidance gathering and social distancing that may be in place at that time.</p> <p><u>Christmas Lighting</u> This is the last year of the current contact and officers will work with the Christmas Lights working party to deliver a festive light display for 2021.</p>	Continued joint collaboration between DOCA, DTC and Fantasy Radio.	TC/ DSM TCM
		Currently in early planning stage	DSM

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Open Space	<p><u>Open Space Maintenance</u></p> <p>During the winter the team have been working with contractors to undertake long overdue tree maintenance work. This work will continue to the start of the grass cutting season. Work will also continue to develop habitat areas to encourage biodiversity</p> <p><u>Play Areas</u></p> <p>There is ongoing work with the project to reopen all the play areas.</p>	<p>On going</p> <p>Late Spring 2021</p>	<p>Open Space team and DSM</p> <p>DSM</p>
Monuments	<p><u>Fountain</u></p> <p>Nothing to Report</p> <p><u>Market Cross</u></p> <p>Nothing to Report.</p>	<p>Nothing outstanding</p> <p>Nothing outstanding</p>	<p>AFM</p> <p>AFM</p>

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Markets	<p><u>Thursday Markets</u></p> <p>Despite extremely difficult trading conditions, over the last year the Market has remained open for essential services and goods, and this has boosted confidence for the market services both with traders and shoppers. It is hoped the interest sustained with the market over the last year will be a springboard to grow the market as the restrictions are lifted</p> <p>We are still waiting for 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>

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Allotments	Nothing major to report	On going	AFM
Devizes In Bloom	Work is starting with the group, to decide what form the competition may take this year.	Will review in 2021	DSM
War Memorial	This structure is continually monitored against a condition survey but no work is currently needed.	Watching brief	DTC & A
Cemetery Chapel and gates	Work to the gates completed in early spring	Complete	AFM
Woodland	<u>Anti-social behaviour</u> No major issues <u>Maintenance</u> No major issues. Officers have commissioned tree surveys for its most vulnerable trees. These will be mapped and risk assessed.	Over the next 12 months	DSM
Cemetery Lodge	No Current issues		AFM
Roundway White Horse	No Current issues		DSM