



Devizes Town Council

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, 29th March 2022

Time: Immediately after the Planning Committee Meeting

Venue: Council Chamber, Town Hall, St John's Street, 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 meetings held on 15th February and 10th March 2022 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](#)).

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

Attached report ([doc6/1](#)) refers.

7. REPORT FOR INFORMATION - REPORTS FROM UNITARY MEMBERS

Circulated alongside this agenda is a report compiled by Councillor Wallis on current Wiltshire Council initiatives, and detailing the committees on which the Devizes Town Council Unitary Councillors serve.

8. REPORT FOR INFORMATION – ROYAL BRITISH LEGION GRANT

The following message has been received from the Royal British Legion in respect of the recent grant of £300 towards its 100th Anniversary Event:

“Would you convey to the Devizes Town Council the Devizes Branch of the Ryal British Legion's sincere thanks for their generous donation.

Kindest regards, Franklin Richmond, Chairman”

9. REPORT FOR INFORMATION – INTERNAL AUDIT 2021-22

The third interim internal audit has been completed by Alistair Morrison and is attached at ([Doc9/1](#)) for members' inspection.

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

10. REPORT FOR INFORMATION – DOG FOULING ACTION PLAN

At a meeting of this committee on the 15th February, officers were asked to investigate the following actions:

- monitor the use of Council bins for dog waste to optimise the location of any new bins required;
- cost out the purchase of bag dispensers and bags for approx. 30% of bins and dog fouling hot spots;
- cost out a corresponding timely bin emptying regime;
- establish the cost of a public information scheme, to include permanent signage;
- develop a positive Council-led social media campaign across DTC platforms;
- establish a public awareness campaign via the Messenger.

Attached to this report ([doc 10/1](#)) is a list of the bins managed by the Council across the town. As part of the Council's current bin management policy, there is no segregation of waste, as our waste carrier does this at their treatment centre.

Each of the bins has its own frequency of emptying to ensure that they are emptied when they need to be, and the Open Spaces team regularly monitor this. When a request for a new bin is made, the area is assessed for the location of the next nearest bin and whether it is on a walking route.

Town centre bins are emptied by the Street Scene team, so they are constantly monitored. The other bins are emptied as part of the various litter rounds, which can take one member of staff between 3 and 5 hours a day, depending on the volume of waste.

Officers have made some enquires about having dog stations located at strategic points and the costs are as follows from a specialist company who look at getting them sponsored. The cost is about £300 per station per year, which sponsorship can support. However, sponsorship can only be considered after a pilot is live and the Council is happy with the concept. The contract with the Council lasts for 4 years and the sponsorship contract is a 2-year rolling contract.

In terms of raising awareness, there are a number of campaigns run by the RHS as part of the Keep Britain Tidy initiative; however, to sign up to these initiatives is very expensive, although it does include social media support and display material.

Whilst there has been some talk on social media about the problem, the amount of dog fouling actually reported within the town centre is very low and when a member of the street scene team comes across some, it is quickly cleared up.

Where the challenge lies is away from the town centre, as dog walkers head out on their walks into the rural hinterland. What we find is most dog owners would not think twice about cleaning up after their dog within the town centre; however; as people move out to the local woods, byways and fields, these areas are considered to be open countryside, therefore it is felt to be a natural environment and picking up is therefore not necessary, which could not be further from the truth.

Officers are working on a campaign based on education for those who do not pick up, as all too often dog owners are unaware that cows can abort calves, water courses can become contaminated and dog faeces do not act like a fertiliser but poisons the earth, all of which are unacceptable.

**11. REPORT FOR DECISION – PROTOCOLS FOR TOWN COUNCIL
STUDENT ADVISORS**

Recommendation

That the committee reviews the protocol for student advisors and decides what if any changes are needed

Purpose of the Report

To review the Council's protocol for student advisers.

Background

In 2012 the Council set out protocols for student advisers, and whilst the Council has not had student advisers since 2018, those protocols are still in place as they have never been updated.

The current protocol set out the scope of the appointment process, the role of student advisers, where student advisers need to reside and age parameters.

A representative for Devizes has recently been appointed to represent local young people on the Wiltshire Youth Council and he has been invited to attend this meeting to support the discussion in which we are reviewing our protocol for student advisers.

In reviewing the protocol, the committee need to assess how it can improve both decision making, to ensure that it can better assess how the impact of any decision may be received by all sectors of our community, and how student advisers can support the ambition of the Council to be more supportive of the youth in our town.

Set out below are the protocols established in 2012:

PROTOCOL FOR THE APPOINTMENT OF STUDENT ADVISORS

At its meeting on 9 October 2012 Devizes Town Council agreed to appoint Student Advisors to the following Committees in order for the voice of young people to inform the decision-making process.

This protocol is developed in association with Devizes School

1. Scope of the appointment of Student Advisors

1.1. Two student advisors would be appointed to each of its two programme committees

- Community & Civic Resources Committee
- Recreation & Properties Committee

1.2. The student advisors would sit on the Planning Committee on rotation according to which programme committee follows the Planning Committee.

2. The role of Student Advisors

- 2.1. The Student Advisors' role will be as advisors to the committee in the same way as any other specialist and professional is appointed to advise Members.
- 2.2. They are encouraged to give their views in the same way as Town Council Officers or any other person appointed to assist Members in coming to reasoned conclusions and decisions.
- 2.3. As advisors the Student Advisors will not always have to leave when confidential matters are discussed. However, there will be some occasions when students will be requested to leave, particularly when certain staffing and perhaps other confidential items are discussed – this is no different from the practice adopted for the Council's officers or other advisors.
- 2.4. Student Advisors will receive copies of agendas, minutes and reports in the same way as Councillors.
- 2.5. The Student Advisors will be expected to discuss issues with other young people, but they must comply with the same confidentiality rules as applied to officers and Councillors.
- 2.6. Students appointed, although appointed by Devizes School, will be expected to represent the view of all people in Devizes, including those who have not reached an age to attend Devizes School and also those who have left school.
- 2.7. Whilst Student Advisors will not be remunerated, the Town Council will meet reasonable travel costs to enable them to attend meetings.

3. Process of appointment of Student Advisors

- 3.1. The appointment of four Student Advisors will be undertaken by Devizes School on behalf of the Town Council.
- 3.2. The Town Council gives discretion to the school on the mechanism of appointment but would expect some form of transparent process involving application, interview and selection.

4. Period of appointments

- 4.1. Student Advisors would be appointed annually to commence 1 October in each year, to allow the school sufficient time to make the appointments following the beginning of the school year.
- 4.2. The appointments would extend to the 30 September, notwithstanding that some Student Advisors may have left the school by that time.

5. Residency

5.1. At least three of the four Student Advisors, at the time of appointment, must be resident within the town boundary.

6. Age

6.1. There is no lower age limit for the appointment of Student Advisors subject to Devizes School recognising that those nominated should be capable of undertaking the Student Advisors full role.

Options Considered

The committee needs to decide if it wishes to amend the protocol as drafted in 2012, setting out the role of student advisors.

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.

12. REPORT FOR DECISION – PROTOCOL FOR RECORDING COUNCIL WORKING PARTIES AND OUTSIDE BODIES.

Recommendation

That the Council adopts a simple working parties and outside bodies protocol to improve the work of the Council with effect from the new Council year.

Purpose of the Report

For the Council to set out some clear protocols for working parties and outside bodies.

Background

Following a discussion at the Council's Forward Planning Session on the 15th March 2022, there was a general acknowledgment that a large number of groups and working parties have been created this year, with Councillors often unaware of the work that is being carried out by these working groups and the remit that such groups have. The reporting framework is often too loose, therefore protocols should be established for the future.

This agenda item sets out proposed working parties' recording protocols.

- The Town Clerk should maintain a register of all working parties which have been established by the Council or its committees.
- The Town Clerk should maintain a register of all outside bodies (not controlled by the Council), on which the Council or one of its committees have agreed Councillors should serve ex officio.

This register should specify the following information:

- The Name of the outside body or working party
- The Name of the Chairman, Convenor, Lead, who is responsible for organising the working party
- The purpose of the outside body / working party
- The Committee to which it is accountable
- Date of most recent meeting
- The term – which should be defined as: indefinite; or with an aspirational termination date; or with a review date
- Terms of Reference (a sentence or longer, depending on the complexity of the work)
- Councillor membership and what officer input is expected.
- If the working party has co-option powers to invite non-Council members

It will be the responsibility of the Chairman, Convenor, Lead of the working party to convene meetings, and where officers are not in attendance, provide a record of the meeting for central filing

Included within each committee agenda, there should be an item that will provide an opportunity for the Chairman, Convenor or Lead of the working parties to give any relevant verbal or written update to the committee and for the members of that committee to ask any questions concerning the working parties' working, or any representation by members on outside bodies.

Working party recommendations and required committee decisions will require a standard agenda item.

Options Considered

The Committee needs to decide if it wishes to agree the protocols set out in the agenda or make any amendments.

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 – FREE EVENT PARKING – DEVIZES TO WESTMINSTER CANOE RACE

Recommendation

To consider the whether the Town Council will fund free event parking for the 2022 Devizes to Westminster Canoe Race

Purpose of the Report

To decide if the Town Council will fund the parking needs for the 2022 Devizes to Westminster Canoe Race.

Background

As has been tradition over many years, in January the organisers of the Devizes to Westminster Canoe Race make their application for free event parking and this year such an application was made and agreed by parking services.

The request is as follows;

Devizes To Westminster	Couch Lane	14/04/2022 - From Midday	10	10
Devizes To Westminster	Wharf	15/04/2022 (Good Friday) All Day	102	112
Devizes To Westminster	Couch Lane	15/04/2022 (Good Friday) All Day	10	122
Devizes To Westminster	Wharf	16/04/2022 7am to 3pm	102	224
Devizes To Westminster	Couch Lane	16/04/2022 7am to 3pm	10	234
Devizes To Westminster	Part Station Rd	15/04/2022 (Good Friday) 7am to 3pm	50	284
Devizes To Westminster	Part Station Rd	16/04/2022 7am to 3pm	50	334

In total they have requested 334 parking spaces over 4 days.

Within the Wiltshire Council budget for 2022/23 the service for free event parking for Parish Councils was removed and therefore currently there is no provision for the event.

Officers are currently seeking clarification on the cost from Wiltshire Council, but at the time this report was drafted that information has not been provided.

Options Considered

The committee needs to decide if it wishes to support the Devizes to Westminster Canoe Race Organisation by funding free parking for this year's event.

Implications and Risks

Financial and Resource Implications

At the time of writing the report, officers are unaware what the financial or resource implication for the Council are 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. REPORT FOR INFORMATION – RESPONSE FROM DANNY KRUGER MP ON THE ONGOING UKRAINE CONFLICT.

In line with members' hopes, officers have written to the Devizes MP urging that he speaks on behalf of the Devizes Community, demanding the Government gives more support to the people of Ukraine and to show more compassion and access to refugees from Ukraine.

A response to that letter has now been received and is set out below.

"Dear Simon

I'm sorry for the slow reply to this. You may have seen my public response to the emails I've had on Ukraine - see [here](#). I very much share the Town Council's concerns and I hope they will feel that the Government's response is now adequate to the challenge.

I am very keen to support any local initiatives to host refugees. I am in touch with Keith Brindle and have offered to do anything I can to help. Do let me know if you're involved in discussions and if you think there's anything I can do.

With all good wishes

Danny "



16. 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

BOOK 1		COMMUNITY & CIVIC RESOURCES					
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL	PAYMENT METHOD	PAID
29TH MARCH 2022							
Direct Debit Payments							
1	POSTED	WILTSHIRE COUNCIL	Non-Domestic Rates - - (2021 / 2022)		299.00		D/D
2	28389-28390	ALLSTAR	Petrol and Diesel for Park Vehicles incl Mowers - (1 Month)	73.91	443.52		D/D
3	28391	RHM TELECOMMUNICATIONS LTD	Monthly Telephone Call Charges - (1 Month)	52.24	313.46		D/D
4	28392	EE	Mobile phone for Parks (Monthly) - (1 Month)	2.08	12.49		D/D
5	28425	VODAFONE LTD	Venues Mobile Work Phone & Market Mobile Phone - (1 Month)	4.84	29.06		D/D
6	28393-28394	BRITISH GAS	Elect Bill - C/Ex & Town Hall - (07/01/2022-31/01/2022)	267.07	1602.46		D/D
7	28395	BRITISH GAS	Elect Bill - Shambles - (01/01/2022-31/01/2022)	238.65	1431.94		D/D
8	28396-28398 / 28426	SSE	Gas Bill - Superloos, Market Place, Hillworth Park - (01/11/2021 - 07/02/2022)	408.73	2452.38		D/D
9	28399	SSE	Elect Bill-Street Lights - (01/08/2021-31/01/2022)	8.01	168.24		D/D
10	28400	PEAC (UK) LTD	Telephone Lease Rental & Annual Service Fee - (1 Month)	19.82	118.93		D/D
11	28401-28405	BNP PARIBAS LEASING SOLUTIONS LTD	Lease of 5 Kubota Vehicles - (1 Month)	415.47	2492.86		D/D
12	28406-28408	MERCEDES-BENZ FINANCE	Lease of 3 Parks vans - Reg WS190VW & WN200KE & WN70JZT - (1 Month)	268.56	1611.35		D/D
13	28409	ACCESS UK LTD	Process Payroll on a Monthly Basis (1 Month)	25.27	151.62		D/D
14	28410	HITACHI CAPITAL	Lease Rental and Document Fee for Electric Vehicle - Parks Dept. (1 Month)	38.00	228.00		D/D
15	28411	BARCLAYCARD MERCHANT	Charges for Electronic Pin Machine (Park Café) & (Town Hall) - (1 Month)	0.96	43.47		D/D
Government Procurement Card Transactions							
16	28412	AMAZON	CCTV In Operation signs - Shambles	0.48	2.89		Credit Card
17	28413	AMAZON	Hazard Anti-Slip Adhesive Tape - Markets	3.50	20.97		Credit Card
18	28414	FASTHOSTS	Charges for Professional Mailbox - Jan 2022 (Monthly)	1.32	7.91		Credit Card
19	28415	AMAZON	Pressure Washer Spray Nozzles - Parks Dept.	2.84	16.97		Credit Card
20	28416	AMAZON	LED Light Bulbs for the Lamps - Corn Exchange	4.66	27.98		Credit Card
21	28417	AMAZON	LED Wall Lamps - Corn Exchange	3.83	22.99		Credit Card
22	28418	AMAZON	LED Wall Lamps - Corn Exchange	34.47	206.91		Credit Card
23	28419	AMAZON	Watch your step floor warning tape - Shambles		42.20		Credit Card
24	28420	AMAZON - MINILABEL LTD	Red Company Seal Labels	1.92	11.40		Credit Card
25	28421	KRYSTAL HOSTING LTD	Domain Renewal - 21/01/2022 to 20/01/2024	3.20	19.18		Credit Card
26	28422	POST OFFICE	2nd Class Large Letter Stamps		67.20		Credit Card
27	28423	FASTHOSTS	Charges for 50GB Exchange 2019 Mailbox - café@hillworthpark.org.uk (Monthly)	1.00	5.99		Credit Card
28	28424	AMAZON	9v Batteries - Pack of 12	2.03	12.15		Credit Card
29	28425	FOUR SQUARE HEALTHCARE LTD	Zoll AED Defibrillator Spare Batteries x 10	7.00	41.99		Credit Card
Cheque & BACS Payments							
30	CB	INLAND REVENUE	PAYE / NI - January 2022		13266.36	CHQ 706419	04/02/2022
31	28281-28286	ROSES	General Stores for Parks & Venues	19.10	114.61	BACS	10/02/2022
32	28287	CATLEYS GAS CENTRE	3 x 15kg Gas Refill - Parks	6.86	144.00	BACS	"
33	28288	AVON TROPHIES LTD	2 Engraved brass bench plaques	15.00	90.00	BACS	"
34	28289	VIKING PAYMENTS	Shredder - Parks Dept.	8.40	50.39	BACS	"
35	28290	RANGEBOURNE PET CARE OF DEVIZES	Bird seed for Park Aviary	20.68	124.07	BACS	"
36	28291-28292	DEVIZES FIRE PROTECTION LTD	Fire Risk Assessments - Town Hall & Corn Exchange	114.00	684.00	BACS	"
37	28293-28294	SHREWTON LAUNDRY	Cleaning of Dust Mats & Tablecloths- Town Hall & Park/Café	25.26	151.58	BACS	"
38	28295-28296	YATE SUPPLIES	Miscellaneous Products - Venues	33.70	202.23	BACS	"
39	28297	KENNET SIGN AND DISPLAY	6 x Market Closed Signs - Shambles	9.20	55.20	BACS	"
40	28298	WILTSHIRE WILDLIFE TRUST	Wild Landscapes - Initial visit, ecological study - Nursteed Pond	50.00	300.00	BACS	"
41	28299	RICOH UK LTD	Photocopier Rental Charge - 01/10/2021 - 31/03/2022	92.72	556.34	BACS	"
42	28300	JACKSON MCCONNELL LTD	1 year Hosting Website/Domain for Indevizes(1/4/21-1/4/23)/Map & Web Design & Development	129.60	777.59	BACS	"
43	28301	GRIST ENVIRONMENTAL LTD	Waste & Recycling Collection - Hillworth Park, Venues & Parks	497.56	2985.27	BACS	"
44	28302	CARTRIDGESHOP LTD	Printer Cartridge - Parks Office	6.22	37.28	BACS	"
45	28303	DOCA	Town Council Grant Project Contribution		5800.00	BACS	"
46	28304	LANDFORD TREES LTD	15 Trees for Nursteed Pond Community biodiversity group to plant28305-28311	10.02	60.12	BACS	"
47	28305-28311	SHIRE GARDEN MACHINES LTD	New Pole Pruner & various parts for equipment - Parks	175.98	1055.86	BACS	"
48	28312	ALPHA ROD	Unblock ladies & disabled toilets in Corn Exchange	22.00	132.00	BACS	"
49	28313	DYNO-ROD - P FITZSIMMONS LTD	Cleared blocked foul line in Shambles	46.00	276.00	BACS	"
50	28314	CLIFTON COFFEE	Coffee - Hillworth Park Café (Rechargeable)		450.00	BACS	"
51	28315	ROYAL MAIL GROUP LTD	Response Services Licence - (June 2020 - June 2022)	48.37	290.20	BACS	"
52	28316	WILLINGS SERVICES LTD	Maintenance Contract for West Central Car Park Toilet Gates - 2 Visits (Jan & July 2022)	49.57	297.43	BACS	"
53	28317	GREENFLOW WATER SAVING	Callout to Syphon urinals at West Central Car Park Toilets		147.10	BACS	"
54	28318	WILKINS BUILDERS	Refit skylight glass at Corn Exchange	16.00	96.00	BACS	"
55	28319-28321	HUNTS FOODSERVICE LTD	Stock for parks café (Rechargeable)	20.10	187.05	BACS	"
56	28322-28323	BWT UK LTD	Rental Charges for Water Machines - Venues (04/01/2022 - 03/02/2022)	21.33	128.01	BACS	"
57	28324-28325	OHM CLOTHING LTD	Uniform for Venues Staff	12.15	72.90	BACS	"
58	28326	ANDREA PELLEGRAM LTD	Technical & professional support for preparation of neighbourhood development plan	175.99	1055.95	BACS	"

COMMUNITY & CIVIC RESOURCES COMMITTEE
29th March 2022

		COMMUNITY & CIVIC RESOURCES 29TH MARCH 2022					
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL	PAYMENT METHOD	PAID
59	28327	BIOPAK UK LTD	Combustible Green cups & Sleeves for Hillworth Café		53.89	323.29	BACS 10/02/2022
60	28328	C M YOUNG - THE WHITEWED DIRECTORY	Advertisement Membership in Whitewed Directory			13.00	BACS "
61	28329	WATER2BUSINESS	Water Bill - Quakers Walk Allotments - (14/07/2021 - 26/01/2022)			117.40	BACS "
62	CB	WILTSHIRE PENSION FUND	Superannuation - January 2022			13003.74	BACS "
63	28330	A J STONE CEMETERY SERVICES	Grave Digging - Cemetery (Rechargeable)			708.00	BACS "
64	28331-28332	DEVIZES FENCING & LANDSCAPING LTD	Timber & Fixings - Parks Dept.	26.80		160.80	BACS "
65	28333	DEVIZES MOTOR PANELS	Wiper Blades for Mercedes Sprinter - Parks	4.83		28.99	BACS "
66	28334	BCP COUNCIL	Spring Bedding & Bulbs for Kings Park Nursery	603.60		3621.60	BACS "
67	28335	SWEEPERHIRE	6 x Brooms - Parks	15.00		90.00	BACS "
68	28336	ROBERT ACTON PRODUCT DEVELOPMENTS	Pliers & Asymmetric Grip Ends - Parks Dept.	18.00		108.00	BACS "
69	28254	R HOPKINS ACCOUNTANCY & TAXATION SERVICES LTD	Professional Fees Accounting for 18,20,25 & 27 January 2022			800.00	BACS "
70	28337	HOLLYBANK ELECTRONICS EXCHANGE	Repairs & Service to Numatic Scrubber / Dryer - Venues			411.20	BACS "
71	28338-28339	WILTSHIRE COUNCIL	CATG Contribution & Contested Election Fees (25/11/2021)			12340.45	BACS 11/02/2022
72	28340	MIKE MITCHAM CARPETS	Supply & fit landing & foyer carpet - Corn Exchange			740.31	BACS "
73	CB	CASH	Messenger Delivery Fees			509.70	CHQ 706420 16/02/2022
74	CB	ROYAL BRITISH REGION	Community Grant Award for 100 Year Anniversary Event			300.00	CHQ 706421 21/02/2022
75	28341	GAIGER BROTHERS LTD	Disconnect both inlet and outlet side of gas meter in Corn Exchange	8.14		48.84	BACS 25/02/2022
76	28342-28343	LBS WORLDWIDE LTD	Equipment & Safety Gear - Parks Dept.	91.62		549.73	BACS "
77	28344	SPALDINGS LTD	Strimmer Lines & Strimmer Heads - Parks Dept.	66.60		399.60	BACS "
78	28345	ANNIE'S CATERING LTD	Catering for Functions - (Rechargeable)			430.42	BACS "
79	28346	AVON & WILTS MENTAL HEALTH PART. NHS TRUST	Rental for Green Lane Playing Fields - (21 Oct 2021 - March 2022)			1368.74	BACS "
80	28347	ORCHARD COMPUTERS LTD	Multi Domain Licence Renewal for remote.devizes-tc.gov.uk	45.00		270.00	BACS "
81	28348	RECOGNITION EXPRESS GUILDFORD	Magnetic Name Badges x 6 - Staff / Councillors	11.06		66.36	BACS "
82	28349-28351	ALL IN ONE CATERING & BARS	Drinks & Wine etc supplied for Events- (Rechargeable)	217.90		1307.40	BACS "
83	28352-28358	YATE SUPPLIES	Miscellaneous Products - Parks & Toilets	199.93		1199.53	BACS "
84	28359	CATERFIX KITCHENS LTD	Repairs to dishwasher in Town Hall	21.00		126.00	BACS "
85	28360	D J DOORS & ELECTRICAL SERVICES LTD	Service to doors at Town Hall & Corn Exchange	64.00		384.00	BACS "
86	28361-28362	STONEHILL OFFICERIGHT BUS. SOLUTIONS LTD	Stationery - Office	1.94		11.67	BACS "
87	28363	SYDENHAMS LTD	Wood & Screws - Shambles	25.19		151.15	BACS "
88	28365	KENNET PRINT LTD	Receipt Pads - Markets	62.00		372.00	BACS "
89	28366	BISHOPS PRINTERS LTD	Printing of Messenger			655.83	BACS "
90	28367	CARTRIDGESHOP LTD	Printer Ink Cartridge	6.22		37.28	BACS "
91	28368	THE PLAY INSPECTION COMPANY	Outdoor Annual Inspection	51.00		306.00	BACS "
92	28369	CLIFTON COFFEE	Tea, Chocolate & Coffee - Hillworth Park Café (Rechargeable)			65.20	BACS "
93	28370	CHAPPLE & JENKINS	Stock for parks café (Rechargeable)			64.23	BACS "
94	28371	DEVIZES PLUMBING & HEATING LTD	Fitted a new Santon 10 Litre Water Heater - Corn Exchange Kitchen			417.00	BACS "
95	28372	SMART INTEGRATED SOLUTIONS LTD	12 Months Support & Maintenance Charge for services for Closed Circuit Television	55.60		333.60	BACS "
96	28373-28375	HUNTS FOODSERVICE LTD	Stock for parks café (Rechargeable)			16.63	164.19 BACS "
97	28376	HENRICH HARDWARE LTD	Various items for Parks, Shambles & Venues	23.80		142.82	BACS "
98	28377	SMARTECH ENERGY LTD	Remedial work for Shambles Pipework	27.00		162.00	BACS "
99	28378	MR BARRY PAYNE	Piano Tuning - 13 October 21 & 12 February 22			130.00	BACS "
100	28379	MOLE COUNTRYSTORES	Safety Boots - Parks Staff			39.99	BACS "
101	28380	WOOLRYCH COMPUTER SERVICES LTD	Radiotronics Aftermarket 1500mAh NiMH Battery for Motorola GP300 x 2	11.49		68.94	BACS "
102	28381	A N R MORRISON	Third Interim Internal Audit Report - 2021 to 2022			300.00	BACS "
103	28382	TECHNOLOGY WITHIN	Monthly Broadband for Shambles - January 2022	10.10		60.60	BACS "
104	28383	WHEELERS (WESTBURY) LTD	Attend & investigate problem with pop up socket - Market Place	11.60		69.60	BACS "
105	28384-28386	WATER2BUSINESS	Water Bill - Venues & Toilets - (15/07/2021 - 11/0/2022)			1324.66	BACS "
106	28387	SMITH OF DERBY LTD	Service to Shambles Clock	54.00		324.00	BACS "
107	CB	MARIO ANTIGNANI	Contribution to cost of repairs to QW / 16N Shed as agreed			50.00	BACS "
108	CB	MELKSHAM TOWN COUNCIL	Invitation to Melksham Mayors Reception - 2 Tickets			55.00	BACS "
109	CB	CANCELLED CHEQUE	Cancelled as paid by BACS instead			0.00	CHQ 706422 04/03/2022
110	CB	INLAND REVENUE	PAYE / NI - February 2022			12476.82	CHQ 706423 "

COMMUNITY & CIVIC RESOURCES COMMITTEE
29th March 2022

BOOK 2		COMMUNITY & CIVIC RESOURCES 29TH MARCH 2022							
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL	PAYMENT METHOD	PAID		
111	28463-28466	ROSES	General Stores for Parks & Venues	25.19	151.13	BACS	10/03/2022		
112	28467-28469	T H WHITE INSTALLATION LTD	Service to Emergency Lights - T/Hall / Service to Fire & Intruder Alarm - C/Ex	78.35	470.08	BACS	"		
113	28428	MIKE WOOD TYRES LTD	New tube on Shambles barrow wheels	4.80	28.80	BACS	"		
114	28470	SPALDINGS LTD	Wire weed brush heads - Parks dept.	24.00	143.98	BACS	"		
115	28429	VIKING PAYMENTS	Tins of Coffee - Venues (Rechargeable)		43.98	BACS	"		
116	28430-28436	ANNIE'S CATERING LTD	Catering for Functions - (Rechargeable)		7825.74	BACS	"		
117	28437	ORCHARD COMPUTERS LTD	Renewal of Mimecast M2 with TTP	262.50	1575.00	BACS	"		
118	28471-28476	DEVIZES FIRE PROTECTION LTD	Annual Fire Extinguisher Services - Parks, Venues, Green, Superloos & Cemetery	295.53	1773.18	BACS	"		
119	28440-28441	ALL IN ONE CATERING & BARS	Wine, Corkage & Drink (Rechargeable)	91.91	551.50	BACS	"		
120	28442-28443	SHREWTON LAUNDRY LTD	Cleaning of Dust Mats & Tablecloths- Town Hall & Park/Café	37.46	224.77	BACS	"		
121	28438-28439	AMAC WINDOW CLEANING	Window Cleaning & Bus Shelters / Hillworth Park Centre - February	45.52	273.12	BACS	"		
122	28444-28445	SIMON CHURCH ELECT. CONT. LTD	Electrical Work, Replace Hand Dryers and Replace Faulty Lighting - Corn Exchange		1675.00	BACS	"		
123	28446-28448	STONEHILL OFFICERIGHT BUS. SOLUTIONS LTD	Stationery - Office / Biscuits- Venues (Rechargeable)	7.68	81.59	BACS	"		
124	28501	VAUGHAN'S KITCHEN LTD	Catering for Functions - (Rechargeable)	342.00	2052.00	BACS	"		
125	28449	SYDENHAMS LTD	Cement for Bench outside post office	1.40	8.39	BACS	"		
126	28477-28481	PHS GROUP	Fresheners, Sanitary etc - Venues	167.96	1007.70	BACS	"		
127	28450	THE RADAR KEY COMPANY	20 Radar Keys - (Rechargeable)	11.90	71.39	BACS	"		
128	28451-28452	SLCC ENTERPRISES	Training Seminar - 2 Delegates	34.00	204.00	BACS	"		
129	28453	KENNET PRINT LTD	Tree Working Party Leaflet		700.00	BACS	"		
130	28454 / 28482	GRIST ENVIRONMENTAL LTD	Waste & Recycling Collection - Hillworth Park, Venues & Parks	412.32	2473.92	BACS	"		
131	28455	BISHOPS PRINTERS LTD	4000 Copies of DTC Printed Headed Paper	29.90	179.40	BACS	"		
132	28483-18490	SHIRE GARDEN MACHINES LTD	New Kombi Mini Rotavator & various parts for equipment - Parks	221.16	1326.99	BACS	"		
133	28456 / 28491	HUNTS FOODSERVICE LTD	Stock for parks café (Rechargeable)	34.05	307.64	BACS	"		
134	28492-28493	SMARTTECH ENERGY LTD	Boiler services & parts - Town Hall, Shambles & Toilets	88.00	528.00	BACS	"		
135	28494	MIKE MITCHAM CARPETS	Final Invoice for C/Ex top floor landing carpet	189.82	398.63	BACS	"		
136	28495	ALARMS & ELECTRICAL (DEVIZES) Ltd	Annual service charge for Intruder Alarm - (01/03/22 - 28/02-23)	35.20	211.20	BACS	"		
137	28496-28497	BWT UK LTD	Rental Charges for Water Machines - Venues (05/02/2022 - 04/03/2022)	21.33	128.01	BACS	"		
138	28498	CONSERVATION CONTRACTORS LTD	Removal of fallen tree at Wansdyke School	60.00	360.00	BACS	"		
139	28457	OHM CLOTHING LTD	Uniform for Venues	19.94	119.64	BACS	"		
140	28499	TECHNOLOGY WITHIN	Monthly Broadband for Shambles - February 2022	10.10	60.60	BACS	"		
141	28500	WATER2BUSINESS	Standpipe at Windsor Drive Allotments - 02/02/22 - 01/3/22		32.56	BACS	"		
142	28458	R HOPKINS ACCOUNTANCY & TAXATION SERVICES LTD	Professional Fees Accounting for February 2022		1600.00	BACS	"		
143	28459	HOLLYBANK ELECTRONICS EXCHANGE	Service to Karcher Puzzi 10/1 Carpet Cleaner - Venues		110.00	BACS	"		
144	CB	MISS ZLATICA DANIHELOVA	Allotment Deposit Refund - GL021		35.00	BACS	"		
145	28460-28461	AZTEC VENUE DECORATIONS	White Chair Covers - Weddings (Rechargeable)		242.50	BACS	"		
146	28462	CINEMA HIRE - AUDIO VISUAL ONLINE LTD	Deposit for Cinema Screen & Showing - 10th September 2022		974.99	BACS	"		
147	CB	WILTSHIRE PENSION FUND	Superannuation - February 2022		12379.16	BACS	"		
		Salaries by BACS Payment							
		SALARIES	Employees Salaries for February 2022 Wages		41050.90	BACS			
					7871.63	180083.22			

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Income and Expenditure Account for Period to 28 February 2022

PREV YEAR ACTUAL	YTD ACTUAL	YTD BUDGET	+/ %AGE	YEAR END BUDGET	YEAR END FORECAST	+/ %AGE	
<u>Operating Income</u>							
132,995	167,373	114,583	146%	125,000	182,589	146%	Shambles income outperforming previous year. Budget based on a sharp fall of income due to the pandemic
0	0	0	0%	0	0	0%	
341	53	0	0%	100	53	53%	Budget based on sale of two former mayoral badges
1,038,024	1,051,871	1,052,851	100%	1,052,976	1,051,907	100%	
8,000	10,000	0	0%	0	0	0%	
291,370	247,763	247,654	100%	292,623	287,007	98%	
5,379	33,996	9833	346%	11,800	37,087	314%	2021/22 budget very conservative due to pandemic
19,288	73,964	17,917	413%	21,500	80,688	375%	2021/22 budget very conservative due to pandemic
31,074	46,012	35,621	129%	40,800	48,394	119%	Marginally higher turnover than anticipated
39,388	44,462	38,908	114%	46,690	55,675	119%	Income from grass cutting of Almshouse not budgeted in 2021/22
5,008	7,715	5,833	132%	7,000	8,416	120%	Increased footfall resulting in better than anticipated use of facilities
0	1,616	3,200	0%	3,200	1,616	51%	50% discount offered to retailers in respect of Christmas Trees
893	893	847	105%	847	893	105%	
54,293	50,073	46,917	107%	56,300	54,625	97%	
10,701	0	0	0%	0	0	0%	
1,636,754	1,735,791	1,574,165	110%	1,658,836	1,808,950	109%	150,114
<u>Running Costs</u>							
65,520	68,288	73,699	93%	80,399	76,228	95%	
38,822	35,426	40,027	89%	43,666	38,647	89%	Allocation of salary costs and support Services marginally recharge lower than budgetted
23,504	22,612	21,199	107%	23,126	24,669	107%	
810	3,662	5,396	68%	5,886	3,701	63%	Twinning event will not take place during 2021
8,979	8,606	9,649	89%	10,526	9,194	87%	Minimal spend in the cost centre YTD excepting salary recharge
30,112	40,104	34,665	116%	37,544	43,162	115%	
65,390	59,461	62,001	96%	67,637	64,685	96%	
6,052	18,693	15,100	124%	18,500	20,608	111%	Free use and Grace & Favour lettings higher than budget provision
62,749	39,296	73,559	53%	88,610	57,961	65%	Full occupancy therefore minimal Vacant Property provision.
13,599	20,527	25,937	79%	29,131	23,590	81%	Nil claim for Arts development & Carnival grants year to date
92,283	100,907	85,343	118%	93,101	110,542	119%	Large maintenance charges as building utilised more
86,719	102,487	91,383	112%	99,690	112,420	113%	Large maintenance charges as building utilised more
70,170	72,208	73,324	98%	73,325	72,208	98%	
67,095	75,831	73,667	103%	80,364	81,847	102%	
510,069	546,585	571,357	96%	623,299	601,293	96%	
73,780	60,871	81,582	75%	88,999	68,260	77%	Business rates no longer applicable to public conveniences
7,121	5,244	6,495	81%	7,085	5,558	78%	Allocation of salary costs and support Services recharge lower than budgetted
14,075	19,319	19,788	98%	20,087	19,596	98%	
46,504	38,571	47,636	81%	51,966	44,276	85%	Grave digging income below income so consequently grave digging costs below budget
69,866	50,694	58,084	87%	61,728	67,531	109%	Covid costs stated as free use of Ceres Hall with no budget provision
0	0	0	0%	0	0	0%	
13,054	24,077	46,667	52%	54,167	65,387	121%	Majority of Shambles refurbishment project yet to be incurred
1,366,273	1,413,469	1,516,557	93%	1,658,836	1,611,363	97%	47,473
143,908	6,830	0	0%	0	6,830	0%	
44,808	38,262	0	0%	0	42,462	0%	
				0	161,955		

<u>DEVIZES TOWN COUNCIL 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	£167,373	£114,583	146%	£125,000	£182,589	146%
	EXPENDITURE	£68,288	£73,699	93%	£80,399	£76,228	95%
	EXCESS OF INCOME OVER EXPENDITURE	£99,085	£40,884	242%	£44,601	£106,360	238%
TOWN HALL	INCOME	£33,996	£9,833	346%	£11,800	£37,087	314%
	EXPENDITURE	£100,907	£85,343	118%	£93,101	£110,542	119%
	EXCESS OF EXPENDITURE OVER INCOME	-£66,911	-£75,509	89%	-£81,301	-£73,455	90%
CORN EXCHANGE	INCOME	£73,964	£17,917	413%	£21,500	£80,688	375%
	EXPENDITURE	£102,487	£91,383	112%	£99,690	£112,420	113%
	EXCESS OF EXPENDITURE OVER INCOME	-£28,523	-£73,466	39%	-£78,190	-£31,732	41%
PARK CAFÉ	INCOME	£46,012	£35,621	129%	£40,800	£48,394	119%
	EXPENDITURE	£75,831	£73,667	103%	£80,364	£81,847	102%
	EXCESS OF EXPENDITURE OVER INCOME	-£29,819	-£38,046	78%	-£39,564	-£33,453	85%
COMMERCIAL PROPERTIES	INCOME	£247,763	£247,654	100%	£292,623	£287,007	98%
	EXPENDITURE	£39,296	£73,559	53%	£88,610	£57,961	65%
	EXCESS OF INCOME OVER EXPENDITURE	£208,467	£174,095	120%	£204,013	£229,046	112%
PUBLIC CONVENIENCES	INCOME	£7,715	£5,833	132%	£7,000	£8,416	120%
	EXPENDITURE	£60,871	£81,582	75%	£88,999	£68,260	77%
	EXCESS OF EXPENDITURE OVER INCOME	-£53,156	-£75,749	70%	-£81,999	-£59,844	73%
CEMETERY	INCOME	£50,073	£46,917	107%	£56,300	£54,625	97%
	EXPENDITURE	£38,571	£47,636	81%	£51,966	£44,276	85%
	EXCESS OF INCOME OVER EXPENDITURE	£11,502	-£719	-1600%	£4,334	£10,349	239%
CHRISTMAS TREES - BUSINESS	INCOME	£1,616	£3,200	0%	£3,200	£1,616	51%
	EXPENDITURE	£5,244	£6,495	81%	£7,085	£5,558	78%
	EXCESS OF EXPENDITURE OVER INCOME	-£3,628	-£3,295	110%	-£3,885	-£3,942	101%
CHRISTMAS FESTIVAL & LIGHTS	INCOME	£893	£847	0%	£847	£893	105%
	EXPENDITURE	£19,319	£19,788	98%	£20,087	£19,596	98%
	EXCESS OF EXPENDITURE OVER INCOME	-£18,426	-£18,941	97%	-£19,240	-£18,703	97%
COMMUNITY SPACES	INCOME	£44,462	£38,908	0%	£46,690	£55,675	119%
	EXPENDITURE	£546,585	£571,357	96%	£623,299	£601,293	96%
	EXCESS OF EXPENDITURE OVER INCOME	-£502,123	-£532,449	94%	-£576,609	-£545,618	95%
CIVIC & CEREMONIAL	INCOME	£53	£0	0%	£100	£53	53%
	EXPENDITURE	£8,606	£9,649	89%	£10,526	£9,194	87%
	EXCESS OF EXPENDITURE OVER INCOME	-£8,553	-£9,649	89%	-£10,426	-£9,141	88%
CORPORATE MANAGEMENT	INCOME (PRECEPT)	#####	£1,052,851	0%	£1,052,976	£1,051,907	100%
	EXPENDITURE	£59,461	£62,001	96%	£67,637	£64,685	96%
	EXCESS OF INCOME OVER EXPENDITURE	£992,410	£990,850	100%	£985,339	£987,222	100%
GREEN LANE	INCOME	£6,830	£0	0%	£0	£6,830	0%
	EXPENDITURE	£38,262	£0	0%	£0	£42,462	0%
	EXCESS OF EXPENDITURE OVER INCOME	-£31,432	£0	0%	£0	-£35,632	0%
COMMITTEE SERVICES	EXPENDITURE	£35,426	£40,027	89%	£43,666	£38,647	89%
MEMBER SUPPORT	EXPENDITURE	£22,612	£21,199	107%	£23,126	£24,669	107%
TWINNING	EXPENDITURE	£3,662	£5,396	68%	£5,886	£3,701	63%
COMMUNICATIONS	EXPENDITURE	£40,104	£34,665	116%	£37,544	£43,162	115%
GRANTS	EXPENDITURE	£18,693	£15,100	124%	£18,500	£20,608	111%
ARTS DEVELOPMENT	EXPENDITURE	£20,527	£25,937	79%	£29,131	£23,590	81%
DEVIZES LEISURE CENTRE	EXPENDITURE	£72,208	£73,324	98%	£73,325	£72,208	98%
TOWN CENTRE SERVICES	EXPENDITURE	£50,694	£58,084	87%	£61,728	£67,531	109%
CAPITAL	EXPENDITURE	£24,077	£46,667	52%	£54,167	£65,387	121%
DEVIZES TOWN COUNCIL	INCOME	#####	£1,574,165	110%	£1,658,836	£1,815,780	109%
	EXPENDITURE	#####	£1,516,557	96%	£1,658,836	£1,653,825	100%
	EXCESS OF INCOME OVER EXPENDITURE	£280,890	£57,608	0%	£0	£161,955	0%

Doc9/1

Devizes Town Council

Third Interim Audit Report 2021-22

Alistair Morrison CPFA

Background and Scope

The Accounts and Audit Arrangements introduced from 1st 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 Third 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 visits 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 1st to 30th December 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 10th 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 10th June; and
- We have continued 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 99 invoices during the financial year to date had a total value of £364,504 and represented 55% 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 where it had 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 have 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

We aim 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, together with the adoption of Corporate Governance policies which included a review of the Risk Management policy. These documents had been 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 reserves 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 2021 meeting, the Council agreed a precept of £1,101,013 for 2022-23 (£1,051,476 in 2021-22) on Wiltshire County Council for 2020-21 following the preparation of budgets for that year, an increase of 3.99%.
- 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 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 have also considered the implications of the budget process that passed through the Council at its meeting in December 2022 and the position related to Reserves will be considered when the Final Accounts are prepared before our final 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 have considered the ongoing financial position of the Hillworth Park Cafe at our second interim visit. In December 2021 the Cafe had incurred a loss to date for the year of £1,088. We also test checked the Income of the cafe for December 2021, comparing the Cash Book entries with the analysis of takings for the month. This completes our sample testing of income received during the financial year.

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 1st 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 2021 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 were confirmed at our 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 31st 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 (£50,152.20 as at 31st December 2021), a Public Sector Deposit Account (£717,325.21 as at 31st December 2021) and a Premium Account (£800,000 as at 31st December 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.

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BINS WEEKLY CHECKLIST									
NAME	QTY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
Estcourt Street	1	Continually Checked						X	X
Sidmouth Street	3	Continually Checked						X	X
Brittox	4	Continually Checked						X	X
Market Place	12	Continually Checked						X	X
Castle Lane Car Park	1	Continually Checked						X	X
Chequer's	2	Continually Checked						X	X
Central Car Park	2	Continually Checked						X	X
Little Green & Play Area	8	Continually Checked						X	X
Big Green	5	Continually Checked						X	X
Nursteed Community Centre	1			X			X		
Jackson Close	2						X		
Eastleigh Road Shop	2	X	X	X	X	X	X	X	
Cromwell Road	1						X		
Green Lane / Byron	1		X		X		X		
Skatepark	2	X	X	X	X	X	X	X	
Cricket Field	2	X		X		X		X	
Newman Road Bus Stop	1						X		
Newman Road Play Area	1						X		
Massey Road	3		X		X		X		
Alan Cobham Play Area	1		X				X		
Osmond Road Play Area	3		X		X		X		
Brickley Lane Play Area	1	X	X	X	X	X	X	X	
Century Close	1						X		
Nursteed School	1		X		X		X		
Pachway Windsor Drive	1	X		X		X		X	
Dowse Road Play Area	2		X		X		X		
Wadworth Road Play Area	1		X		X		X		
Brickham Road / Maud Close	1	X		X		X			
Cowslip Close Play Area	1						X		
Harebell Way	1		X		X		X		
Windsor Drive / Coate Bridge	1	X	X	X	X	X	X	X	
Roundway Hill	1		X		X		X		
Roundway Village	1		X		X		X		

BINS WEEKLY CHECKLIST									
NAME	QTY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
Ferguson Road	1		X						
T H White's Land	1						X		
Sarum Drive	1			X			X		
Victoria Road	1						X		
White Horse Way	1		X		X		X		
White Horse Way Play Area	2						X		
Roundway Park	1		X		X		X		
London Road	1			X			X		
Quakers Road (1 once by school)	2		X		X		X		
Belvedere Woods / Quakers	1						X		
Keepers Road Play Area	3						X		
Commercial Road	1		X		X		X		
Couch Lane Bridge	1	X		X		X		X	
Cemetery / Belvedere Woods	1						X		
Dyehouse Lane / Belvedere Woods	1						X		
Wharf	5	X	X	X	X	X	X	X	
Waiblingen Way	1						X		
Avon Road Play Area	2						X		
Festival Close	1						X		
Dundas Close Play Area	1						X		
Station Road	4	X	X	X	X	X	X	X	
Hillworth Road	1		X		X		X		
Hartmoor Road	1		X		X		X		
Broadleas Road	1						X		
Downlands Road	2		X		X		X		
Fruitfields	1						X		
Byron Road / Drews	2		X		X		X		
Byron Road / Play Area	1						X		
Sheepstreet Car Park	1	Continually Checked						X	X
Sheepstreet Library	1	Continually Checked						X	X
Hare & Hounds	1	Continually Checked						X	X
Sutton Place	1	Continually Checked						X	X

BINS WEEKLY CHECKLIST									
NAME	QTY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
Long Street	2	Continually Checked						X	X
Cemetery	9			X					
Nursteed Close	1						X		
Brickley Lane	1			X			X		
Redhorn Gadens	1	X		X			X		
Total Number of Bins	131								
No pick up locations		25	25	16	23	10	64	23	

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