



# 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, 24<sup>th</sup> May 2022**

Time: Immediately following the Planning Committee Meeting

Venue: Council Chamber, Town Hall, St John's Street, Devizes

Enquiries: Town Hall - Tel: 01380 723333

The Town Mayor Councillor Corbett

Councillors: Bridewell  
Geddes  
Hunter  
Rose

Burton  
Hopkins  
Nash  
Stevens

Gay  
Hoult  
Oliver

## **AGENDA**

### **1. ELECTION OF CHAIRMAN**

To elect a Chairman of the Committee for the municipal year 2022/23.

### **2. ELECTION OF VICE CHAIRMAN**

To elect a Vice Chairman of the Committee for the municipal year 2022/23.

### **3. MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 10<sup>th</sup> May 2022 and which have been circulated alongside the agenda.

### **4. APOLOGIES FOR ABSENCE**

**5. 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.

**6. 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

**7. REPORT FOR INFORMATION - NARRATIVE INCOME & EXPENDITURE ACCOUNT & KEY PERFORMANCE INDICATORS 2022/2023**

Income and expenditure information is attached ([doc 7/1](#)).

**8. REPORT FOR INFORMATION – UPDATE ON THE ASSIZE COURT PROJECT AND HOW IT WILL INTEGRATE WITH THE WHARF PROJECT**

David Dawson, Director of the Wiltshire Museum and who is involved in both the Devizes Assize Court Trust and the Wharf project, will be attending the meeting to give members an update.

**9. REPORT FOR INFORMATION – CHRISTMAS LIGHTS WORKING PARTY**

A Christmas Lights working party met on Thursday 12th May to discuss a new contract for the installation, service and provisions of lights, as the current one has come to an end. To help the working party select a new contractor, a tender was put out to relevant companies and three replies were received and opened before the working party.

There were great variants between all as to cost, maintenance, etc so officers were asked to get more specific details from all, before any final decision is made.

In summary, there will be a Christmas tree in Albion Place and in the Market Place; however, the trees may not be as tall as in previous years as the supplier is struggling to provide the traditional 40ft tree. This is due to two factors: growers are not growing such tall trees as there is less demand; and climate change affects their growth. Enquires are being made to find a new supplier who could possibly meet our needs.

There will hopefully be a new display by the Penny Bank Gardens, however the working party are working with a limited budget and are trying to get the best value for the money available.

## 10. REPORT FOR DECISION – APPOINTMENT OF TRUSTEE TO THE DEVIZES ASSIZE COURT TRUST

### **Recommendation**

To consider an invitation to nominate a Trustee from Devizes Town Council to join the Devizes Assize Court Trust.

### **Purpose of the Report**

To decide whether the committee wishes to nominate a member to the Assize Court Trust.

### **Background**

Officers have recently been approached by Mr David Dawson, Director of Wiltshire Museum, who has been asked to invite the Town Council to nominate a Trustee to the Devizes Assize Court Trust.

The Trust is about to launch an open Trustee recruitment which has details that are now online at <https://devizesassizecourt.org.uk/news/f/trustee-opportunity> and Mr David Dawson is able to provide further information if required.

### **Options Considered**

The committee needs to decide if it wishes to nominate a member as Trustee to the Devizes Assize Court Trust, and if so, who that member should 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.

## 11. REPORT FOR DECISION – COMMUNICATIONS WORKING PARTY

### **Recommendation**

That the committee decides if it wishes to amend the composition of the Communications Working Party following the identification of an officer error.

### **Purpose of the Report**

To review the composition of the Communications Working Party in the light of an error made by officers.

### **Background**

At a meeting of this committee on the 10 May 2022, members of working parties were agreed for the Civic Year 2022/23.

There was some debate around the membership of the Communications Working Party to ensure that political balance was maintained. At that time, it was believed that Councillor Hopkins, who is an Independent Councillor, did not wish to be placed on the working party.

At that meeting it was agreed that the following members would form the working party:

Brown  
Geddes  
Hoult  
Hunter

It has subsequently been found that Councillor Hopkins had intended to be on the working party, but was absent from the meeting and not able to point out the error at the time, therefore the Committee needs to decide if it wishes to make any amendment to the composition of the working party or to increase its number by one.

### **Options Considered**

The Committee needs to decide if it wishes to amend the composition of the Communications Working Party or to keep it as agreed on the 10 May 2022.

### **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 – PLATINUM JUBILEE OF HER MAJESTY THE QUEEN**

**Recommendation**

That the committee acknowledges the work of the Jubilee Working Party and the project’s plan to date.

**Purpose of the Report**

To update the committee on plans for Town Council-led Jubilee celebration events.

**Background**

At meeting of this Committee in July 2021 it was agreed that a working party would be set up to scope out how the town can best celebrate the Queen’s Platinum Jubilee in 2022, and that the working party would consist of Councillors Britten, Bridewell, Burton, Hopkins, Nash and the late Cllr Parsons. In addition, councillors Stevens and Houlton have joined the working party.

Over the project’s plan period the following events have been agreed and booked at a cost of £5,700, which is being funded from the Royal celebration budget which totals £7,500.

Date	Event	Details
Thursday 2 June	Trooping of the Colour – Corn Exchange	Live streaming of the London event – Free event
	Tea Dance – Corn Exchange	Community Event for all ages - Tickets on Sale
Friday 3 June	Black Tie Dinner – Town Hall	Event run by others
Saturday 4 June	Local Produce Market With entertainment – Market Place	Free event

COMMUNITY & CIVIC RESOURCES COMMITTEE  
24<sup>th</sup> May 2022

	Trolley Olympics – Hillworth Park	Event run by others
	Wheelchair Push – Hillworth Park	Event run by others
	Race Night – Corn Exchange	Family night with food and disco – Tickets on Sale
Sunday 5 June	Church Service – St John's	St John's Town Service – Mayor to attend
	Picnic in the Park – Hillworth Park	Music in the park with food outlets – Free event

### Options Considered

The Committee are asked to acknowledge the work of the working party and note the spend against budget

### Implications and Risks

#### Financial and Resource Implications

The overall cost of the celebrations is set out in the report against an identified budget. Most of the events are led by either elected members or partner organisations.

#### 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 – NAMING OF GREEN LANE PLAYING FIELD**

#### **Recommendation**

That the Committee reviews a decision of the Town Council from the mid 1990's to acknowledge the name of a former councillor Tom Doyle, who passed away in the 1990's, and decide if his name should be reaffirmed as part of the Green Lane Playing Field title.

#### **Purpose of the Report**

To review a decision made by Devizes Town Council in the mid 1990's for the naming of the Green Lane Playing Field.

#### **Background**

It is understood by current senior officers that in the mid 1990's, members of the then Council were considering plans for the then newly acquired Green Lane Playing Field, as part of the Council's services development programme and it agreed that once the work was completed, it would acknowledge the name of a former Councillor Tom Doyle, who had recently passed away, within the Green Lane Playing Field title.

The plans for the site came to nothing and in terms of a local football facility it was at best a second-rate playing field, providing below FA standard regulation grass roots amenities. As the naming of the site was to be tied to the original development plans, to the best of current officers' understanding, the name was never formally changed.

In 2020, officers working with funding partners completed a £1.7m project to upgrade the facilities, which included a new all-weather pitch, fully compliant changing rooms, clubhouse room and catering facilities, all of which were well above the scope of the 1990's project.

The family have now asked that as the work has been completed, will the Council be renaming the site.

Given the passage of time and that the site is no longer operated by the Council, officers feel that elected members may wish to consider if any policy that was made in the 1990's is still relevant for this site and project, and if there is a more appropriate way to ensure the former Councillor Tom Doyle's name is recorded in the town.

Over recent years, the Council has favoured the naming of streets after former councillors and there are a number of examples of this including Councillors Winchcombe, Thorpe, Smith and Owen.

#### **Options Considered**

The Committee needs to decide if the Council's decision from the 1990's to formally acknowledge Cllr Tom Doyle's name as part of Green Lane development is still relevant, or if they would wish to acknowledge him in some other way.

### **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



**Income and Expenditure Account for Period to 30 April 2022**

PREV YEAR ACTUAL	YTD ACTUAL	YTD BUDGET	+/ %AGE	YEAR END BUDGET	YEAR END FORECAST	+/ %AGE	
<u>Operating Income</u>							
183,860	MARKETS	13,286	16083	83%	193,000	151,182	78% One outside market cancelled due to high winds.
0	TWINNING	0	0	0%	0	0	0%
53	CIVIC & CEREMONIAL	0	0	0%	100	100	100%
1,052,411	CORPORATE MANAGEMENT	550,507	550549	100%	1,101,513	1,106,013	100%
0	GRANTS	260	0	0%	0	0	0%
286,951	COMMERCIAL PROPERTIES	16,494	16885	98%	292,623	285,627	98%
36,942	TOWN HALL	6,145	4167	147%	50,000	73,740	147% Outperforming budget in first month
83,656	CORN EXCHANGE	10,575	5000	212%	60,000	126,900	212% Outperforming budget in first month
50,020	HILLWORTH PARK CAFÉ	6,537	4050	161%	48,000	50,487	105% Outperforming budget in first month
53,585	COMMUNITY SPACES CENTRAL SUPPORT	5,538	4219	131%	50,630	54,334	107% Hire of Green 73% of annual budget in first month and Almshouse tender much higher than budget
8,253	PUBLIC CONVENIENCES	552	750	74%	9,000	6,624	74% Lower usage than anticipated. Likely to improve during financial yae
1,616	CHRISTMAS TREES - BUSINESS	0	0	0%	3,200	3,200	100%
893	CHRISTMAS FESTIVAL & LIGHTS	0	0	0%	847	847	100%
53,972	CEMETERY	5,194	5500	94%	66,000	62,328	94%
0	CAPITAL INCOME	0	0	0%	0	0	0%
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1,812,212	Total Income	615,088	607,203	101%	1,874,913	1,921,382	102% 46,469
<u>Running Costs</u>							
84,856	MARKETS	5,958	6,124	97%	73,489	89,860	122% Apportionment of salaries higher than anticipated and utility costs have increased
38,584	COMMITTEE SERVICES	2,495	2,765	90%	33,180	29,940	90%
24,858	MEMBER SUPPORT	2,050	2,510	82%	30,116	25,600	85% Apportionment of salaries lower than anticipated
3,959	TWINNING	259	268	97%	3,210	3,608	112% Apportionment of salaries higher than anticipated
9,767	CIVIC AND CEREMONIAL	1,434	1,828	78%	21,941	14,928	68% Apportionment of salaries lower than anticipated
44,620	COMMUNICATIONS	3,865	4,750	81%	57,003	53,880	95% Apportionment of salaries lower than anticipated
65,009	CORPORATE MANAGEMENT	5,032	5,133	98%	61,594	64,334	104%
20,300	GRANTS	964	625	154%	18,500	20,434	110% Council use higher than budgetted in first month of the year
60,589	COMMERCIAL PROPERTIES	3,220	1,875	172%	86,499	73,776	85% Full occupancy therefore minimal Vacant Property provision
20,957	ARTS DEVELOPMENT	2,707	2,939	92%	26,064	25,284	97%
114,979	TOWN HALL	11,291	10,624	106%	127,491	139,782	110%
114,245	CORN EXCHANGE	9,274	11,090	84%	133,080	132,862	100% Nil utility costs in first month
72,208	DEVIZES LEISURE CENTRE	0	0	0%	73,325	73,325	100%
82,691	HILLWORTH PARK CAFÉ	5,619	6,571	86%	78,853	79,541	101% Late receipt of Café Expense invoices
594,889	COMMUNITY SPACES CENTRAL SUPPORT	34,687	57,455	60%	689,463	657,808	95% Minimal usage amongst many costs centres. Will increase as year progresses
71,726	PUBLIC CONVENIENCES	6,684	5,945	112%	71,336	87,154	122% High utility costs particularly Gas
5,500	CHRISTMAS TREES - BUSINESS	234	455	51%	7,459	4,808	64% Apportionment of salaries lower than anticipated
19,602	CHRISTMAS FESTIVAL & LIGHTS	185	284	65%	19,913	18,720	94% Apportionment of salaries lower than anticipated
43,972	CEMETERY	2,218	4,037	55%	48,448	42,966	89% Late receipt of Grave Digging invoices
67,126	COMMUNITY SAFETY & T C MANAGEMENT	5,000	9,153	55%	69,238	63,300	91% Minimal spend is this cost centre in first month
0	ADMIN SUPPORT SERVICES	0	0	0%	0	0	0%
50,291	CAPITAL EXPENDITURE	0	4,326	0%	144,711	144,711	100% Nil spend in this cost centre in first month
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1,610,728	Total Expenditure	103,176	138,757	74%	1,874,913	1,846,621	98% 28,292
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6,830	GREEN LANE INCOME	0	0	0%	0	0	0%
0	GREEN LANE EXPENDITURE	0	0	0%	0	0	0%
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					0	74,761	

<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	£13,286	£16,083	83%	£193,000	£151,182	78%
	EXPENDITURE	£5,958	£6,124	97%	£73,489	£89,860	122%
	EXCESS OF INCOME OVER EXPENDITURE	£7,328	£9,959	74%	£119,511	£61,322	51%
TOWN HALL	INCOME	£6,145	£4,167	147%	£50,000	£73,740	147%
	EXPENDITURE	£11,291	£10,624	106%	£127,491	£139,782	110%
	EXCESS OF EXPENDITURE OVER INCOME	£-5,146	£-6,457	80%	£-77,491	£-66,042	85%
CORN EXCHANGE	INCOME	£10,575	£5,000	212%	£60,000	£126,900	212%
	EXPENDITURE	£9,274	£11,090	84%	£133,080	£132,862	100%
	EXCESS OF EXPENDITURE OVER INCOME	£1,301	£-6,090	-21%	£-73,080	£-5,962	8%
PARK CAFÉ	INCOME	£6,537	£4,050	161%	£48,000	£50,487	105%
	EXPENDITURE	£5,619	£6,571	86%	£78,853	£79,541	101%
	EXCESS OF EXPENDITURE OVER INCOME	£918	£-2,521	-36%	£-30,853	£-29,054	94%
COMMERCIAL PROPERTIES	INCOME	£16,494	£16,885	98%	£292,623	£285,627	98%
	EXPENDITURE	£3,220	£1,875	172%	£86,499	£73,776	85%
	EXCESS OF INCOME OVER EXPENDITURE	£13,274	£15,010	88%	£206,124	£211,851	103%
PUBLIC CONVENIENCES	INCOME	£552	£750	74%	£9,000	£6,624	74%
	EXPENDITURE	£6,684	£5,945	112%	£71,336	£87,154	122%
	EXCESS OF EXPENDITURE OVER INCOME	£-6,132	£-5,195	118%	£-62,336	£-80,530	129%
CEMETERY	INCOME	£5,194	£5,500	94%	£66,000	£62,328	94%
	EXPENDITURE	£2,218	£4,037	55%	£48,448	£42,966	89%
	EXCESS OF INCOME OVER EXPENDITURE	£2,976	£1,463	203%	£17,552	£19,362	110%
CHRISTMAS TREES - BUSINESS	INCOME	£0	£0	0%	£3,200	£3,200	100%
	EXPENDITURE	£234	£455	51%	£7,459	£4,808	64%
	EXCESS OF EXPENDITURE OVER INCOME	£-234	£-455	51%	£-4,259	£-1,608	38%
CHRISTMAS FESTIVAL & LIGHTS	INCOME	£0	£0	0%	£847	£847	100%
	EXPENDITURE	£185	£284	65%	£19,913	£18,720	94%
	EXCESS OF EXPENDITURE OVER INCOME	£-185	£-284	65%	£-19,066	£-17,873	94%
COMMUNITY SPACES	INCOME	£5,538	£4,219	0%	£50,630	£54,334	107%
	EXPENDITURE	£34,687	£57,455	60%	£689,463	£657,808	95%
	EXCESS OF EXPENDITURE OVER INCOME	£-29,149	£-53,236	55%	£-638,833	£-603,474	94%
CIVIC & CEREMONIAL	INCOME	£0	£0	0%	£100	£100	100%
	EXPENDITURE	£1,434	£1,828	78%	£21,941	£14,928	68%
	EXCESS OF EXPENDITURE OVER INCOME	£-1,434	£-1,828	78%	£-21,841	£-14,828	68%
CORPORATE MANAGEMENT	INCOME (PRECEPT)	£550,507	£550,549	0%	£1,101,513	£1,106,013	100%
	EXPENDITURE	£5,032	£5,133	98%	£61,594	£64,334	104%
	EXCESS OF INCOME OVER EXPENDITURE	£545,475	£545,416	100%	£1,039,919	£1,041,679	100%
GREEN LANE	INCOME	£0	£0	0%	£0	£0	0%
	EXPENDITURE	£0	£0	0%	£0	£0	0%
	EXCESS OF EXPENDITURE OVER INCOME	£0	£0	0%	£0	£0	0%
COMMITTEE SERVICES	EXPENDITURE	£2,495	£2,765	90%	£33,180	£29,940	90%
MEMBER SUPPORT	EXPENDITURE	£2,050	£2,510	82%	£30,116	£25,600	85%
TWINNING	EXPENDITURE	£259	£268	97%	£3,210	£3,608	112%
COMMUNICATIONS	EXPENDITURE	£3,865	£4,750	81%	£57,003	£53,880	95%
GRANTS	EXPENDITURE	£964	£625	154%	£18,500	£20,434	110%
ARTS DEVELOPMENT	EXPENDITURE	£2,707	£2,939	92%	£26,064	£25,284	97%
DEVIZES LEISURE CENTRE	EXPENDITURE	£0	£0	0%	£73,325	£73,325	100%
TOWN CENTRE SERVICES	EXPENDITURE	£5,000	£9,153	55%	£69,238	£63,300	91%
CAPITAL	EXPENDITURE	£0	£4,326	0%	£144,711	£144,711	100%
DEVIZES TOWN COUNCIL	INCOME	£614,828	£607,203	101%	£1,874,913	£1,921,382	102%
	EXPENDITURE	£103,176	£138,757	74%	£1,874,913	£1,846,621	98%
	EXCESS OF INCOME OVER EXPENDITURE	£511,652	£468,446	0%	£0	£74,761	0%