



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, 27th September 2022

Time: Immediately after the Planning Committee Meeting

Venue: The Assembly Room, Town Hall, St John's Street, Devizes

Enquiries: Town Hall - Tel: 01380 723333

The Town Mayor Councillor Corbett

Chairman: Councillor Nash

Councillors: Bridewell
Geddes
Hunter
Stevens

Burton
Hopkins
Oliver

Gay
Hoult
Rose

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 16th August 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 5/1](#)).

6. NARRATIVE INCOME & EXPENDITURE ACCOUNT & KEY PERFORMANCE INDICATORS 2022/2023

A report is attached for reference ([doc6/1](#)).

7. REPORT FOR INFORMATION - REPORTS FROM UNITARY MEMBERS

Please see the report circulated alongside this agenda, prepared by Councillor Wallis.

8. REPORT FOR INFORMATION – CHRISTMAS LIGHTS WORKING PARTY

This report has been prepared by Councillor Burton.

The working party had planned to invest in some new Christmas lights this year, but economic pressures causing increased cost of installation, fixtures and insurance has meant that the project has had to be shelved for this year. The existing lights are being refurbished and will remain much as last year's display.

It is becoming increasingly difficult to source Christmas trees of 35-40 feet height, but thanks to Mark Hill, we have again been able to source one, this time from the West Midlands. A timer will be fitted to switch off the lights at a suitable time.

A further update will be provided to the Committee after the working party next meets.

9. REPORT FOR DECISION – MANAGEMENT OF THE PIGEON PROBLEM IN THE TOWN CENTRE

Recommendation

That the committee reviews the advice that has been received since the last meeting and decides how it wishes to progress the management of the town centre pigeon problem.

Purpose of the Report

To review on the work done to date on assessing on how to manage the pigeon problem in the town centre and establish what the next steps are to be.

Background

At meeting of this committee on the 27th July the committee considered an agenda item on the growing pigeon population in the Market Place, which was a result of a concern raised by one of the business owners in the Little Brittox and the impact they are having on the area.

At that meeting it was resolved that officers should install signage to dissuade the public from feeding the pigeons, and seek advice from Environmental Health and DEFRA to establish how best to proceed.

Following that meeting, officers arranged for signage to be placed in both the Little Brittox and near the Market Cross, as these are areas where feeding predominantly occurs.

Officers, supported by Councillor Wallis, met with a Wiltshire Council Public Protection Officer and set out below a summary of that discussion.

There is no guidance around what constitutes as a pigeon problem in a Town Centre, therefore any decision to take action has to be based on the impact they are having on normal use of the space.

It was recognised in Devizes the problem is around the Market Place but where the biggest impact is, is around the Little Brittox due to its constrained nature, availability of ledges for roosting and availability of food which is either deliberately placed or dropped by customers who visit food outlets.

There is a concern that as there are food outlets in the area there is a wider public health issue, however this difficult to enforce.

Wiltshire Council has in the past taken action against individuals who continually drop large quantities of bird seed, although the burden of proof around repeated offending is significant and therefore there will be a need to gain evidence.

COMMUNITY & CIVIC RESOURCES COMMITTEE
27th September 2022

In Devizes there are only a few people who continually drop bird seed and whilst at this stage their names are not known, they are regular in their times so it should not be too difficult to identify them.

What would be helpful is if signage could be put up advising against feeding the pigeons.

It might also be helpful to advise local feed sellers of the issues the town is having with the dropping of large quantities of bird seed within the town centre and if possible, in the future only smaller packages of seed are sold.

Much of the issue is around management of sites and reducing the number of areas for roosting and breeding; however whilst it is unpopular, limited trapping of birds under a general licence can improve the effectiveness of an action plan. It was made clear at the meeting that the Town Council has dismissed this type of intervention.

In addition to the meeting with meeting with a Public Protection officer, a Town Council officer undertook a site meeting with a pest control contractor to understand what options there are to help deter pigeons from "loafing" and roosting on buildings.

During the site visit, the following buildings and structures were considered to be the most vulnerable to pigeons and the advice given was concentrated on the list below :

- Ma Cuisine,
- Rowlands Pharmacy,
- The Polish Deli,
- The Giving Tree,
- Scholars and
- The Monument,

All of these buildings are currently experiencing pigeon issues and intervention will prevent pigeons from "loafing" and night roosting, which they are currently doing, resulting in guano deposits.

Whilst there is an option to use more traditional methods such as spiking wires to prevent pigeons from loafing and roosting, these look unsightly and would not be a practical solution for some of the properties, as it would hinder their use of opening windows and would limit how far they could open them.

This would also be the case if it was decided to install a bird wire system as this would also require drilling into sandstone and could damage the buildings and leave ingresses where water could enter.

As an alternative, there is a relatively new pigeon deterrent solution which has recently come onto the market and case studies have shown just how affective this would be in preventing pigeon roosting if carried out correctly.

The theory behind the system; is that it appears to the pigeons to be little pots of flames and stops them from returning to the loafing ledges and roosting areas. Case studies have shown that this method had a 4-year life span and will need to be revisited 4 years after the initial installation.

The Contractor has spoken to the technical department of one of their suppliers who sell this system and they have agreed that if the Council would like to know more about the system's effectiveness, the Area Manager will be happy to meet with an officer and member so that they can ask him any questions or concerns there maybe regarding the system.

The company also has several case studies of various other sites where this method has been installed and continues to keep pigeons away and will be more than happy to show you the results.

The main issue any contractor is going to have will be the access to the buildings affected by both the pigeons and the guano. The work would have to be carried out on a Sunday, with the main area of concern, the Little Brittox, having to be closed off as there will be contractors working at height on an elevated platform and therefore both sides will have to be fenced, to stop the general public from walking beneath. The work inside this area is likely to take 3 days and will involve three Sundays. Other areas can be fenced off and a perimeter barrier fitted around the platform to minimise disruption. The other areas (including the Market Cross) will take a further 3 days to complete.

The contractor has given an indication of the cost involved which is estimated as quoted at £10,000, but in addition the Council would need to provide the elevation platform and fencing.

Options Considered

The committee needs to decide how it wishes to progress the project and if wishes to partner with businesses to deliver a potential solution.

Implications and Risks

Financial and Resource Implications

Officers have set out the financial or resource implication for the Council associated with this decision within the report.

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.

10. REPORT FOR DECISION – STRATEGIC PLAN REVIEW 2023-2028

Recommendation

That the Committee agrees a cross party working party that will work with officers to develop the Town Council's strategic plan, which will run from 2023 to 2028

Purpose of the Report

To agree membership of a cross party working party that will develop the next iteration of the Devizes Town Council Strategic Plan

Background

At meeting of this committee in July it was agreed that a review of the Town Council's strategic plan was needed and that review would follow the time table below:

Strategic Plan Review Timetable

- Before the end of September, all members will be asked to complete a simple questionnaire to decide what they believe are the most important objectives for the Council to achieve; what they believe the role of the Town Council is; and what they personally would like to achieve from their term in office.
- 27 September (Community & Civic Resources Committee), working party set up to oversee the process.
- October / November, Initial Public Consultation priorities for the town
- 8 December, Forward Planning Session to review the initial comments
- Jan to March, Working Party to develop Strategic Draft Plan
- March / April, draft Plan consultation
- End of April, Working Party to amend Plan
- May 2023 Full Council, Draft Strategic Plan agreed

During August, officers sent out a simple questionnaire to councillors, and officers are now working on summarising the comments in preparation for the working party to start to develop some initial views on where councillors see potential objectives. The potential objectives will then be further scrutinised through consultation.

Options Considered

The committee are asked to agree a working party to work with officers to develop the Council 2023/28 Strategic Plan.

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 – STRATEGIC PROJECT GROUP

Recommendation

It is recommended that the Committee agrees that the development of strategic projects is done alongside the new Strategic Plan that will be developed in the coming months.

Purpose of the Report

For the Committee to agree a mechanism to develop a list of strategic projects.

Background

At a meeting of the forward planning session, a cross party group of members was asked to develop a mechanism for assessing strategic projects that the Council will seek to develop as part of its ambition to have projects ready for external funding when it becomes available.

That group has now met and the notes from that meeting are attached at ([doc 11/1](#)).

In summary, the working party believes that any strategic projects must complement strategic objectives that will be developed as part of the new 2023/27 strategic plan. The working party agreed that having a range of objectives which have been agreed by the Council but which have been informed from wider consultation will provide an ideal mechanism to help the Council assess which plans should be taken forward, by reviewing how they will help deliver the Council's key objectives.

The working party has recommended that a single working group should develop both the Council's new Strategic Plan and Strategic Project list as the two initiatives should be symbiotic.

The working party set out a delivery time table, which includes a mechanism for cost analysis.

Options Considered

It is recommended by the working party that the Committee agrees the following recommendations:

- That the task of developing strategic projects for the Council is undertaken by a working party that will be developing the wider Strategic Plan for the Council .
- That in developing strategic projects, an assessment must be made for each project to determine how it will support the delivery of emerging core objectives established through the new strategic plan.
- That the project time is as set out in the working group's notes.
- That Council agrees where necessary to authorise the use of consultants to develop more complex projects.

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 – SOCIAL MEDIA POLICY REVIEW

Recommendation

That the Committee agrees the reviewed policy applicable to social media and guidance to both Councillors and Staff.

Purpose of the Report

To agree the Council's Social Media Policy and Social Media Guidance Document.

Background

At a meeting of this Committee on the 12th October 2021, it was agreed to undertake a member review of a number of policies, Social Media policy being one of them. That initial review was reported back to this Committee early in 2022; however at the meeting in which it was presented, the Chairman advised members that since the proposed draft had been circulated, comments had been received that indicated that further work was required, therefore it was agreed that the social media policy would be referred back to the working party for amendment and revision.

Since that meeting, the working party have met several times and reviewed other organisation's policies, including Wiltshire Council's and therefore the Social Media Policy ([Doc 12/1](#)) has been completely redrafted to reflect good practice. The working party also believed that it is important that the intent of the policy is fully understood and as such is suggesting the Committee adopts the drafted guidance document ([Doc 12/2](#)).

It should be noted that the policy is explicit in that it sets out standards for both Councillors and Council employees when it comes to using social media.

Options Considered

The Committee needs to decide if it agrees with the policy as drafted or seeks further amendments, and if so what those amendments 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.

13. REPORT FOR DECISION – PUBLIC LIVING ROOM INITIATIVE

Recommendation

That the Committee considers providing free room hire of the Town Hall Cheese Hall once a week, in order to support the Wiltshire Centre for Independent living Public Living Room initiative through the Camerados scheme.

Purpose of the Report

Consider if the Council can support the Public Living Room initiative through free accommodation.

Background

Members will recall that for some months the Wiltshire Centre for Independent living (CIL) operated their Public Living Room initiative in the Shambles on a Friday with the consent of the venue hirer on that day. However, with growing trade, he decided he could no longer give free use of the space and the initiative closed.

The Public Living Room initiative is part of the national Camerados scheme, which promotes the idea that the answer to many of our problems is simply talking to each other.

The scheme promotes that we are all “Camerados” and we are all capable of chatting to someone new or helping out a stranger. The initiative recognises that everyone has tough times and therefore promotes that people look out for one another more, not just trying to solve anyone's problems, but being a bit more human. Much of this is done through talking and the Public Living Room provides an opportunity for individuals to come together and share time together, expenses and talk about challenges they are facing.

On the 9th September CIL had a grace and favour use of the Cheese Hall where approximately 20 people attended the public living room, including some Councillors, and it was an opportunity for those Councillors to better understand the work of the Public Living Room and how those attending benefit.

For the Council to agree a period of free hire for the initiative, it has to decide if by providing a free room for the Public Living Room, it fills a need in our community and that any potential loss in revenue is offset by any community benefit the initiative provides.

Officers are suggesting the Cheese Hall because on the whole its use is commercial or community and as such Friday afternoons are not its most popular hiring time, and it provides a safe warm space over the winter and early spring period.

If agreed, CIL would be looking to hold the Community Living Room in the Cheese Hall for now until mid-spring when a different type of accommodation may be more suitable. This would be in the region of 30 weeks and in that period, we currently only have four confirmed bookings and, on those occasions, either there will be no event or if other accommodation is available, it could be moved.

Options Considered

The committee needs to decide

- if the Council can support the public living room initiative through the free use of a room.
- If the Council does wish to provide accommodation, does it wish to provide free use of the Cheese Hall as set out in the report .
- Does the committee wish to explore any other Council venue that could be used to support the public living room initiative.

Implications and Risks

Financial and Resource Implications

The half day hire charge for the Cheese Hall for community use is £60, but any true loss in revenue will primarily be through the loss of bookings.

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 -- DEVIZES ASSIZE COURTS TRUST.
(DACT)**

This report has been provided by Councillor Hoult, who as Devizes Town Council representative to DACT, has attended several meetings and had a tour of the Assize Courts.

Background

The Assize Court building is owned by Devizes Assize Courts Trust (DACT), working with the Museum to secure funding. It is a long-term project to preserve a beautiful and important building which forms an intrinsic part of the History of Devizes and combine it with Wiltshire Museum, one of the county's greatest assets. Thanks to the hard work of Museum Director David Dawson and the DACT team the trust is now in a position to seek funding to take the project to the next stage.

Current Work

Assize for Devizes: Unlocking Wiltshire's stories is a large-scale project to create an inclusive and sustainable cultural destination at the heart of Wiltshire, by revitalising the much-loved Devizes Assize Court as a new home for the Wiltshire Museum.

Collaborating with audiences to develop accessible spaces, activities and galleries that represent communities and showcase the Museum's nationally important collections. The project will catalyse social and economic regeneration within Devizes and wider Wiltshire.

The Trust are now working on the bid for National lottery Heritage Funding (NLHF), for which there are 3 stages:

1. Basic yes/no – passed this stage
2. Developing the Project to the point where we planning permission has been secured and the Trust is ready to appoint contractors
3. Delivery – funding to deliver the project

Work on revising the scope of the project and the budget is ongoing but it is likely to be:

- Development -c.£500k (architects, museum designers, surveys and reports, audience development, etc)
- Delivery – c.£11m (construction, fitting out, museum displays, activity plan, project management, etc)

Funding

NLHF can grant a maximum of £5m and this will be sought by the trust. The priority for the NLHF is to encourage wider participation in heritage so this will be emphasised in the application.

DACT have a list of Trusts and Foundations that they will apply to and are talking to potential private funders. The project is also supported by “DACT22” which is a group for private individuals who are offering financial support, new members of this group are being sought.

DACT’s architects are currently revising plans for the building, in the light of the inflation in building costs and the need to reduce the overall budget. As part of this, they will create a Collections Research Centre in part of the current Long Street buildings.

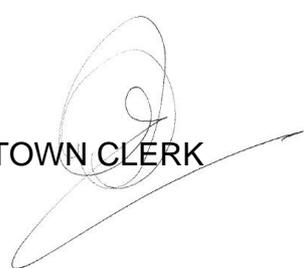
DACT are talking with Wadworth Brewery and the Wharf Development Strategy, commissioned by Wiltshire Council, to provide a framework which will ensure that the projects will align closely.

15. 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							
27TH SEPTEMBER 2022							
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL	PAYMENT METHOD	PAID
Direct Debit Payments							
1	POSTED	WILTSHIRE COUNCIL	Non-Domestic Rates - - (2022 / 2023) - (2 Months)		7216.00	D/D	
2	29288-29290	ALLSTAR	Petrol and Diesel for Park Vehicles inch Mowers - (1 Month)	97.30	583.92	D/D	
3	29292	RHM TELECOMMUNICATIONS LTD	Monthly Telephone Call Charges - (1 Month)	53.41	320.45	D/D	
4	29291	RHM TELECOMMUNICATIONS LTD	Park, Venues & Markets Mobile Work Phones - (1 Month)	5.59	33.55	D/D	
5	29293	BRITISH GAS	Elect Bill - Shambles - (01/07/2022 - 31/07/2022)	119.61	717.71	D/D	
6	29294 / 29298	SSE	Elect Bill - Park Centre & Green Toilets - (04/02/2022 - 08/08/2022)	319.15	2081.17	D/D	
7	29295-29297	SSE	Elect Bill - St Lights, Corn Exchange & Town Hall- (10/03/2022 - 01/08/2022)	1645.99	9919.91	D/D	
8	29299-29304	CROWN GAS & POWER LTD	Gas Bill - Town Hall, C/Ex, Hillworth Park & Superloos -(30/06/2022 - 31/07/2022) - (1 Month)	44.04	394.72	D/D	
9	29305-29306	PEAC (UK) LTD	Telephone Lease Rental & Annual Service Fee - (2 Months)	39.64	237.86	D/D	
10	29307-29319/29373-29377	BNP PARIBAS LEASING SOLUTIONS LTD	Lease of 5 Kubota Vehicles - (2 Months)	830.94	4985.72	D/D	
11	29311-29313/29378-29380	MERCEDES-BENZ FINANCE	Lease of 3 Parks vans - Reg WS190VW & WN200KE & WN70JZT - (2 Months)	537.12	3222.70	D/D	
12	29314-29315	ACCESS UK LTD	Process Payroll on a Monthly Basis (2 Months)	54.15	324.90	D/D	
13	29316 / 29381	NOYUNA BUSINESS FINANCE	Lease Rental and Document Fee for Electric Vehicle - Parks Dept. - (2 Months)	76.00	456.00	D/D	
14	29317	BARCLAYCARD MERCHANT	Charges for Electronic Pin Machine (Park Café) & (Town Hall) - (1 Month)	0.96	126.64	D/D	
15	29318 / 29382	CNH INDUSTRIAL CAPITAL	Lease of Amazone Mower - (2 Months)	152.86	917.14	D/D	
Government Procurement Card Transactions							
16-17		AMAZON	Items for Carnival	1.46	8.74	Credit Card	
18		AMAZON	Anti slip heavy duty yellow floor paint - Shambles	9.83	58.95	Credit Card	
19-23		AMAZON	Items for Carnival	8.83	52.85	Credit Card	
24		AMAZON	Spiral key ring chains	1.13	6.75	Credit Card	
25		AMAZON	Blow up swords - Carnival	1.67	9.99	Credit Card	
26		AMAZON	Thermal Till Rolls - Café	1.70	10.19	Credit Card	
27		AMAZON	Label Key Ring Fobs	1.13	6.78	Credit Card	
28		LIDL/LOWERFIELDS FARM MEATS/MORRISONS	Food for Carnival BBQ		132.55	Credit Card	
29		FASTHOSTS	Charges for 100GB Exchange 2019 Mailbox -townclerk@devizes-tc.gov.uk	1.44	8.62	Credit Card	
30		AMAZON	Cat7 Ethernet Cable - Venues	2.68	16.08	Credit Card	
31		DVLA	Vehicle Tax - WS19 0VW		292.50	Credit Card	
32		SURVEY MONKEY	Advantage Annual Plan - (15/07/2022 - 14/07/2023)	64.00	384.00	Credit Card	
33		PORTAL PLAN QUEST LTD	Planning Application Service for Car Park at Hillworth Park	5.37	135.20	Credit Card	
34		FASTHOSTS	Standard Email - hillworthpark.org.uk	4.18	25.07	Credit Card	
35		THE WORKS	Wooden Bird Boxes for Crayf Kids Event in Hillworth Park		160.00	Credit Card	
36		FASTHOSTS	Charges for 50GB Exchange 2019 Mailbox - café@hillworthpark.org.uk (Monthly)	1.09	6.52	Credit Card	
37		POST OFFICE LTD	1st & 2nd Class Stamps - Office		45.40	Credit Card	
Cheque & BACS Payments							
38	29168-19169	VAUGHAN'S KITCHEN LTD	Account was in credit - Vaughan's paid back by BACS on 19 July 2022	-22.50	-135.00	BACS	19/07/2022
39	29251	GET IT RIGHT LTD	Software Development	100.00	600.00	BACS	16/08/2022
40	CB	WILTON DISTRICT GUIDE ASSOCIATION	Tickets for Mayor for Wilton Mayors Soiree - Mayoral Allowance		40.00	BACS	"
41	CB	WILTSHIRE COMMUNITY FOUNDATION	Tickets for Mayor for High Sheriff's Summer Drinks Party - Mayoral Allowance		40.00	CHQ 706439	"
42	CB	INLAND REVENUE	PAYE / NI - July 2022		14899.41	CHQ 706440	"
43	CB	WILTSHIRE PENSION FUND	Superannuation - July 2022		13653.96	BACS	17/08/2022
44	29170-29171	PHS GROUP	Fresheners, Sanitary etc - Corn Exchange & Hillworth Park	125.79	754.74	BACS	18/08/2022
45	29172	KINGSDOWN NURSERIES	Trees, stakes, compost etc - Parks Dept.	1706.03	10236.19	BACS	"
46	29173- 29174	GAIGER BROTHERS LTD	Repairs to Car Park Toilets	83.18	499.08	BACS	"
47	29175	ROSES	Compost for Parks	3.00	18.00	BACS	19/08/2022
48	29176	T H WHITE LTD	Hydrolic Oil for Sweeper	15.78	94.68	BACS	"
49	29177-29178	T H WHITE INSTALLATION LTD	Alarm Monitoring & Fire Alarm Call Out - Corn Exchange	99.17	595.01	BACS	"
50	29179	MIKE WOOD TYRES LTD	Air con re-gas - Sweeper	9.83	59.00	BACS	"
51	29180-29182	SPALDINGS (UK) LTD	General Stores for Parks		39.73	BACS	"
52	29183-29184	VIKING PAYMENTS	Stationery & Wall Planners - Office	23.18	139.08	BACS	"
53	29185	RANGEBOURNE PET CARE LTD	Bird seed for Aviary	28.39	170.29	BACS	"
54	29186-29187	THERMOCOLD LTD	Maintenance check to all Air Con Equipment & Repair to L/H Unit - Corn Exchange	185.05	1110.30	BACS	"
55	29188	WILTSHIRE COUNCIL	Licensing Act Annual Fee for The Green		70.00	BACS	"
56	29189	CMD RECRUITMENT LTD	Recruitment Fee for Part Time Administration Assistant	276.00	1656.00	BACS	"
57	29190-29191	ALL IN ONE CATERING & BARS	Drinks & Wine etc supplied for Events- (Rechargeable)	252.58	1515.50	BACS	"
58	29192-29193	SHREWTON LAUNDRY LTD	Cleaning of Dust Mats & Tablecloths- Town Hall & Park/Café	48.51	291.06	BACS	"
59	29194-29198	YATE SUPPLIES	Miscellaneous Products - Venues, Parks & Superloos	351.88	2111.28	BACS	"
60	29199-29200	KENNET SIGN & DISPLAY LTD	Vinyl Graphic Slats & A3 Market Place Boards	41.00	246.00	BACS	"
61	29201-29202	AMAC WINDOW CLEANING	Window Cleaning & Bus Shelters / Hillworth Park Centre - August 22	45.52	273.12	BACS	"
62	29203	SIMON CHURCH ELECTRICAL LTD	Repair to hand drier - Corn Exchange		90.00	BACS	"
63	29204	RICOH UK LTD	Photocopier Rental Charge & Photocopies - 01/04/2022 - 30/09/2022	84.84	509.05	BACS	"

COMMUNITY & CIVIC RESOURCES COMMITTEE
27th September 2022

Income and Expenditure Account for Period to 31 August 2022

	PREV YEAR ACTUAL	YTD ACTUAL	YTD BUDGET	+/ %AGE	YEAR END BUDGET	YEAR END FORECAST	+/ %AGE	
<u>Operating Income</u>								
110	183,860	183,860	80,415	102%	193,000	191,160	99%	Now outperforming budget
203	0	0	0	0%	0	0	0%	
204	53	250	0	0%	100	100	100%	
206	1,052,411	553,673	550,717	101%	1,101,513	1,106,013	100%	
207	0	260	0	0%	0	0	0%	
208	286,951	102,395	106,925	96%	292,623	285,627	98%	
214	36,942	19,787	20,835	95%	50,000	47,489	95%	
215	83,656	30,856	25,000	123%	60,000	74,054	123%	Outperforming budget each month
220	50,020	36,049	26,010	139%	48,000	57,678	120%	
227	53,585	19,718	21,095	93%	50,630	47,323	93%	
228	8,253	3,202	3,750	85%	9,000	7,685	85%	
235	1,616	0	0	0%	3,200	3,200	100%	
236	893	0	0	0%	847	847	100%	
242	53,972	24,903	27,500	91%	66,000	59,767	91%	
299	0	1,066	0	0%	0	0	0%	
	1,812,212	873,962	862,247	101%	1,874,913	1,880,944	100%	6,031
<u>Running Costs</u>								
110	84,856	34,367	30,620	112%	73,489	82,481	112%	Utility costs higher than anticipated
201	38,584	15,349	13,825	111%	33,180	36,838	111%	
202	24,858	11,085	12,548	88%	30,116	26,604	88%	Apportionment of salaries lower than anticipated
203	3,959	1,285	1,338	96%	3,210	3,084	96%	Apportionment of salaries higher than anticipated
204	9,767	7,439	9,142	81%	21,941	17,854	81%	Apportionment of salaries lower than anticipated
205	44,620	26,182	23,751	110%	57,003	62,837	110%	Website costs higher than anticipated
206	65,009	27,644	25,664	108%	61,594	66,346	108%	
207	20,300	11,229	8,125	138%	18,500	26,950	146%	Council use higher than budgeted in first five months of the year
208	60,589	14,766	25,375	58%	86,499	74,304	86%	
212	20,957	18,614	9,693	192%	26,064	25,812	99%	
214	114,979	62,227	53,121	117%	127,491	149,345	117%	Utility costs higher than anticipated
215	114,245	55,349	55,450	100%	133,080	132,838	100%	
216	72,208	40,121	36,662	0%	73,325	73,325	100%	
220	82,691	44,561	32,855	136%	78,853	82,640	105%	Increase in sales has increased costs
227	594,889	243,370	287,276	85%	689,463	673,808	98%	
228	71,726	34,078	29,723	115%	71,336	81,787	115%	High utility costs particularly Gas
235	5,500	1,502	2,275	66%	7,459	6,780	91%	
236	19,602	948	1,422	67%	19,913	18,720	94%	
242	43,972	19,378	20,187	96%	48,448	46,507	96%	
245	67,126	30,074	30,541	98%	69,238	69,238	100%	
241	0	90	0	0%	0	0	0%	
299	50,291	19,046	89,430	21%	144,711	144,711	100%	
	1,610,728	718,704	799,024	90%	1,874,913	1,902,807	101%	-27,894
	6,830	0	0	0%	0	0	0%	
	0	0	0	0%	0	0	0%	
					0	-21,863		

<u>DEVIZES TOWN COUNCIL</u>	<u>FINANCIAL YEAR 2022/23</u>	<u>31/08/2022</u>	<u>31/08/2022</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	£81,803	£80,415	102%	£193,000	£191,160	99%
	EXPENDITURE	£34,367	£30,620	112%	£73,489	£82,481	112%
	EXCESS OF INCOME OVER EXPENDITURE	£47,436	£49,795	95%	£119,511	£108,679	91%
TOWN HALL	INCOME	£19,787	£25,000	79%	£50,000	£47,489	95%
	EXPENDITURE	£62,227	£53,121	117%	£127,491	£149,345	117%
	EXCESS OF EXPENDITURE OVER INCOME	-£42,440	-£28,121	151%	-£77,491	-£101,856	131%
CORN EXCHANGE	INCOME	£30,856	£26,010	119%	£60,000	£74,054	123%
	EXPENDITURE	£55,349	£55,450	100%	£133,080	£132,838	100%
	EXCESS OF EXPENDITURE OVER INCOME	-£24,493	-£29,440	83%	-£73,080	-£58,783	80%
PARK CAFÉ	INCOME	£36,049	£21,095	171%	£48,000	£57,678	120%
	EXPENDITURE	£44,561	£32,855	136%	£78,853	£82,640	105%
	EXCESS OF EXPENDITURE OVER INCOME	-£8,512	-£11,760	72%	-£30,853	-£24,962	81%
COMMERCIAL PROPERTIES	INCOME	£102,395	£20,835	491%	£292,623	£285,627	98%
	EXPENDITURE	£14,766	£25,375	58%	£86,499	£74,304	86%
	EXCESS OF INCOME OVER EXPENDITURE	£87,629	-£4,540	-1930%	£206,124	£211,323	103%
PUBLIC CONVENIENCES	INCOME	£3,202	£3,750	85%	£9,000	£7,685	85%
	EXPENDITURE	£34,078	£29,723	115%	£71,336	£81,787	115%
	EXCESS OF EXPENDITURE OVER INCOME	-£30,876	-£25,973	119%	-£62,336	-£74,102	119%
CEMETERY	INCOME	£24,903	£27,500	91%	£66,000	£59,767	91%
	EXPENDITURE	£19,378	£20,187	96%	£48,448	£46,507	96%
	EXCESS OF INCOME OVER EXPENDITURE	£5,525	£7,313	76%	£17,552	£13,260	76%
CHRISTMAS TREES - BUSINESS	INCOME	£0	£0	0%	£3,200	£3,200	100%
	EXPENDITURE	£1,502	£2,275	66%	£7,459	£6,780	91%
	EXCESS OF EXPENDITURE OVER INCOME	-£1,502	-£2,275	66%	-£4,259	-£3,580	84%
CHRISTMAS FESTIVAL & LIGHTS	INCOME	£0	£0	0%	£847	£847	100%
	EXPENDITURE	£948	£1,422	67%	£19,913	£18,720	94%
	EXCESS OF EXPENDITURE OVER INCOME	-£948	-£1,422	67%	-£19,066	-£17,873	94%
COMMUNITY SPACES	INCOME	£19,718	£3,750	0%	£50,630	£47,323	93%
	EXPENDITURE	£243,370	£287,276	85%	£689,463	£673,808	98%
	EXCESS OF EXPENDITURE OVER INCOME	-£223,652	-£283,526	79%	-£638,833	-£626,485	98%
CIVIC & CEREMONIAL	INCOME	£250	£0	0%	£100	£100	100%
	EXPENDITURE	£7,439	£9,142	81%	£21,941	£17,854	81%
	EXCESS OF EXPENDITURE OVER INCOME	-£7,189	-£9,142	79%	-£21,841	-£17,754	81%
CORPORATE MANAGEMENT	INCOME (PRECEPT)	£553,673	£550,717	0%	£1,101,513	£1,106,013	100%
	EXPENDITURE	£27,644	£25,664	108%	£61,594	£66,346	108%
	EXCESS OF INCOME OVER EXPENDITURE	£526,029	£525,053	100%	£1,039,919	£1,039,667	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	£15,349	£13,825	111%	£33,180	£36,838	111%
MEMBER SUPPORT	EXPENDITURE	£11,085	£12,548	88%	£30,116	£26,604	88%
TWINNING	EXPENDITURE	£1,285	£1,338	96%	£3,210	£3,084	96%
COMMUNICATIONS	EXPENDITURE	£26,182	£23,751	110%	£57,003	£62,837	110%
GRANTS	EXPENDITURE	£11,229	£8,125	138%	£18,500	£26,950	146%
ARTS DEVELOPMENT	EXPENDITURE	£18,614	£9,693	192%	£26,064	£25,812	99%
DEVIZES LEISURE CENTRE	EXPENDITURE	£40,121	£36,662	0%	£73,325	£73,325	100%
TOWN CENTRE SERVICES	EXPENDITURE	£30,074	£30,541	98%	£69,238	£69,238	100%
CAPITAL	EXPENDITURE	£19,046	£89,430	21%	£144,711	£144,711	100%
DEVIZES TOWN COUNCIL	INCOME	£872,636	£759,072	115%	£1,874,913	£1,880,944	100%
	EXPENDITURE	£718,614	£799,024	90%	£1,874,913	£1,902,807	101%
	EXCESS OF INCOME OVER EXPENDITURE	£154,022	-£39,952	48%	£0	-£21,863	94%

Subject : Strategic Project Group			
Date: 09 August 2022		Venue: Town Hall	
Those Present:	Catherine Brown Richard Oliver	Peter Corbett Matt Filsell	Ian Hopkins Simon Fisher
Apologies;	Iain Wallis		
SF took notes			

Item	Notes:	Action:
1.	<p>Purpose of the Meeting</p> <p>It was agreed that the purpose of the group at this time was not to develop strategic projects but to develop a mechanism for assessing projects.</p>	
2.	<p>Wider Strategic Planning</p> <p>The working group recognised that work is about to commence on the development of the new Strategic Plan for the council to cover the period 2023 to 2027 and this plan is most likely to produce a number of objectives the Council will hope to support and deliver within the plan period.</p> <p>Having a range of objectives which have been agreed by the Council, but which have been formed from wider consultation will provide an ideal mechanism to help the Council assess which plans should be taken forward by reviewing how they will help deliver the Council's key objectives.</p>	
3.	<p>Partnership Working</p> <p>It is recognised that the purpose of developing a number of Strategic Project is to ensure that when external funding opportunities become available, the Council has prepared schemes to make a funding bid. It is also recognised that many of these funding pots are Government initiatives which are given to principal authorities, therefore it is important that the Town Council also understands priorities for organisations such as Wiltshire Council as they will look to deliver projects that meet their priorities.</p> <p>Projects may also be complex in nature and therefore to be able to develop deliverable projects, the council will need to consider employing consultants or working with stakeholders at an early stage.</p>	

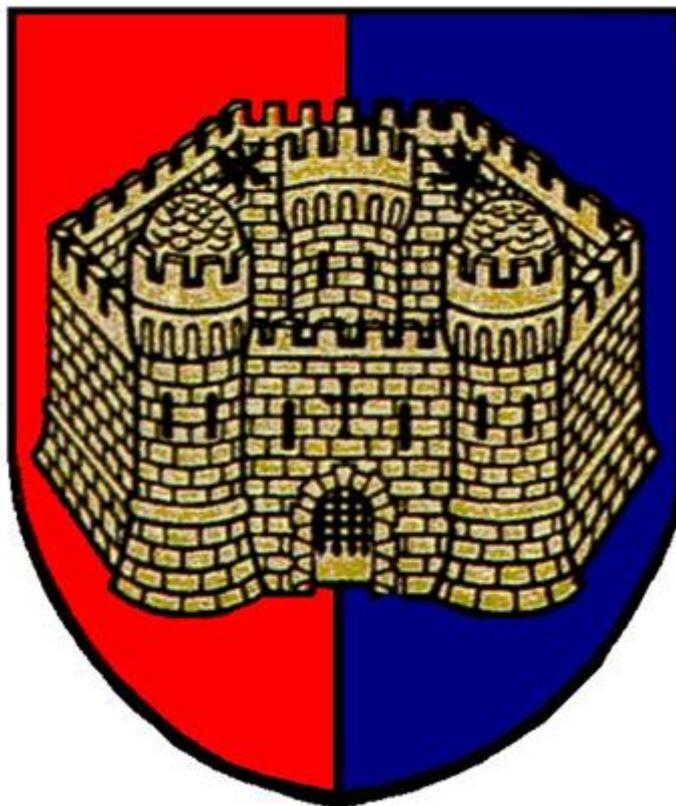
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4.	Project Planning Time Table			
	Project	Date	Work	
	2023/28 Strategic Plan	Before the end of September	All members will be asked to complete a simple questionnaire to decide what they believe are the most important objectives for the Council to achieve; what they believe the role of the Town Council is; and what they personally would like to achieve from their term in office.	
	Strategic Projects	Before the end of September	Councillors will be asked to provide ideas of strategic projects that will help deliver what they consider to be the most important objectives for the Council.	
	2023/28 Strategic Plan & Strategic Projects	27 September	Community & Civic Resources Committee to agree, working party set up to oversee the process	
	Strategic Plan & Strategic Projects	October / Mid November,	Initial public consultation to ask for priorities for the town and what capital improvement might be needed.	
	Strategic Projects	Late November	Working Party to develop to criteria to refine strategic project list and start a review to determine where there are overlaps with Wiltshire Council's priorities	
	Strategic Plan	Late November	Working Party to develop report for	

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			forward planning session .	
	Strategic Plan	8 December,	Forward Planning Session to review the initial comments on strategic Plan.	
	Strategic Plan	Jan to March,	Working Party to develop Strategic Draft Plan based on consultation	
	Strategic Projects	Jan to March,	Working Party to develop project costs and justification statements for favoured projects and where necessary look to appoint consultants for more complex projects and develop funding targets and strategies.	
	Strategic Plan	March / April,	Draft Plan consultation	
	Strategic Plan	End of April,	Working Party to amend Plan	
	Strategic Plan	May 2023	Full Council, Draft Strategic Plan to be agreed.	
	Next Step. The outcome of this meeting to be referred back to the Community & Civic Resources Committee on the 27 th September			

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Devizes Town Council

Social Media Policy

Revised 27-09-2022

1. Social Media

As an organisation and as individuals we use social media to help make information available to a wide group of people using a variety of websites and online tools. As a town council we use social media as a way to keep our community up-to-date with what we are doing in an unbiased format and this also provides opportunities for the community to contact the Town Council and give us feedback on our performance and decision-making strategies.

You may occasionally come across other profiles that appear to provide information from the Town Council but are operated by individuals or groups that are unrelated to Devizes Town Council.

As individual Councillors and members of staff, social media is an important way of ensuring we are kept up-to-date with local and national affairs and to share local information with one other; however as an elected member or member of staff you will always be seen foremost by the members of our community as linked to the Council even when commenting as a private individual and therefore it is expected that you do so in a way that is accurate, un-biased and does not contain information you have no authority to share.

2. Policy Intent

This policy is intended to help staff and elected Councillors make appropriate decisions about the use of social media such as blogs, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn etc.

This policy outlines the standards the Council expects both staff and Councillors to observe when using social media, the circumstances in which posting will be brought into review and the action that will be taken in respect of breaches of this policy.

For employees, this policy does not form part of any contract of employment and it may be amended at any time.

2.1 Who is covered by the policy

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

3. Rules and Guidelines

Rules about the type of content Devizes Town Council will accept on its social media pages.

A post may not be published or may be deleted if they meet any of these criteria:

- Comments that are not related to the article being discussed
- Comments that are politically motivated
- Profane language or content
- Material that perpetuates or promotes discrimination of protected characteristics. These characteristics can include but are not limited to, race, gender, disability, age, sexual orientation, religion or belief, pregnancy and maternity, marriage or civil partnership or gender reassignment
- Offensive sexual content or links to such content
- Solicitation of commerce
- Illegal conduct or encouragement or support of illegal activities
- Information that compromises or may compromise the safety or security of the public or public systems
- Content that violates the legal ownership or interests of any other party

Devizes Town Council reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

4. Social Media Etiquette

Social media allows people great freedom in how they communicate and express themselves. To help ensure everyone can benefit from social media sites, Councillors and Employees are expected to abide by the following principles:

- To tell the truth
- To write with accuracy
- To acknowledge and correct mistakes promptly
- To preserve the original post, using notations to show where changes have been made to maintain the integrity of the information
- To never delete a post, although a poster could delete their own post and repost to correct information where there is an error such as an incorrect link, providing no one has liked or commented on it
- Not to delete comments unless they do not meet the requirements of this policy
- To reply to emails and comments when appropriate, and to do so promptly
- To strive for high quality with every post - including basic spellchecking
- To stay on topic

- To disagree with other opinions respectfully
- To link to online references and original source materials directly
- To disclose all conflicts of interest
- To keep private issues and topics separate from other issues and topics

5. RESPONSIBILITY FOR IMPLEMENTATION OF THE POLICY

The Town Clerk, in conjunction with the Mayor, is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes.

All councillors and staff are responsible for their own compliance with this policy and for ensuring that it is consistently applied. All councillors and staff should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Town Clerk or in his absence to the Office Manager.

Questions regarding the content or application of this policy should be directed to the Town Clerk.

Where a minor breach in the policy is discovered, the Councillor or members of staff will be given the opportunity to correct the error immediately; however, if a formal complaint is received then this may result in a formal referral to the Monitoring Officer for Councillors and a disciplinary hearing for staff

Members of staff should be aware that any use of social media websites (whether or not accessed for work purposes) may be monitored and, where breaches of this policy are found, disciplinary action may be taken, and these may be considered to be gross misconduct.

6. RELATIONSHIP WITH OTHER COUNCIL DOCUMENTS AND POLICIES

This policy should be read in conjunction with the following guidance and policy documents.

- Elected Members Code of Conduct
- The Town Council's Dignity in the Workplace
- The Council's Disciplinary and Grievance Policies
- Devizes Town Council Guidance on social media for Councillors and Staff

Devizes Town Council

Social media guidance for Councillors and Staff

September 2022

This document does a supplement to the Social Media Policy as guidance for both Councillors and Staff.

Introduction

Social media is the term used for online tools, websites and interactive media that enable users to interact with each other by sharing information, opinions, knowledge and interests. This guidance covers social media issues over the internet and by email, smart phones, all social networking sites, blogging, tweeting and other platforms that may come forward in the future.

Social media increases our access to audiences and improves the accessibility of our communication. It enables us to be more active in our relationships with members of the community, partners and stakeholders and encourages people to be involved in local decision making, enabling better engagement and feedback, ultimately helping to improve the services we provide and awareness of the impact of decision making.

For the purposes of this guidance, the term 'social media' covers sites and applications including but not restricted to Facebook, Twitter, Flickr, Instagram, YouTube, LinkedIn, blogs, discussion forums and any sites which may emerge after the creation of this guidance.

Devizes Town Council acknowledges social media as a useful tool, however guidelines are needed for the use of social media sites to ensure they are used effectively and that their use does not expose the council to security risks, or breach the Data Protection Act.

Purpose This guidance applies to councillors and staff in respect of their personal use of social media. It sets out how to use social media, how to effectively manage social media usage and indicates how any risks or pitfalls can be minimised or mitigated. The following risks have been identified with social media use (this is not an exhaustive list):

- Virus or other malware (malicious software) infection from infected sites.
- Disclosure of confidential information.
- Social engineering attacks (also known as 'phishing').
- Discrimination, bullying, harassment or witch-hunting.

- Civil or criminal action relating to breaches of legislation.
- Breach of safeguarding through the use of images or personal details leading to the exploitation of vulnerable individuals.
- Breach of the Wiltshire Council Member's Code of Conduct through inappropriate use.

In light of these risks, the use of social media sites should be regulated to ensure that such use does not harm the Council, its employees, partners and the people it serves.

This guidance aims to ensure:

council information and computer systems/networks remain secure and are not compromised through the use of social media;

users operate within existing policies, guidelines and relevant legislation.

Responsibilities of councillors and staff

You are personally responsible for the content you publish on any form of social media, in the same way that you are responsible for letters or emails you send. Publishing or allowing to be published (in the form of a comment) an untrue statement about a person which is harmful to their reputation may incur a libel action.

Social media sites are in the public domain and it is important to ensure you are confident of the nature of the information you publish. Once published, content is almost impossible to control and may be manipulated without your consent, used in different contexts, or further distributed.

Make use of stringent privacy settings if you don't want your social media to be accessed by the press or public. Read the terms of service of any social media site accessed and make sure you understand their confidentiality/privacy settings.

Do not disclose personal details such as home addresses and telephone numbers. Ensure that you handle any personal or sensitive information in line with the council's Data Protection Policy Statement.

Safeguarding issues are paramount because social media sites are often misused by offenders. Everyone has a responsibility for protecting and safeguarding children and adults who may be vulnerable. If you have concerns that a child or adult is suffering or is likely to suffer from any form of maltreatment (whether financial, physical, sexual, emotional or neglect) this should be reported in the following ways:

- (a) if a child or vulnerable adult is in immediate danger or left alone, contact the police or call an ambulance on 999;
- (b) in all other cases involving children, referrals should be made to Wiltshire social care services via the Council's 'Multi-Agency Safeguarding Hub' (MASH) on 0300 456 0108 (or out of hours via the 'Emergency Duty Service' on 0845 607 0888);
- (c) in all other cases involving adults, referrals should be made to the Council's customer advisers on 0300 456 0111 (or out of hours via the 'Emergency Duty Service'), e-mail customeradvisors@wiltshire.gov.uk

Do not publish or report on meetings which are private or internal (where no members of the public are present or it is of a confidential nature) or are "Exempt"

COMMUNITY & CIVIC RESOURCES COMMITTEE

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reports (which contain confidential information or matters which are exempt under the provision of the Local Government (Access to Information) Act 1985).

Copyright laws still apply online. Placing images or text from a copyrighted source (e.g., extracts from publications or photos) without permission is likely to breach copyright. Avoid publishing anything you are unsure about or seek permission from the copyright holder in advance.

Don't send or post inappropriate, abusive, bullying, racist or defamatory messages to members of the public, other councillors or officers either in or outside the work environment.

The Council will not promote councillors' social media accounts during a pre-election period.

In any biography, the account should state the views are those of the councillor in question and may not represent the views of the Council.

Do not use the Council's logo, or any other Council related material on a personal account or website.

Social media must not be used for actions that would put councillors in breach of the Members Code of Conduct For example, don't publish on social media something you wouldn't say face to face, or at a public meeting. For staff, no posting should either bring the Council into disrepute or contradict a democratically made Council decision. Such postings could be seen as a breach of discipline and be subject to disciplinary sanctions.

Be aware of your own safety when placing information on the internet and do not publish information which could leave you vulnerable.

Anyone receiving threats, abuse or harassment via their use of social media should report it to their political group leader, Town Clerk and/or the police.

To keep within the Social Media Policy and these Guidelines councillors using Facebook should keep their personal life and their role as a councillor separate by creating separate personal and councillor Facebook pages.

Conduct

Councillors are reminded that in respect of social media, they are governed by the Members Code of Conduct and relevant law.

This guidance is not exhaustive and if you have any queries, you should contact the monitoring officer.

The council reserves the right to request the removal of any content that is deemed to be incorrect, offensive, inflammatory or libellous.

Principles for using social media

You should follow these five guiding principles for any social media activities:

Be respectful – set the tone for online conversations by being polite, open and respectful. Use familiar language, be cordial, honest and professional at all times. Make sure that you respect people’s confidentiality – do not disclose non-public information or the personal information of others.

Be credible and consistent – be accurate, fair, thorough and transparent. Encourage constructive criticism and deliberation. Make sure that what you say online is consistent with your other communications.

Be honest about who you are – it’s important that any accounts or profiles that you set up are clearly and easily identifiable. Be clear about your own personal role.

Be responsive – make an effort to share what you know. Offer insights where appropriate and put people in touch with someone who can help if you can’t. Respond to questions and comments in a timely manner.

Be confident – don’t be scared of participating. Follow this advice and seek further guidance if you need it. If you’re about to publish something that makes you even the slightest bit uncomfortable, pause to think about it. Feel confident in what you say before you say it – and say it as clearly as you can.

Guidance on capturing social media posts

Posts made using third party sites such as Facebook or Twitter are not held or within the control of the Council - posts can be deleted by site administrators without knowledge or consent of the Council. In exceptional circumstances, copies of posts may be made and retained by the Council, (e.g., as evidence of inappropriate posts) in line with relevant council procedures, (depending on the nature of the allegation). These copies will be held for a period dependent on the type of investigation they are subject to, (e.g., disciplinary, audit, criminal, etc).

Where inappropriate use is suspected, it is suggested that you should pro-actively attempt to capture any inappropriate posts (before they might be deleted). Copies should be made (press, 'alt+Prt Scrn,' and copy into MS Word) and reported to both the relevant authority within the Town Council as well as following the social media sites own reporting procedures where appropriate. Please note that this is just one means of gathering evidence of inappropriate use; it does not preclude the gathering of other types of evidence, e.g., witness statements.

Relationship with Other Council Documents and Policies

This policy should be read in conjunction with the following guidance and policy documents:

- Elected Members Code of Conduct
- The Town Council’s Dignity in the Workplace
- The Town Council’s Disciplinary and Grievance Policies