



# 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, 8<sup>th</sup> November 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 27<sup>th</sup> September 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**

Income and expenditure information is attached for members' information ([doc 6/1](#)).

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

Circulated alongside this agenda is a report prepared by Councillor Wallis, giving an update on recent Wiltshire Council initiatives affecting Devizes.

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

The second interim internal audit has been completed and is attached ([doc 8/1](#)) for members' inspection. The report sets out the scope of the work and its conclusions.

**9. REPORT FOR INFORMATION – GATEWAY STATION PROJECT STATUS UPDATE FOR DEVIZES TOWN COUNCIL**

Logictree Consulting Limited was appointed on 2<sup>nd</sup> August to provide advisory services to Devizes Town Council during the development of the Interim Feasibility Study to represent local interests and assist with stakeholder engagement.

This project update is to inform Devizes Town Council of activities undertaken by Logictree from July 2022 until October 2022 and to outline progress generally on the project.

**Project Progress**

Following appointment of Network Rail in July 2022 to undertake an Interim Feasibility Study to supplement the Strategic Outline Case for Devizes Gateway Station, the letter of remittance for funding was received in August. Network Rail have identified three separate workstreams that need to be reviewed:

- Westbury station – this is recognised as being critical to the feasibility of Devizes Gateway station in terms of capacity and operability of additional train services and connections

- Devizes Gateway station – the infrastructure requirements need to be further examined and costed in terms of access to the station, station facilities, bridleway and land together with a review of the possible consents required
- Timetabling – reviewing in more detail the operational feasibility of adding a service for Devizes Gateway, taking into account the changes to the regional timetable

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Wiltshire Council are responsible for the transport access and active travel aspects of the station scheme and are progressing these parts of the Interim Feasibility Study.

Over July to October, governance arrangements were put in place including the Steering Group which Catharine Symington (CS) of Logictree representing Devizes Development Partnership (via Devizes Town Council appointment) attends. Four meetings have been held to date.

Two workshops on Westbury station were held in July which CS attended to present the interests of the Devizes Gateway scheme and make sure that these were taken into account.

In August CS attended three meetings with Network Rail and Wiltshire Council regarding the requirements for transport access to the proposed station, the location of the station and local stakeholders' views.

In September, workshops were held which defined the requirements for the engineering consultant scope following Working Group meetings and a meeting with the airfield owner at Lydeaway. It was agreed at the Steering Group that Network Rail should conduct the study costings on the basis of a station location slightly further to the west than the original location with facilities orientated to the south of the line. Jacobs have been appointed as engineering consultant for the work at Devizes Gateway to look at station facilities.

CS attended five meetings during September, including the first Strategic Board meeting chaired by a director of the Western Gateway STB, and arranged the meetings with the airfield owner and the British Horse Society, together with a local Urchfont parish councillor and local equestrian.

### **Stakeholder Engagement**

- Meetings with British Horse Society, local equestrian, Public Rights of Way Wiltshire Council and a member of Urchfont Parish Council
- Meeting with Philip Whitehead regarding landowners, cycle and pedestrian routes, local parish councils and road access
- Steering Group meetings involving GWR, Wiltshire Council departments, DB Cargo (rail freight), TransWilts, Dept for Transport chaired by Network Rail

Looking ahead, a meeting has been arranged with local MPs Danny Kruger (Devizes) and Andrew Murrison (Westbury). CS is arranging a meeting with the Planning Officer of North Wessex Downs AONB and will engage with Urchfont and Stert Parish Councils.

## **10. REPORT FOR DECISION – SUPPORTING ANTI-SOCIAL BEHAVIOUR REDUCTION WITHIN THE TOWN CENTRE**

### **Recommendation**

That the committee considers what action it may wish to take to help reduce anti-social behaviour within the town centre

### **Purpose of the Report**

To provide the Committee with an opportunity to discuss the issues of anti-social behaviour within the town centre and consider how the Town Council can work with other stakeholders to help reduce this problem.

### **Background**

Over recent months there has been a general perception that the level of anti-social behaviour within the town centre has been on a steady increase. Much of the problem has been around the pop-up seating area in the Market Place.

In an attempt to better understand the issue, a number of councillors met with the police to discuss the problem and what if anything can be done to tackle it, and the police gave an overview of the issues.

Within the Market Place two distinct groups are engaging in anti-social behaviour;

- Seasoned street drinkers (these tend to be a little older and have been displaced from another location)
- Young teens (generally loud with bad language and rowdy)

Whilst each group causes anti-social behaviour, there is a further concern that with the two groups mixing in the same area, the influence that the older age group is having on the younger group is adding to the problem, especially around alcohol and substance abuse including nitrous oxide.

Between January and September an audit of general complaints logged with the police shows they have received 40 calls.

The meeting discussed Public Safety Protection Orders (PSPOs), what they are and how they can be used. PSPOs were introduced in 2014 through the Anti-Social Behaviour, Crime and Policing Act 2014. They are intended to deal with nuisance or problems in an area that cause harm to the quality of life of the local community. They last up to three years, but where it can be demonstrated the problem still exists, they can be extended. It is principal authorities that apply for PSPOs based on evidence that there is an issue and generally there is an agreement that action should be taken.

PSPOs have to be within defined areas. However, if in developing those areas it is felt that displacement will be an issue, then the area can be expanded to manage that. Some justification is required for this.

Principal authorities are responsible for the development of PSPOs which they need to consult on.

It should be noted that PSPOs can only be used where there is no existing legislation in place. The issues also need to be quantifiable and measurable. There also needs to be some consideration of the unintended consequences. An example may be the desire to manage the group size of young people, but care needs to be taken that should an organised group of young people gather, they are not impacted by the PSPO. In such cases, it is possible to develop a two-step condition giving the police powers to disperse a group if they are engaged in a certain activity or activities but not stop other gatherings.

The many conditions around PSPOs are often related to the possession of alcohol or substances. The management of disorderly behaviour is another reason to introduce PSPOs or can form part of multi-layered PSPO.

Following the meeting, officers made contact with Wiltshire Council and it was confirmed that any request for a PSPO for street drinking would need to be based on the evidence, genuine concerns being experienced by the community and the effectiveness of the PSPO to address this. Consideration would also have to be given to ensuring any alternative methods for addressing the anti-social behaviour issues have been reviewed and either put in place or rejected.

Prior to 2014, the town had a no drinking by-law in place that precluded the consumption of alcohol on the street, but it would appear that following its demise, whilst there were discussions about implementing a replacement PSPO in the town centre, the formal adoption was never made.

In the meeting with police, it was explained much of the behaviour being undertaken by the groups identified, is not in itself illegal, therefore they have limited powers to tackle some of the issues being witnessed. The introduction of a PSPO would allow the police to take earlier intervention.

It is Town Council officers' understanding that throughout Wiltshire there are very few PSPOs and currently there are very limited resources to put them in place.

In an attempt to lessen impact on the Market Place, officers took the decision to reduce the pop-up seating area to the winter footprint and whilst this has not eliminated the problem, it has made the area less attractive for large gatherings.

### **Options Considered**

The committee is asked to consider how the Town Council can work with other stakeholders to help reduce the problem of anti-social behaviour in the town centre

### **Implications and Risks**

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

Officers are unaware of what 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**

The Council has a responsibility to consider under Section 17 of the Crime and Disorder Act 1998 the likelihood of increased crime and disorder from activities it delivers and the owners of the Market Place it should review the current issues in the area.

## **11. REPORT FOR DECISION – CORONATION EVENTS WORKING PARTY**

This item has been placed on the agenda by Councillor Burton

### **Recommendation**

To agree if the Committee wishes to establish a working party to oversee any Council-led Coronation celebration events.

### **Purpose of the Report**

To decide if a working party is needed to oversee any Council-led Coronation celebration events.

### **Background**

Following the announcement by Buckingham Palace that the Coronation of His Majesty the King will take place on Saturday 6th May, 2023, Councillor Burton is keen to ensure that Devizes marks this important day with an appropriate event.

For the Jubilee celebration in June 2022, the Council agreed to set up a working party to work with stakeholders to organise a number of events over the celebratory period. The committee may therefore wish to consider reappointing the same working party of Councillors Burton, Bridewell, Britten, Houlton and Nash to oversee any Coronation event.

Celebrations for the Coronation would appear to be centred on the Coronation Day itself, being Saturday 6<sup>th</sup> May, and as such officers would recommend that the Council seeks to deliver something manageable through a single fully inclusive event.

To support any event the working party may seek to organise, officers have provisionally booked a large format screen that will be able to live-stream the Coronation.

### **Options Considered**

The committee needs to decide if it wishes to reappoint the Jubilee working party to oversee any council organised Coronation event.

### **Implications and Risks**

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

Currently there is £2200 remaining from the Jubilee budget and the Council has provisionally allocated £2000 in the 2023/24 budget. In addition, it should be noted that any staffing cost will have a Saturday pay element attached to it.

#### **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 – BISHOP’S CANNINGS PARISH BOUNDARY

### **Recommendation**

That the committee considers a request by Bishop’s Cannings Parish Council to explore a boundary review between the two Council areas.

### **Purpose of the Report**

For the committee to decide how it wishes to respond to Bishop’s Cannings’ request to set up a joint working group to explore a possible boundary review.

### **Background**

At its meeting on 11th October, Bishop’s Cannings Parish Council resolved to approach Devizes Town Council formally, to discuss the possibility of transferring the urban component of the parish to the administrative control of Devizes Town Council. The urban component comprises the neighbourhoods of Cannings Hill (including the Corn Croft area, Wellington Drive and Marlborough Close), Laywood and Le Marchant. This is approximately 1,250 households.

These areas are comparatively new housing developments to the north-east of Devizes and have little connection to the rural area which comprises about 300 households in a number of separate settlements. The urban area falls within the historic boundary of the parish but sits within the settlement framework boundary of the town.

There are a number of reasons why Bishop’s Cannings Parish Council wishes to contemplate such a change:

- Bishop’s Cannings Parish Council does not have the administrative capacity to manage the increasing demands of day-to-day issues. The Community Asset Transfer of Wiltshire Council land in the area has been found to require considerably more effort than the parish council possesses. The parish council's ability to offer basic services is limited.
- There exists a structural imbalance in the Bishop’s Canning Parish Council precept. The council is within the 88.5% percentile in terms of tax base, making it comparable with Downton and Mere, but only in the 61.5% percentile in terms of Band D precept. The historically low level of precept in Bishop's Cannings is an obstacle to considering building further capacity within that council. Bishop’s Cannings Parish Council believes that to redress the imbalance is not achievable through natural growth in precept and would require a step change. However, the appropriate administrative infrastructure exists already in Devizes Town Council and would not be required to be replicated within Bishop's Cannings; something that would not be seen as economically efficient and the best use of public money, particularly in the current financial climate.



Set out below is the current Council Tax comparison between Devizes Town Council and Bishop's Cannings Parish Council:

### Bishop's Cannings Parish Council

Tax base 2021/22	Precept 2021/22 (£)	Council tax band D 2021/22 (£)	Tax base 2022/23	Precept 22/23 (£)	Council tax band D 2022/23 (£)	Council tax Increase(decrease)
1,295.20	59,925.00	46.27	1,315.27	72,859.00	55.39	19.71%

### Devizes Town Council

Tax base 2021/22	Precept 2021/22 (£)	Council tax band D 2021/22 (£)	Tax base 2022/23	Precept 2022/23 (£)	Council tax band D 2022/23 (£)	Council tax Increase(decrease)
5,849.91	1,051,476.00	179.74	5,890.44	1,101,013.00	186.92	3.99%

- Bishop's Cannings believe that the parish boundary dividing the parish urban area from Devizes is an artificial construct, as they feel that there is no clear 'no man's land' as there is between the rural settlements and the town.
- There is an argument that the population of the urban area identifies more strongly with the town than with the rural area, many perceiving that they live in Devizes. It is questionable whether there is any degree of social cohesion or local identity shared between urban and rural parts of the parish.

More work is needed to be done to determine if a boundary review is either desirable or practicable, with any final decision to approach Wiltshire Council for a Community Governance Review needing to be jointly agreed by the Full Councils of both Devizes and Bishop's Cannings.

To help explore the practicalities of a Governance Review and better understand the impacts for Devizes, Bishop's Cannings and local residents, Bishop's Cannings Parish Council is inviting representatives from Devizes Town Council to form a joint working group to explore in more detail the mechanics of any change, before making recommendations to the respective Councils.

### **Options Considered**

The committee needs to decide if it wishes to select 4 members to join a joint working group with Bishop's Cannings Parish Council to explore a possible governance review, or if it feels this is not something the Council should pursue and make a recommendation to the Full Council to that effect.

### **Implications and Risks**

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

At this time Officers are unaware of the 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 – DEVIZES MESSENGER**

This Item has been placed on the agenda by Councillor Hoult.

### **Recommendation**

That the committee asks the Communications working party, with up to three additional members, to undertake a review of the Devizes Messenger.

### **Purpose of the Report**

For the committee to request that the Communications working party review the purpose, content, format, and distribution of the Messenger.

### **Background**

The Devizes Messenger has been produced by the Town Council for a number of years and aims to keep the community informed of current events whilst providing a link to the town council and promoting local democracy. The Messenger is produced quarterly and hand delivered throughout the town.

### **Content**

As well as contact information for the Council and Councillors, and a regular message from the Mayor, the content of the Messenger tends to focus around current issues and forthcoming events. Due to the quarterly nature of the publication, it is common for most of the events to be relatively soon after publication leaving a gap before the next issue. It can also sometimes be difficult to ensure the Messenger is delivered in time to adequately publicise the events included.

Given the Council's increased use of social media which is driving community engagement and the availability of other media outlets (local paper, radio, and notice boards) it is suggested that the committee should review the relevance of current regular content and examine possible new content which will provide opportunities for further community engagement. In doing this it may be sensible to carry out a swift consultation of councillors and officers to ensure the greatest variety of ideas are considered.

### **Production Process**

A number of members of the public have reported that the Messenger has a strange smell which lessens their enjoyment of it with some saying they refuse to have it in the house. It is believed this is down to the inks used so it is suggested that a review takes place to consider whether using different inks would be preferable. Some residents have also suggested a smaller more convenient size would be preferable so this may be a good time to look at all aspects of production.

As mentioned in the content section of this report it is sometimes difficult to ensure the Messenger arrives with residents prior to advertised events occurring. A review of the process involved in putting the Messenger together and publication dates may find ways of reducing the likelihood of this happening ensuring more events can be publicised.

### **Delivery Routes**

Since the delivery routes were put together there has been significant development in Devizes meaning that on some routes there are entire roads or developments missing from a route but unlikely to be served by another route. There are also some routes with outlying areas which don't fit naturally and some properties (such as care homes) which are hard to access and may benefit from a "special route" being created.

Some routes are also very large or have areas which are hard to tackle. It is recommended that the committee considers creating a series of shorter routes which can be created with a set time for completion built in (say an hour). Delivery volunteers could then better mix and match their routes and it may be easier to attract volunteers who have currently been put off by the current commitment.

### **Options Considered**

In reviewing the purpose, content format and distribution of the Messenger, the committee needs to decide if it wishes to include the following topics;

- Interrogating budget funding criteria to see what changes, if any, can be made
  - Reviewing the current regular content and comparing the usefulness of its inclusion against other types of promotion such as social media
  - Seeking ideas for content from councillors and the public
  - Reviewing the current production process to include timings, ink, and paper used
  - A review of the current delivery routes
  - If the review should be completed and recommendations made to the committee prior to the start of the 2023/24 civic year.

### **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. REPORT FOR DECISION – COMMUNITY GRANT AWARDS

##### Recommendation

That the Community & Civic Resources Committee supports the recommendations of the working party as outlined in the list below.

##### Purpose of the Report

To consider giving financial support through grant funding to benefit local people through local, district or national organisations.

##### Background

Members of the cross-party representational Community Grants working party have proposed the following awards be made:

<b>Applicant</b>	<b>Description of application</b>	<b>Amount of grant recommended</b>
<b>DEVIZES IN BLOOM</b>	To purchase a promotional feather flag and cover the printing cost of leaflets to promote In Bloom and encourage new membership at local events	<b>£100</b>
<b>AGE UK</b>	To increase the capacity of Age UK's Devizes information and advice service	<b>£200</b>
<b>WILTSHIRE SIGHT</b>	To help fund social and drop-in community groups within the Devizes community	<b>£200</b>

##### Options Considered

Members should decide if they agree with the proposed community grants or wish to make any amendments.

##### Implications & Risks

###### Financial and Resource Implications

A budget is set aside each financial year for the purpose of allocating general/community grants. For 2022/23 this was set at £5,000, with £1,800 having already been allocated. Any remaining amount after this second round of allocations remains in this budget heading and flows into the General Reserve at year end.

**Legal Implications and Legislative Powers**

The Council will be considering this matter under its General Power of Competence.

**Environmental Implications**

Officers are not aware of any environmental implications associated with this decision.

**Risk Assessment**

Officers are not aware of any risks arising from this report other than that the organisations listed above rely on volunteers, grants and contributions to remain solvent and therefore an asset to the Devizes community.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder Act 1998.

**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



Doc5/1

<b>COMMUNITY &amp; CIVIC RESOURCES</b>							
<b>8TH NOVEMBER 2022</b>							
<b>NO</b>	<b>REF NO</b>	<b>COMPANY/PAYEE</b>	<b>DETAILS</b>	<b>VAT</b>	<b>TOTAL</b>	<b>PAYMENT METHOD</b>	<b>PAID</b>
<b>Direct Debit Payments</b>							
1	POSTED	WILTSHIRE COUNCIL	Non-Domestic Rates - (2022 / 2023) - (2 Months)		3608.00	D/D	
2		ALLSTAR	Petrol and Diesel for Park Vehicles incl Mowers - (2 Months)	182.30	1093.77	D/D	
3	29447/	RHM TELECOMMUNICATIONS LTD	Monthly Telephone Call Charges - (2 Months)	107.06	642.35	D/D	
4	29448/	RHM TELECOMMUNICATIONS LTD	Park, Venues & Markets Mobile Work Phones - (2 Months)	11.87	71.22	D/D	
5	29449	BRITISH GAS	Elect Bill - Shambles - (01/08/2022 - 30/09/2022)	251.56	1509.51	D/D	
6		SSE	Elect Bill - Park Centre, Corn Chapel & Gates & Comm Building - (02/06/2022 - 26/09/2022)	352.32	2358.14	D/D	
7	29450-51/	SSE	Elect Bill - St Lights, Corn Exchange & Town Hall- (14/06/2022 - 03/10/2022)	1650.64	10008.05	D/D	
8	29452-57/	CROWN GAS & POWER LTD	Gas Bill - Town Hall, C/Ex, Hillworth Park & Superloos -(30/06/2022 - 31/08/2022) - (2 Months)	33.07	694.31	D/D	
9		PEAC (UK) LTD	Telephone Lease Rental & Annual Service Fee - (1 Month)	19.82	118.93	D/D	
10		BNP PARIBAS LEASING SOLUTIONS LTD	Lease of 5 Kubota Vehicles - (2 Months)	830.94	4985.72	D/D	
11		MERCEDES-BENZ FINANCE	Lease of 3 Parks vans - Reg WS190VW & WN200KE & WN70JZT - (2 Months)	268.56	1611.35	D/D	
12		ACCESS UK LTD	Process Payroll on a Monthly Basis (1 Month)	25.99	155.95	D/D	
13		NOVUNA BUSINESS FINANCE	Lease Rental and Document Fee for Electric Vehicle - Parks Dept. - (2 Months)	76.00	456.00	D/D	
14		BARCLAYCARD MERCHANT	Charges for Electronic Pin Machine (Park Café) & (Town Hall) - (2 Months)	17.48	322.45	D/D	
15		CNH INDUSTRIAL CAPITAL	Lease of Amazone Mower - (2 Months)	289.38	1736.30	D/D	
<b>Government Procurement Card Transactions</b>							
16		AMAZON	Laura's Leaving Present out of collection		115.67	Credit Card	
17		DEVIZES TIMES SQUARE	Coffee's ref meeting		5.30	Credit Card	
18		PORTAL PLAN QUEST LTD	Planning Application Service - Easting 400462 & Northing 160815	5.37	149.20	Credit Card	
19		EBAY	Hygiene Kitchen Rolls & 4 Brass Padlocks		66.23	Credit Card	
20		FASTHOSTS	Charges for Advanced Mailbox & Business Premium - devizes-tc.gov.uk	45.51	273.08	Credit Card	
21		NALC	NALC Membership Renewal	6.49	38.93	Credit Card	
22		KENT MASCOT PARTY HIRE LTD	Rental of Peppa Pig Costume - Event in Hillworth Park		105.00	Credit Card	
23		FASTHOSTS	Charges for 100GB Exchange 2019 Mailbox -townclerk@devizes-tc.gov.uk	1.44	8.62	Credit Card	
24		EBAY			31.62	Credit Card	
25		AMAZON	Card Machine Thermal Till Rolls - Café	3.33	19.98	Credit Card	
26		DEVIZES TOWN COUNCIL	Card Machine Testing		0.01	Credit Card	
27		DEVIZES TOWN COUNCIL	Card Machine Testing		0.01	Credit Card	
28		DEVIZES TOWN COUNCIL	Card Machine Testing		0.01	Credit Card	
29		DVLA	Vehicle Tax - WN20 0KE		292.50	Credit Card	
30		DEVIZES TOWN COUNCIL	Card Machine Testing		0.01	Credit Card	
31		DEVIZES TOWN COUNCIL	Card Machine Testing		-0.01	Credit Card	
32		DEVIZES TOWN COUNCIL	Card Machine Testing		-0.01	Credit Card	
33		AMAZON	Mouse Pad & Stylus Pens - Office		15.87	Credit Card	
<b>Cheque &amp; BACS Payments</b>							
34	29383	ROSES	Bolts - Parks Dept.	0.67	4.00	BACS	22/09/2022
35	29394	MIKE WOOD TYRES LTD	New Tyre for Sweeper - Parks	31.30	187.80	BACS	"
36	29385	AVON TROPHIES LTD	Engrave Devizes In Bloom Trophies	33.33	200.00	BACS	"
37	29386	SPALDINGS (UK) LTD	Strimmer Heads - Parks Dept.	18.40	110.40	BACS	"
38	29387	VIKING PAYMENTS	Diary's & Scissors - Office	2.33	13.99	BACS	"
39	29388	RANGEBOURNE PET CARE OF DEVIZES	Bird seed for Aviary	7.87	47.24	BACS	"
40	29389	LISTER WILDER LTD	New Chipper - Parks Dept.	1778.80	10672.80	BACS	"
41	29390	THERMOCOLD LTD	Attend cellar cooler in Corn Exchange to investigate	21.30	127.80	BACS	"
42	29391-29392	WILTSHIRE COUNCIL	Annual Fee for Club Licences - Venues		475.00	BACS	"
43	29393	ALL IN ONE CATERING & BARS	Drinks & Wine etc supplied for Events- (Rechargeable)		1378.20	BACS	"
44	29394-29395	AMAC WINDOW CLEANING LTD	Window Cleaning & Bus Shelters / Hillworth Park Centre - September 22	45.52	273.12	BACS	"
45	29396-29398	PHS GROUP	Fresheners, Sanitary etc - Town Hall, Superloos & Hillworth Park	141.85	851.12	BACS	"
46	29399	AMBEROL LTD	Giant Precinct Planters, Logos and delivery	778.40	4670.39	BACS	"
47	29400	OFCOM	Radio Licence Fees		100.00	BACS	"
48	29401	CHLOE'S MOBILE FARM	Mobile Farm for Autumn In The Park Event		330.00	BACS	"
49	29402	DEVIZES TOWN BAND	Performance for Children Proms In The Park Event		300.00	BACS	"
50	29403-29404	FENLAND LEISURE PRODUCTS LTD	Graffiti remover, wet pour binder & nuts / bolts play areas	64.48	386.88	BACS	"
51	29405	CLIFTON COFFEE	Coffee - Hillworth Park Café (Rechargeable)		167.00	BACS	"
52	29406	CHAPPLE & JENKINS	Stock for parks café (Rechargeable)	14.67	96.15	BACS	"
53	29407	DEVIZES PLUMBING & HEATING LTD	Repairs to toilets in Corn Exchange		129.59	BACS	"
54	29408	GREENFLOW WATER SAVING	Carry out service to auto flush units - Town Hall		106.98	BACS	"
55	29409-29411	HUNT'S FOODSERVICE	Stock for parks café (Rechargeable)	17.48	181.15	BACS	"
56	29412	HENRICH HARDWARE LTD	Various items for Parks & Town Hall	42.66	255.97	BACS	"
57	29413	MOLE COUNTRYSTORES	Wood to repair broken fence - Nursted Pond	4.38	26.28	BACS	"
58	29414-29415	BWT UK LTD	Rental Charges for Water Machines - Venues (10/07/2022 - 09/08/2022)	21.33	128.01	BACS	"
59	29416	MR ANDREW HURST	Music provided for Proms In The Park Event		50.00	BACS	"
60	29417	WATERBUSINESS	Water Bill for Standpipe at Windsor Drive Allotments		59.63	BACS	"
61	29418	TELESHORE UK LTD	Bronze Memorial Plaque - (Rechargeable)	30.08	180.50	BACS	"
62	29419	RYGOR COMMERCIALS LTD	Service to Parks Vehicle WN200KE	80.60	483.60	BACS	"
63	29420	AUDIO VISUAL DIRECT LTD	Final Payment for wireless conference system for Town Hall	2439.20	8537.20	BACS	"
64	29421	BURTON SAFE LTD	Repair to safe in Town Hall	48.00	288.00	BACS	"
65	29422	DRAINAGE SUPERSTORE	Parts for Green Lane Allotments Water Pipe	186.00	1115.98	BACS	"
66	CB	INLAND REVENUE	PAYE / NI - September 2022		13597.97	CHQ 706444	04/10/2022
67	29459-29462	BRITISH GAS	Gas & Electricity Bills for Parnella House	28.72	603.19	BACS	06/10/2022
68	29463	VIKING PAYMENTS	Stationery - Office	7.75	46.48	BACS	"
69	29464	ANDREW HURST DEVIZES LTD	Hire of Security & Equipment - (Rechargeable)		796.00	BACS	"
70	29465	LISTER WILDER LTD	Repairs to Bearcat Chipper - Parks Dept.	42.49	254.99	BACS	"
71	29466	AVON & WILT MENTAL HEALTH PART. NHS TRUST	Rental for Green Lane Playing Fields - April 22 - March 23		2802.59	BACS	"
72	29467	RECOGNITION EXPRESS-GUILDFORD	Magnetic Name Badges	7.64	45.84	BACS	"
73	29468-29469	SHREWTON LAUNDRY	Cleaning of Dust Mats & Tablecloths - Town Hall & Park/Café	54.84	329.05	BACS	"
74	29470-29471	YATE SUPPLIES	Miscellaneous Products - Venues	75.30	451.81	BACS	"
75	29472	LE MARK GROUP LTD	Gaffer Tape - Parks Dept.	46.56	279.36	BACS	"

# COMMUNITY & CIVIC RESOURCES COMMITTEE

## 8<sup>th</sup> November 2022

76	29473-29474	STONEHILL OFFICERIGHT BUS. SOLUTIONS LTD	Stationery - Office	11.73	70.39	BACS	"
77	29475-29479	PHS GROUP	Annual Duty Of Care 1/10/22-30/9/23 & Fresheners, Sanitary etc - Shambles & Corn Ex	102.07	612.45	BACS	"
78	29480	GRIST ENVIRONMENTAL LTD	Waste & Recycling Collection - Venues & Parks	463.58	2781.32	BACS	"
79	29481-29484	SHIRE GARDEN MACHINES LTD	Repairs & New Head for Strimmer / Rhino Dryers for Town Hall	73.83	442.97	BACS	"
80	29485	MARTIN WALKER ESTATE AGENTS LTD	Commercial Portfolio Management Profession Services	1057.60	6345.60	BACS	"
81	29555	AGILE HOSPITALITY SOLUTIONS LTD	Annual Renewal & Workstation Licence - Events 500	595.00	3570.00	BACS	"
82	29486-29487	CHAPPLE & JENKINS	Stock for parks café (Rechargeable)	29.61	278.96	BACS	"
83	29485	DEVICES PLUMBING AND HEATING - MR R SMART	Various repairs to ladies toilets in Corn Exchange		261.98	BACS	"
84	29489-29556	HUNT'S FOODSERVICE	Stock for parks café (Rechargeable)	91.41	732.69	BACS	"
85	29493-29494	BWT UK LTD	Rental Charges for Water Machines - Venues (12/09/2022 - 11/10/2022)	21.33	128.01	BACS	"
86	29495	BIOPAK (UK) LTD	Combustible Green cups & lids for Hillworth Café	34.51	207.09	BACS	"
87	29496	WHEELER'S (WESTBURY) LTD	Repair to Pop up Boxes in Market Place	73.76	442.56	BACS	"
88	CB	WILTSHIRE PENSION FUND	Superannuation - September 2022		12293.59	BACS	"
89	29497	SWEEPERHIRE	Brushes for Road Sweeper	56.96	341.76	BACS	"
90	29498	AZTEC VENUE DECORATIONS	Chairs covers & sashes - (Rechargeable)		250.00	BACS	"
91	29499	MY SKILLS FOR LIFE LTD	Manual Handling Course - Staff Training		900.00	BACS	"
92	29500	COMMONPLACE DIGITAL LTD	Subscription fee for Corporate Licence - 05/09/2022 - 04/09/2023	1500.00	9000.00	BACS	"
93	29557	MANT LEISURE LTD	50% deposit for removal of wet pour - Festival Close Play Area	1449.10	8694.60	BACS	18/10/2022

### COMMUNITY & CIVIC RESOURCES 8TH NOVEMBER 2022

NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL	PAYMENT METHOD	PAID
94	29558	DDP TRADING LTD - CCTV	CCTV Grant Funding - Oct - Dec 2022		6800.00	BACS	18/10/2022
95	CB	MARY FRANCES FITZMEILTON	Damage Deposit Refund ref Inv 3810	26.66	160.00	BACS	19/10/2022
96	29501-29504	ROSES	General Stores for Parks	13.76	82.48	BACS	26/10/2022
97	29505	AWDRY, BAILEY & DOUGLAS	Professional Charges for 25 Sidmouth Street	310.00	1872.00	BACS	"
98	29506-29509	MIKE WOOD TYRES LTD	New tyres for Parks Vehicles	75.26	451.59	BACS	"
99	29510	BRITISH GAS	Gas Bill for Town Hall - 06/07/22 - 08/10/22	1.45	30.54	BACS	"
100	29511-29513	VIKING PAYMENTS	Diaries for Parks & Office	3.60	21.54	BACS	"
101	29514	ORCHARD COMPUTER SERVICES	Orchard Maintenance Agreement - 01/10/2022 to 30/09/2023	694.20	4165.20	BACS	"
102	29515	WILTSHIRE COUNCIL	Quarterly Leisure Centre Charge - Oct - Dec 2022		20060.54	BACS	"
103	29516	CMD RECRUITMENT LTD	Temp Cleaner for Venues	59.04	354.24	BACS	"
104	29517	ALL IN ONE CATERING AND BARS	Drinks & Wine etc for Event- (Rechargeable)	35.50	213.00	BACS	"
105	29518-29520	YATE SUPPLIES	Miscellaneous Products - Venues & Superloos	80.90	485.39	BACS	"
106	29521-29522	AMAC WINDOW CLEANING LTD	Window Cleaning & Bus Shelters / Hillworth Park Centre - October 2022	45.52	273.12	BACS	"
107	29523	SIMON CHURCH ELECTRICAL CONT. LTD	Replace faulty sensor in Ladies Toilets in Corn Exchange		120.00	BACS	"
108	29524	RICOH UK LTD	Photocopier Rental Charge & Photocopies - 01/07/2022 - 30/09/2022	80.07	480.41	BACS	"
109	29525-29528	STONEHILL OFFICERIGHT BUS. SOLUTIONS LTD	Stationery - Office / Batteries - Venues	16.51	99.05	BACS	"
110	29529	VAUGHAN'S KITCHEN LTD	Catering for Functions - (Rechargeable)	236.25	1417.50	BACS	"
111	29530	SYDENHAMS LTD	Tap for water pipe at Green Lane Allotments	38.67	232.02	BACS	"
112	29531	KENNET PRINT LTD	Receipts Pads - Markets	62.00	372.00	BACS	"
113	29532	THE PLAY INSPECTION COMPANY LTD	Outdoor Annual Inspections - Multiple Sites	132.00	792.00	BACS	"
114	29533	MISS CHLOE ILES	Deposit for Winter Festival & Lantern Parade - Animal Farm		60.00	BACS	"
115	29534	RELIANCE APPLIANCE TESTING	PAT Testing Venues & Parks		755.00	BACS	"
116	29535	CLIFTON COFFEE	Chocolate & Coffee - Hillworth Park Café (Rechargeable)		235.31	BACS	"
117	29536	CHAPPLE & JENKINS	Stock for parks café (Rechargeable)	26.32	157.94	BACS	"
118	29537-29539	HUNT'S FOODSERVICE	Stock for parks café (Rechargeable)	23.81	340.48	BACS	"
119	29540-29541	MOLE COUNTRYSTORES	Safety Boots form Parks Staff		92.48	BACS	"
120	29542-29543	CONSERVATION CONTRACTORS LTD	Carry out Tree works on Windsor Drive / Trim trees in Market Square & remove debris	1055.00	6330.00	BACS	"
121	29544	TECHNOLOGY WITHIN	Monthly Broadband for Shambles - September 2022	10.30	61.80	BACS	"
122	29545	ZELFI LTD	Rental of Ford Transit Van - 11/10/22 - 12/10/22	17.83	107.00	BACS	"
123	29546-29549	RM AGRICULTURAL SERVICES	Hire of Tractor, Digger & Hedge cutter / Install new roof to Tractor / Hose for Road Sweeper	750.84	4505.02	BACS	"
124	29550	CHANDLERS (FARM EQUIPMENT) LTD	10 Ltr of Oil - Parks Dept.	10.35	62.10	BACS	"
125	29551	NICKI DOUGLAS-LEE PHOTOGRAPHY	Retired Mayors Additional Edit of Photo		75.00	BACS	"
126	29552	R B POOLMAN	Call out to investigate boiler in Town Hall	20.00	120.00	BACS	"
127	29553	SCARAB SWEEPERS LTD	Parts for Road Sweeper	27.12	162.71	BACS	"
128	CB	MRS J A BURKE T/T BAY DESIGN	Rent Deposit Refunded - Commercial Property		2313.00	BACS	"
129	29554	LEDHOUSE LTD	50% Holding deposit for the T7 Trailer at the Kings Coronation	275.00	1650.00	BACS	"
130		M CHRABATINOVA	Facepainting for event on 29th Oct 2022		71.50	BACS	27/10/2022
<b>Salaries by BACS Payment</b>							
		SALARIES	Employees Salaries for September 2022 Wages		46023.03	BACS	
		SALARIES	Employees Salaries for October 2022 Wages		46105.35	BACS	
				<b>19939.53</b>	<b>276700.44</b>		



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Income and Expenditure Account for Period to 30 September 2022							
PREV YEAR ACTUAL		YTD ACTUAL	YTD BUDGET	+/- %AGE	YEAR END BUDGET	YEAR END FORECAST	+/- %AGE
	<u>Operating Income</u>						
183,860	MARKETS	99,558	96,498	103%	193,000	191,160	99%
0	TWINNING	0	0	0%	0	0	0%
53	CIVIC & CEREMONIAL	250	0	0%	100	250	250%
1,052,411	CORPORATE MANAGEMENT	1,105,962	1,101,266	100%	1,101,513	1,106,013	100%
0	GRANTS	260	0	0%	0	0	0%
286,951	COMMERCIAL PROPERTIES	140,140	146,310	96%	292,623	276,317	94%
36,942	TOWN HALL	36,335	25,002	145%	50,000	72,670	145%
83,656	CORN EXCHANGE	60,751	30,000	203%	60,000	121,502	203%
50,020	HILLWORTH PARK CAFÉ	40,774	33,375	122%	48,000	57,084	119%
53,585	COMMUNITY SPACES CENTRAL SUPPORT	27,971	25,314	110%	50,630	55,942	110%
8,253	PUBLIC CONVENIENCES	3,838	4,500	85%	9,000	7,676	85%
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	29,092	33,000	88%	66,000	58,184	88%
0	CAPITAL INCOME	1,066	0	0%	0	0	0%
1,812,212	Total Income	1,545,997	1,495,265	103%	1,874,913	1,950,845	104%
							75,932
	<u>Running Costs</u>						
84,856	MARKETS	41,827	30,620	137%	73,489	83,654	114%
38,584	COMMITTEE SERVICES	18,332	13,825	133%	33,180	36,664	111%
24,858	MEMBER SUPPORT	13,203	12,548	105%	30,116	26,406	88%
3,959	TWINNING	1,541	1,338	115%	3,210	3,082	96%
9,767	CIVIC AND CEREMONIAL	8,810	9,142	96%	21,941	17,620	80%
44,620	COMMUNICATIONS	30,466	23,751	128%	57,003	60,932	107%
65,009	CORPORATE MANAGEMENT	32,917	25,664	128%	61,594	65,834	107%
20,300	GRANTS	12,659	8,125	156%	18,500	25,318	137%
60,589	COMMERCIAL PROPERTIES	21,040	25,375	83%	86,499	74,304	86%
20,957	ARTS DEVELOPMENT	18,887	9,693	195%	26,064	25,812	99%
114,979	TOWN HALL	83,003	53,121	156%	127,491	166,006	130%
114,245	CORN EXCHANGE	74,572	55,450	134%	133,080	149,144	112%
72,208	DEVIZES LEISURE CENTRE	40,121	36,662	0%	73,325	73,325	100%
82,691	HILLWORTH PARK CAFÉ	51,482	32,855	157%	78,853	82,640	105%
594,889	COMMUNITY SPACES CENTRAL SUPPORT	300,826	287,276	105%	689,463	673,808	98%
71,726	PUBLIC CONVENIENCES	39,251	29,723	132%	71,336	78,502	110%
5,500	CHRISTMAS TREES - BUSINESS	1,761	2,275	77%	7,459	6,780	91%
19,602	CHRISTMAS FESTIVAL & LIGHTS	1,129	1,422	79%	19,913	18,720	94%
43,972	CEMETERY	21,178	20,187	105%	48,448	42,356	87%
67,126	COMMUNITY SAFETY & T C MANAGEMENT	30,074	30,541	98%	69,238	69,238	100%
0	ADMIN SUPPORT SERVICES	0	0	0%	0	0	0%
50,291	CAPITAL EXPENDITURE	32,774	89,430	37%	144,711	144,711	100%
1,610,728	Total Expenditure	875,853	799,024	110%	1,874,913	1,924,856	103%
							-49,943
6,830	GREEN LANE INCOME	0	0	0%	0	0	0%
0	GREEN LANE EXPENDITURE	0	0	0%	0	0	0%
					0	25,989	

# COMMUNITY & CIVIC RESOURCES COMMITTEE

## 8<sup>th</sup> November 2022

<u>DEVIZES TOWN COUNCIL</u>	<u>FINANCIAL YEAR 2022/23</u>	<u>30/09/2022</u>	<u>30/09/2022</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	£99,558	£96,498	103%	£193,000	£191,160	99%
	EXPENDITURE	£41,827	£30,620	137%	£73,489	£83,654	114%
	EXCESS OF INCOME OVER EXPENDITURE	£57,731	£65,878	88%	£119,511	£107,506	90%
TOWN HALL	INCOME	£36,335	£30,000	121%	£50,000	£72,670	145%
	EXPENDITURE	£83,003	£53,121	156%	£127,491	£166,006	130%
	EXCESS OF EXPENDITURE OVER INCOME	£-46,668	£-23,121	202%	£-77,491	£-93,336	120%
CORN EXCHANGE	INCOME	£60,751	£33,375	182%	£60,000	£121,502	203%
	EXPENDITURE	£74,572	£55,450	134%	£133,080	£149,144	112%
	EXCESS OF EXPENDITURE OVER INCOME	£-13,821	£-22,075	63%	£-73,080	£-27,642	38%
PARK CAFÉ	INCOME	£40,774	£25,314	161%	£48,000	£57,084	119%
	EXPENDITURE	£51,482	£32,855	157%	£78,853	£82,640	105%
	EXCESS OF EXPENDITURE OVER INCOME	£-10,708	£-7,541	142%	£-30,853	£-25,556	83%
COMMERCIAL PROPERTIES	INCOME	£140,140	£25,002	561%	£292,623	£285,627	98%
	EXPENDITURE	£21,040	£25,375	83%	£86,499	£74,304	86%
	EXCESS OF INCOME OVER EXPENDITURE	£119,100	£-373	-31966%	£206,124	£211,323	103%
PUBLIC CONVENIENCES	INCOME	£3,838	£4,500	85%	£9,000	£7,676	85%
	EXPENDITURE	£39,251	£29,723	132%	£71,336	£78,502	110%
	EXCESS OF EXPENDITURE OVER INCOME	£-35,413	£-25,223	140%	£-62,336	£-70,826	114%
CEMETERY	INCOME	£29,092	£33,000	88%	£66,000	£58,184	88%
	EXPENDITURE	£21,178	£20,187	105%	£48,448	£42,356	87%
	EXCESS OF INCOME OVER EXPENDITURE	£7,914	£12,813	62%	£17,552	£15,828	90%
CHRISTMAS TREES - BUSINESS	INCOME	£0	£0	0%	£3,200	£3,200	100%
	EXPENDITURE	£1,761	£2,275	77%	£7,459	£6,780	91%
	EXCESS OF EXPENDITURE OVER INCOME	£-1,761	£-2,275	77%	£-4,259	£-3,580	84%
CHRISTMAS FESTIVAL & LIGHTS	INCOME	£0	£0	0%	£847	£847	100%
	EXPENDITURE	£1,129	£1,422	79%	£19,913	£18,720	94%
	EXCESS OF EXPENDITURE OVER INCOME	£-1,129	£-1,422	79%	£-19,066	£-17,873	94%
COMMUNITY SPACES	INCOME	£27,971	£4,500	0%	£50,630	£55,942	110%
	EXPENDITURE	£300,826	£287,276	105%	£689,463	£673,808	98%
	EXCESS OF EXPENDITURE OVER INCOME	£-272,855	£-282,776	96%	£-638,833	£-617,866	97%
CIVIC & CEREMONIAL	INCOME	£250	£0	0%	£100	£250	250%
	EXPENDITURE	£8,810	£9,142	96%	£21,941	£17,620	80%
	EXCESS OF EXPENDITURE OVER INCOME	£-8,560	£-9,142	94%	£-21,841	£-17,370	80%
CORPORATE MANAGEMENT	INCOME (PRECEPT)	£1,105,962	£550,759	0%	£1,101,513	£1,106,013	100%
	EXPENDITURE	£32,917	£25,664	128%	£61,594	£65,834	107%
	EXCESS OF INCOME OVER EXPENDITURE	£1,073,045	£525,095	204%	£1,039,919	£1,040,179	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	£18,332	£13,825	133%	£33,180	£36,664	111%
	EXPENDITURE	£13,203	£12,548	105%	£30,116	£26,406	88%
MEMBER SUPPORT	EXPENDITURE	£1,541	£1,338	115%	£3,210	£3,082	96%
TWINNING	EXPENDITURE	£30,466	£23,751	128%	£57,003	£60,932	107%
COMMUNICATIONS	EXPENDITURE	£12,659	£8,125	156%	£18,500	£25,318	137%
GRANTS	EXPENDITURE	£18,887	£9,693	195%	£26,064	£25,812	99%
ARTS DEVELOPMENT	EXPENDITURE	£40,121	£36,662	0%	£73,325	£73,325	100%
DEVIZES LEISURE CENTRE	EXPENDITURE	£30,074	£30,541	98%	£69,238	£69,238	100%
TOWN CENTRE SERVICES	EXPENDITURE	£32,774	£89,430	37%	£144,711	£144,711	100%
CAPITAL	EXPENDITURE						
DEVIZES TOWN COUNCIL	INCOME	£1,544,671	£802,948	192%	£1,874,913	£1,960,155	105%
	EXPENDITURE	£875,853	£799,024	110%	£1,874,913	£1,924,856	103%
	EXCESS OF INCOME OVER EXPENDITURE	£668,818	£3,924	-535%	£0	£35,299	99%

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# **DEVIZES TOWN COUNCIL**

## **Second Interim Audit Report 2022-23**

**Prepared by R Hopkins Accountancy & Taxation Services  
Limited**

## **Background and Scope**

The Accounts and Audit Arrangements introduced from 1<sup>st</sup> April 2021 require all Town and Parish Councils to implement an independent internal audit Examination of their accounts. Devizes Town Council appointed R Hopkins Accountancy & Taxation Services Ltd to carry out this role from 2022. This is the second report to the Council for the 2022/23 financial year.

## **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 completed 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 second 3 months of 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 operate effectively. We shall sign off the internal audit certificate at Section 4 of the Annual Return (Annual Governance and Accountability Return – AGAR) for 2022/23, assigning positive assurances 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 and 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 that no anomalous entries appear in cashbooks or financial ledgers:

Checked bank statements for the period from 1 September to 30 September 2022 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/will be undertaking the following work in the following areas:

The Council reviewed its Standing Orders and Financial Regulations at its meeting held on 9 June 2022

The Council also considers supplementary policies and procedures to support the Corporate Governance process with the establishment of working parties to provide support on a specific area and report back to the appropriate committee.

A review of the Council's minutes for 2022-23 will be undertaken at the 3<sup>rd</sup> interim visit 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 Council's Standing Orders and Financial Regulations subject to minor amendment 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 within approved budgets;

Payments are supported by appropriate documentation, such as an original trade invoice or other appropriate form of documentation confirming the payment as being due and are signed as being valid by the originator; 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 second quarter year, all invoices to date in excess of £2000 and a further random check of 5% sample have been checked excluding salary, superannuation and Tax and NI payments. Our sample of 140 invoices during the second quarter of the financial year had a total value of £317,564 and represented 80% of the value of non-payroll costs during the period. All supporting documentation was in place and all payments had been reviewed by the Community and Civic Resources Committee.

The Council also pays a quarterly charge for the use of Devizes Leisure Centre by the residents of Devizes. This is a long-term agreement and is included in the above data.

### *Conclusions*

*An effective system of control is in place over the checking, authorisation and release of Council funds.*

## **Management of Bad Debt**

The outstanding balances at the end of September were considered and Referenced to any items that may rise to a potential bad debt risk. A system of credit control was in place at month end and all debts over their payment due date were chased.

The Commercial Property ledger has a mixture of monthly and quarterly invoicing and payments which differs from the leases themselves but enables many of the commercial property tenants to pay monthly with the resultant positive impact on their cash flow.

### *Conclusions*

*An effective system of control is in place over the identification of potential bad debts. The Commercial Property ledger is more complex with four tenants requesting delayed payments during the period when they were unable to trade due to the Covid regulations. It was agreed that the 3-month payment holiday would be recovered by the Town Council during the remaining period of the existing lease. At the time of writing this report new tenants are actively being sought for two of the commercial properties whilst enforcement action is being taken against a third tenant.*

## **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 and 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 have noted that;

The Council receives regular updates of financial expenditure and income received through a variety of committee reports.

At the meeting of the Council held in December 2021, the Council agreed a precept of £1,101,013 (£1,051,476 in 2021-22) on Wiltshire Council for 2022-23 following the preparation of budgets for that year.

The CIPFA recommended rate of 3–6 months reserves against turnover was achieved at year end. General and specific reserves were £607,184 on a turnover of £1,679.092. We shall be considering the implications of the 2023-24 budget process at our third interim visit.

## **Review of Income**

In addition to its precept, the Council received income from the rent of commercial properties, venues hire, allotment rents, the Devizes Cemetery and reclaimed VAT.

We shall analyse receipts during the third interim visit and carry out a test sample of income over the various income streams. We note that fees and Charges were reviewed together with Cemetery charges for 2022-23 before the start of the financial year to be effective from 1<sup>st</sup> April 2022 by the Recreation and Properties Committee.

### *Conclusions*

*The Council regularly reviews the performance of its venues. These will be examined on the 3rd interim visit.*

## **Review of Expenditure**

The Income & Expenditure account was reviewed at the end of the second quarter with many of the budget headings within the budget.

A further analysis will be completed at the end of the third quarter when a fuller impact of the energy price increase on the financial statements of the Town Council can be more accurately identified.

## **Review of Salaries and Wages**

Salaries for directly employed staff are processed by an outside company from information provided by the relevant managers.

Details of payroll are supplied to the Council by its payroll contractor, Devizes Town Council after checking the output make payment to staff via online banking.



A test check on salary payments was carried out in respect of July, August and September 2022 with the schedule produced by the Councils contractors with no errors found.

### **Asset Register**

We examined the Asset register as at 31 March 2022 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 £8,866,722 (8,839,504 as at 31 March 2021). The Register for the 2022-23 year will be examined at our final visit and further consideration will be given at this stage.

### **Trial Balance**

The Trial Balance was found to be in balance at the end on 30 September 2022.

### **Investments and Loans**

Surplus funds were held in a Current Account (£50,000 as at 30 September 2022), a Public Sector Deposit Account (£1,200,000 as at 30 September 2022) and a Business Premium Account (£795,465.38 as at 30 September 2022) and the Bank reconciliation agreed with these balances at that date.

Interest rates continue to be gradually increasing and this is considered a suitable way of investing funds. The Council has no loans

### **Petty Cash**

An imprest system of Petty Cash is maintained at the Town Council and normally covers minor expenditure. The Petty Cash system which was in operation at Hillworth Park has been discontinued. The closure of the local branch of the Town Council's bankers has made the availability of cash more onerous. The main petty cash is maintained correctly but further checks will be completed in the 3<sup>rd</sup> interim visit.

### **Company credit card**

Devizes Town Council has a business credit card which enables transactions to be completed in a timely manner and often when

internet purchases are necessary and providers require a card transaction. Monthly payments are collected by Barclaycard at Month end, whilst individual payments are identified and matched off against the payment on the purchase ledger.

## **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***

***It is our intention to sign off the Internal Audit Certificate for 2022-23, assigning positive assurance 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.***