

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: 6th February 2024

Time: Immediately following the Planning Committee Meeting

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

Enquiries: Town Hall - Tel: 01380 723333

The Town Mayor Councillor Stevens
Chairman: Councillor Geddes

Councillors:	Bridewell	Corbett	Gay
	Hopkins	Hoult	Hunter
	Nash	Oliver	Rose
	Tanner		

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 19th December 2023, 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 – doc 5/3](#)).

6. NARRATIVE INCOME & EXPENDITURE ACCOUNT & KEY PERFORMANCE INDICATORS 2023/2024

At the end of December 2023, total income remained at 99% of budget. There were some variances in performance within different departments and by the end of the financial year officers project anticipated revenue should be around 98% of planned budget.

Expenditure is forecast to be at around 99% at year end due to unbudgeted costs relating to commercial properties and the Town Hall roof. Also the backdated pay increase in November brought increased costs across all cost centres. See ([Doc6/1-2](#)) attached.

Markets. Income is now at 87% of budget and the year end forecast has been further revised down to account for winter lows.
Year end forecast for costs is now at 97%.

Monthly Management meetings are now in place to gain input from the Venues and Markets Managers regarding the performance as reflected in their monthly figures. Detailed analysis of the Markets figures to date has been done, and the following points are of interest to members:

- Indoor market performance is good, with occupancy at 93% overall.
- Outdoor market income though is down on previous years, particularly since June this year due to two traders passing away and an increased number of smaller traders who are less reliable – bigger traders are being sought.
- An improvement plan is in place with regards to the outdoor market.
- Water works later in the year will also need to be managed to minimise impact on trade.

Twinning. Planning will start shortly for the 2024 visit to Waiblingen; the costs are in relation to two plane tickets and official gifts.

Civic and Ceremonial. This is now running very near to budget.

Corporate Management. High interest rates continue, bringing in slightly higher than anticipated income in this cost centre.

Grants. Slightly lower drawdown on grants to date than anticipated.

Commercial Properties. At this point in the year, the shortfall in income due to currently vacant properties is now larger than the provision for this. The year end forecast has been revised down accordingly and now stands at 98% of budget.

Costs in this area have also continued to increase, and there are known anticipated costs now included in the forecast to year end, increasing the year end forecast to 132% of budget.

Town Hall & Corn Exchange. Monthly Management meetings are now in place to gain input from the Venues and Markets Managers regarding the performance as reflected in their monthly figures.

The income & expenditure to date have been reviewed, and the following points have been put forward:

- Pattern over the year to date is exactly as usual, with August and January being the quietest months following peak holiday periods.
- There was very high expenditure for the Town Hall in July which needed to be investigated and turned out to be due to a large backdated electricity bill.
- Having investigated other comparable local venues (competition) it appears that lower than usual income this year is being experienced all round – as suspected due to national economic factors. In particular the conference business has been falling off.
- Efforts continue to improve the reach of the business with the new marketing plan which has now been agreed and will be acted on by the department.

Café Income. Café income continues to perform above budget. An initial analysis of the stock, purchases and sales has been done by the Finance Manager. The main conclusions are that better record-keeping of both stock-takes and monthly sales is needed in order to produce meaningful figures. This is now being looked into.

In addition, the monthly commercial management meetings are now giving the opportunity for direct input from department managers. The department is aware that the number of items on sale is too broad and needs to be reviewed. The use of the café by groups may also need some awareness as they can have a habit of occupying the café without making purchases, whilst also blocking tables.

Community Spaces Central Support. Costs have increased slightly this month with some essential maintenance needed – but still below budget and being forecast to 94% at year end.

Public Conveniences. Income continues to increase over forecasted levels and this is mirrored by the year end forecast. Costs are also still forecast to reach 101% of budget.

Christmas Lighting Costs. The Christmas lights festival should come in just under budget by the end of the year.

Cemetery. Income continues to fall below budget due to behaviour changes around funeral arrangements. Costs are also below budget, and the year end forecast reflects this but includes some provision for the late grave-digging invoices.

Town Centre Management. The Council has committed this budget for EV charging points in the town, however a change in the grant award scheme has delayed this. Officers will shortly be meeting with the EV framework providers to see how the project can be moved forward. The forecast continues to include expenditure at the full budget level.

Capital Expenditure. This forecast was reviewed in the November report to include foreseeable expenditure and provisions still required.

7. REPORT FOR INFORMATION – REPORT FROM UNITARY MEMBERS

Circulated alongside this agenda is a report on recent Wiltshire Council initiatives, prepared by Councillor Wallis.

8. REPORT FOR DECISION – THE 2024 DEVIZES EISTEDDFOD

Recommendation

That the Committee considers a request by the organisers of Devizes Eisteddfod for free use of the Town Hall and Corn Exchange for their annual event in November.

Purpose of the Report

To consider if the Committee wishes to grant the organisers of the Devizes Eisteddfod increased free use of council venues.

Background

Officers have received a request from the organisers of the Devizes Eisteddfod for the Town Council for increased free usage of council premises for the promotion of the 2024 Devizes Eisteddfod. The purpose of the request is to enable the Eisteddfod to expand its activity range and engage more young people in the field of the performing arts who are resident in the Devizes area.

The organisers of the event advise that in 2023, the Eisteddfod was in many ways the most remarkable festival in its 77-year history in that, as far as can be determined, no other year has seen such an increase in uptake from young people of the area wishing to take part.

The present Eisteddfod comprises three main elements:

Dance Festival

This is held each February at Lavington School, which is self-financing in that entry fees cover adjudicator fees and expenses, venue hire and equipment together with print production and medal expenditure. This event always sells out: all 200 performer places sold out within three hours for next February's event.

Creative Arts Festival

This is held each Autumn culminating with a presentation ceremony for class winners in early November. This area of the Eisteddfod has expanded massively: in 2021 there were 20 entries, this year 1486. Again, a self-financing element of the Eisteddfod, income raised covers costs of adjudicators, print and other costs. The Eisteddfod now intends delaying the presentation of the next Creative Arts Festival until early in 2025 so that it locks more effectively into the school year. This should increase participation still further.

Music/Speech & Drama Festival

This is held each November and is the central activity of the Eisteddfod and in 2023 this too saw a 53% increase in the numbers of performances. It is felt that this increase in entries has occurred because of the establishment of a Partnership Scheme between the Eisteddfod and local schools: there are currently 28 schools and two individuals who are partners. It is hoped that in 2024 the number of partners will increase further. The scheme concerns offering partners a range of promotional benefits and reduced rate entry fees in return for the guarantee of a certain number of entries.

Despite the Devizes Eisteddfod being able to deliver greater participation growth than similar festival festivals nearly everywhere in the UK, the organisers are concerned that the number of young people participating in the arts in schools and therefore they need to do all that they can to encourage local schools and individual teachers to put students to enter the Eisteddfod, especially in Music, Speech and Drama disciplines.

To help with development the Eisteddfod is anxious to keep entry fees as low as possible and to programme the event at the most appropriate times. In order to cover losses incurred, the Eisteddfod has to ask for financial support from the private sector (not easy to secure in the present economic climate) and through free use of premises.

One way to do this is to broaden the appeal of the Eisteddfod and therefore the organisers are hoping to expand the opportunities available to local children and students in 2024 as well as keeping; however, to achieve this and for the Eisteddfod to remain solvent, an increased free use of the Devizes Town Council's facilities is requested:

Friday, 8 November

Assembly Room & Cheese Hall (classes) + Council Chamber for office

Saturday, 9 November

Assembly Room & Cheese Hall (classes) + Council Chamber for office

Thursday, 14 November

Corn Exchange (Ceres Hall only) 10.30am -12.30pm Choral Festival

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Friday, 15 November

Assembly Room & Cheese Hall (classes) + Council Chamber for office
Corn Exchange (Ceres Hall & Wessex Room) 6.30-8.30pm Ensemble evening.

Saturday, 16 November

Assembly Room & Cheese Hall (classes) + Council Chamber for office

Sunday, 17 November

Assembly Room & Cheese Hall (classes) + Council Chamber for office

The Eisteddfod also wishes to use the Assembly Room on:

Saturday, 23 November

Assembly Room (Junior Showcase from 7.00pm)

Self-financing ticketed concert so no free use is sought for this event.

Saturday, 30 November

Corn Exchange (Ceres Hall & Wessex Room) Festival Concert from 7pm

Self-financing ticketed concert so no free use is sought for this event.

Options Considered

The Committee needs to decide if it wishes to:

- agree to the request as it has been made;
- or to limit the granting of Grace and Favour status for these bookings;
- agree how the grant should be acknowledged by the recipient, eg by requesting that the Town Council logo be added to all publicity material as a condition of the grant.

Implications and Risks

Financial and Resource Implications

For the rooms and times required, an equivalent community hire rate cost would total £3,171.

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

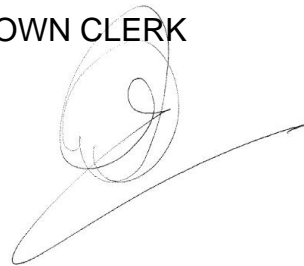
Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder Act 1998.

8. 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

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by a long, sweeping horizontal line that extends to the right.

COMMUNITY & CIVIC RESOURCES					
6TH FEBRUARY 2024					
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL
Direct Debit Payments					
1	POSTED	WILTSHIRE COUNCIL	Non-Domestic Rates - All Areas (2023 / 2024) - (1 Month)		3798.00
2	31506 / 31585-31586	ALLSTAR	Petrol and Diesel for Park Vehicles inch Mowers - (2 Months)	42.47	254.78
3	31587	RHM TELECOMMUNICATIONS LTD	Monthly Telephone Call Charges - (1 Month)	76.48	458.90
4	31588	RHM TELECOMMUNICATIONS LTD	Park x 2, Venues, Events & Markets Mobile Work Phones - (1 Month)	10.88	65.28
5	31507-31509	SSE	Elect Bill - Superloos & Town Hall - (02/07/2023 - 30/11/2023)	353.46	3141.71
6	31510-31513/31624-31625	SSE	Elect Bill - Cemetery Chapel & Gates / Park Centre & Street Lights- (27/09/2023 - 09/12/2023)	437.77	2735.48
7	31583	BRITISH GAS	Gas Bill - Parnella House - (10/07/2023 - 17/11/2023) - Final taken over by DOCA	64.41	802.20
8	31584 / 31589	BRITISH GAS	Elect Bill - Shambles - (01/11/2023 - 12/12/2023)	1116.97	6701.87
9	31514-31516/31590-31592	CROWN GAS & POWER LTD	Gas Bill - Town Hall, Hillworth Park & Superloos - (2 Months)	753.10	4740.68
10	31517 / 31626	PEAC (UK) LTD	Telephone Lease Rental & Annual Service Fee - (2 Months)	39.64	237.86
11	31518-31520/31627-31629	BNP PARIBAS LEASING SOLUTIONS LTD	Lease of 5 Kubota Vehicles - (2 Months)	928.68	5571.98
12	31521-31522/31630-31631	MERCEDES-BENZ FINANCE	Lease of 2 Parks vans - Reg WS190VW & WN200KE - (2 Months)	371.72	2230.30
13	31523 / 31593	BARCLAYCARD MERCHANT	Charges for Electronic Pin Machine (Park Café) & (Town Hall) - (2 Months)	8.00	215.36
14	31632	CNH INDUSTRIAL CAPITAL	Lease of Amazone Mower - (1 Month)	76.43	458.57
15	31633	WATER2BUSINESS	Water Bill for Cemetery Lodge - Monthly Instalments (1 Month)		90.35
16	31634	ALPHABET (GB) LTD	Lease of Maxus 3 Platform Cab Vehicle - (1 Month)	115.83	694.99
17	31635	NOVUNA BUSINESS FINANCE	Monthly Lease Rental for Parks Dept.Reg YG73 UUW - (1 Month)	92.44	554.66
Government Procurement Card Transactions					
18	31527	FASTHOSTS	Charges for 50GB Exchange 2019 Mailbox - café@hillworthpark.org.uk (Monthly)	1.09	6.52
19	31528	TOPREGAL UK LTD	Floor Scrubber Dryer - Venues	234.24	1405.43
20	31529	ETSY	Personalised Badges - Christmas In The Park Event		60.00
21	31530	MAKE DO N MEND	Safety Pins		1.00
22	31531	JOHNSONS THE CLEANERS	Dry Cleaning of Macebearer Uniforms	3.83	23.00
23	31532	POUNDLAND	Selection Boxes - Christmas In The Park Event		175.00
24	31533	SAINSBURY'S	Snacks & Wine for Remembrance Sunday	7.84	56.80
25	31534	FASTHOSTS	Charges for 100GB Exchange 2019 Mailbox -townclerk@devizes-tc.gov.uk	1.44	8.62
26	31535	AMAZON	Thick String - Church Christmas Tree Decorations	1.44	8.64
27	31536	AMAZON	Wool Balls - Church Christmas Tree Decorations	1.78	10.66
28	31537	AMAZON	Grey Felt - Church Christmas Tree Decorations	1.18	7.05
29	31538	AMAZON	Cotton String Twine - Church Christmas Tree Decorations	0.87	5.18
30	31539	AMAZON	Audio Sound Converter Splitter - Venues	3.40	20.38
31	31540	AMAZON	Glue Gun - Office Stationery	2.31	14.48
32	31541	AMAZON	Office Desk Tidy Trays - Stationery for New Employee	2.90	17.38
33	31542	AMAZON	Notice Board Push Pins - Stationery	1.54	9.24
34	31543	SAINSBURY'S POST OFFICE	Special Delivery of Small Parcel		9.45
35	31544	AMAZON	Snowflake Stickers - Christmas In The Park Event	1.48	8.87
36	31545	I-STOCK	Used for design of Poncho Barrier Covers - Market Place	1.40	8.40
37	31546	AMAZON	2 Boxes - A4 White Copier Paper - Office	8.20	49.24
38	31547	SAFETY SIGNS	No Cycling Signs - Parks	14.71	88.27
39	31548	MORRISONS	Haribo Sweets - Christmas Lights Switch On	1.08	6.50
40	31549	MORRISONS	Haribo Sweets - Christmas Lights Switch On	3.25	19.50
41	31550	MONSTER-MESH	Poncho - 2.3 Crowd Barrier Cover - Market Place	62.80	376.80
42	31551	MORRISONS	Sandwiches for Mayors Carol Concert		12.00
43	31552	JOHNSONS THE CLEANERS	Dry Cleaning of Mayors Uniform	3.87	23.20
44	31636	FASTHOSTS	Charges for 50GB Exchange 2019 Mailbox - café@hillworthpark.org.uk (Monthly)	1.09	6.52
45	31637	BRITISH AIRWAYS	Flight Tickets for Twinning Weekend - Fisher & Hopkins		538.42
46	31638	AMAZON	Banking Cash Tin - Office	1.55	9.29
47	31639	BOOTS LTD	Covid Tests for Park Staff		45.38
48	31640	JUST GIVING SAVE THE CHILDREN	Christmas Jumper collection - Cash paid in to DTC account		30.24
49	31641	HMCTS ONLINE FEES	Small Claims Court to collect funds from Naan Guru		205.00
50	31642	HITCHED LIMITED	Website to Premium Hitched Weddings - Monthly Payment	13.32	79.92
51	31643	FASTHOSTS	Charges for domain registration for wearedevizes.co.uk - 2 years	4.80	28.78
52	31644	FASTHOSTS	Charges for 100GB Exchange 2019 Mailbox -townclerk@devizes-tc.gov.uk	1.44	8.62
53	31645	FASTHOSTS	Charges for domain registration for wearedevizes.org.uk - 1 year	3.20	19.19
54	31646	TABLE 31	Coffee ref Sustainability Meeting		6.20
55	31647	FASTHOSTS	Charges for 50GB Exchange 2019 Mailbox - café@hillworthpark.org.uk (Monthly)	1.09	6.52

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COMMUNITY & CIVIC RESOURCES					
6TH FEBRUARY 2024					
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL
Cheque & BACS Payments					
56	CB	MR STUART NATT	Advance on Salaries		1000.00
57	31419	WILTSHIRE COUNCIL	Wedding Licence Annual Renewal		1950.00
58	31420	VAUGHAN'S KITCHEN	Catering for Function - (Rechargeable)	72.00	432.00
59	31421	KEW (ELECTRICAL DIST) LIMITED	Lamp Bulbs - Venues	25.20	151.20
60	31422	DEVIZES OUTDOOR CELEBRATORY ARTS	Annual Grant - 3rd Quarter 2023 / 2024		2500.00
61	31423-31424	HENRICH HARDWARE	Various items for Markets & Venues	22.90	137.38
62	31425	MOLE COUNTRYSTORES	Safety Boots - Parks Staff		71.99
63	31426	WATER2BUSINESS	Water Bill for Windsor Drive Allotments - (02/11/2023 - 01/12/2023)		103.42
64	CB	WILTSHIRE PENSION FUND	Superannuation - November 2023		20516.25
65	31427	BRITISH GAS TRADING LTD	Gas Bill - Town Hall - 17/08/2023 - 17/11/2023	1.54	32.25
66	31428	A J STONE CEMETERY SERVICES	Grave Digging - Cemetery (Rechargeable)		1060.00
67	31429	REAL CHRISTMAS TREE LTD	Christmas Tree for Market Place & Sidmouth St	342.00	2052.00
68	31430-31431	SYSGROUP TRADING LTD	Software Licence Renewals - 1 year	238.50	1431.00
69	31432	GRIST ENVIRONMENTAL AUTOMOTIVE SERVICES	Starting fault repairs to Sweeper	53.00	318.00
70	31433	HAWKSDRIFT LTD	Bird control management plan and licence application support	864.00	5184.00
71	31434	MERCEDES-BENZ FINANCIAL SER UK LTD	Damage Fees ref returned lease van WN70 JZT		1174.90
72	31435	OAKFORD TECHNOLOGY	Remote Support & Cloud Backup - 22/10/23 - 22/11/23	71.41	428.47
73	CB	QUAKERS WALK COMM BIODIVERSITY GROUP	Community Grant - 2023 - 2024		400.00
74	CB	CAROL BOND	Wreath workshop expenses	53.03	542.97
75	31436	CMD RECRUITMENT LTD	Recruitment of Financial Manager fees	1352.80	8116.80
76	31437	GRIST ENVIRONMENTAL LTD	Waste & Recycling Collection - Venues & Parks	427.14	2562.59
77	31438-31439	DEVIZES TOWN BAND	Mayors Carol Concert & Proms 2023 In the Park		500.00
78	31440	PENDRAGON FIREWORKS & PYROTECHNICS LTD	Firework Display for Christmas Light Switch On	315.00	1890.00
79	31441	LEE'S JEWELLERS LTD	Repairs to Mayoral Badge - Mayors Allowance	11.67	70.00
80	31442-31443	LOCKSMART LTD	Repairs to C/Ex Fire Door & keys & gain entry to 19 The Brittox		462.00
81	31444-31445	TRAVAIL EMPLOYMENT	Casual Staff & Fee to employ casual as permanent- Parks Dept.	545.37	3272.23
82	CB	HMRC PAYE/NIC CUMBERNAULD	PAYE / NI - November 2023		28615.08
83	31446-31448	GAIGER BROTHERS LTD	Blocked Toilet & Leak on Pipe - Superloos / Final works completed at 27 Sidmouth Street	3572.03	21432.22
84	31449	ROSES	Lights for Shambles	33.60	201.59
85	31450	AWDRY LAW LLP	Lease Fees for Parnella House	200.00	1146.00
86	31451	MIKE WOOD TYRES LTD	Puncture repair on Sweeper	4.52	27.10
87	31452	VIKING PAYMENTS	Lever Arch Files & Stamps - Office	4.69	140.63
88	31453	MICHAELS CIVIC ROBES	New Mayoral Hat	101.50	609.00
89	31454	RECOGNITION EXPRESS GUILDFORD	New Magnetic Name Badges	4.52	27.12
90	31455-31456	SHREWTON LAUNDRY LTD	Cleaning of Dust Mats & Tablecloths- Town Hall & Park/Café	96.27	577.62
91	31457	YATE SUPPLIES	Ripple Cups for Cafe	29.86	179.17
92	31458-31459	AMAC WINDOW CLEANING LTD	Window Cleaning & Bus Shelters / Hillworth Park Centre - December 2023	53.00	318.00
93	31460-31461	STONEHILL OFFICERIGHT BUS. SOLUTIONS LTD	Stationery - Office	3.68	22.04
94	31462-31465	PHS GROUP	Air Fresheners, First Aid Kits, Eye Wash Kits etc - Venues, Superloos & Parks	299.87	1799.19
95	31466	KENNET PRINT LTD	Printing of Mayors Christmas Cards & Carol Concert Programmes	39.00	369.00
96	31467	CARTRIDGESHOP LTD	Printer Cartridges - Venues	15.70	94.13
97	31468	BEAL (UK) LTD	Cable Ties - Parks	26.64	159.84
98	31469	SHIRE GARDEN MACHINES LTD	Screws Plugs - Parks	0.84	5.04
99	31470	CLIFTON COFFEE	Stock of Coffee & Chocolate - Parks Café (Rechargeable)		106.00
100	31471	CHAPPLE & JENKINS	Stock for parks café (Rechargeable)	7.69	66.75
101	31472	SMART INTEGRATED SOLUTIONS LTD	Standard Annual Support & Maintenance Charge for Intruder Alarm - Town Hall	112.60	675.60
102	31473-31477	HUNT'S FOODSERVICE	Stock for parks café (Rechargeable)	39.20	514.77
103	31478	WGS POWER & LIGHTING LTD	Festive Light Installation costs	1748.00	10488.00
104	31479-31480	BWT UK LTD	Rental Charges for Water Machines - Venues (20/11/2023 - 19/12/2023)	25.32	151.92
105	31481	DOLMAN BUILDING SURVEYORS	Liaise about Remedial Roof Work to Maryport Street Property	49.50	297.00
106	31482	TECHNOLOGY WITHIN	Monthly Broadband for Shambles - November 2023	10.50	63.00
107	31483	GRIST ENVIRONMENTAL EVENT SERVICES	Supply Crowd Barriers & Wheelie Bins - Devizes Light Switch On	43.00	258.00
108	31484	PLANKS DAIRIES	Milk for Hillworth Park Café - Nov 2023		9.19
109	31485	WILTSHIRE PEST SERVICES LTD	Full rodent survey and inspection - Shambles	20.00	120.00
110	31486	A1 GUTTER SERVICES - D HANCHANT	Down pipe clear & gully inspection - Town Hall		395.00
111	31501	GRIST ENVIRONMENTAL AUTOMOTIVE SERVICES	Work carried out on Road Sweeper	1672.82	10036.91
112	31502	DEVIZES & DISTRICT CONS CLUB	Food for Works Christmas Event - Money towards collected from Employees		322.05
113	31503	SLCC	Annual Membership Fee		470.00
114	31504	WYATT TRANSPORT	Delivery & Installation of Christmas Trees	150.00	900.00
115	31505	AEQUALLIS ACCOUNTING LTD	Process Payroll on a Monthly Basis - December 2023		103.70
116	CB	DWPCMGEMPLOYER	DEO - Attachment of earnings		278.08

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COMMUNITY & CIVIC RESOURCES					
6TH FEBRUARY 2024					
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL
Cheque & BACS Payments					
117	31553	T H WHITE INSTALLATION LTD	Repairs to fire Alarm - Corn Exchange	35.60	213.60
118	31554	THERMOCOLD LTD	Moving of pipework in roof & re-position - Town Hall	1489.42	8936.52
119	31555	ST JOHN AMBULANCE	Provision of First Aid and Medical Cover for Devizes Light Switch On	21.12	126.72
120	31556	AMMI FLOWERS LLP	2 X Christmas Tree set up & collection - Venues	110.00	660.00
121	31557	PHS GROUP	Fresheners, Sanitary etc - Town Hall	56.80	340.81
122	31558-31559	SHIRE GARDEN MACHINES LTD	Repairs to Hedge cutter & Power Washer & New Chain for Saw - Parks	20.74	124.46
123	31560	AGILE HOSPITALITY SOLUTIONS LTD	Events 500 - Annual Renewal & Workstation Licence	645.00	3870.00
124	31561-31563	SMART INTEGRATED SOLUTIONS LTD	Annual Support & Maintenance Charge for Alarm system, Circuit TV & LED Lighting- Town Hall	109.00	654.00
125	CB	WILTSHIRE PENSION FUND	Superannuation - December 2023		14877.70
126	CB	DEVIZES MAYORS APPEAL NO 1 - J STEVENS	Xmas Card & Jumper Donation from Councillors / Fisher - Xmas Tree Donation		90.00
127	CB	HMRC PAYE/NIC CUMBERNAULD	PAYE / NI - December 2023		15632.07
128	31564	OAKFORD TECHNOLOGY	Server Recycling charge	6.00	36.00
129	31594	LIGHT & SOUND DEVIZES	Security Charges - (Rechargeable)		770.00
130	31595	WILTSHIRE COUNCIL	Leisure Centre Charge - Jan - March 2024		22350.77
131	31567 / 31596	ALL IN ONE CATERING & BARS	Corkage & Juice etc supplied for Events- (Rechargeable)	276.76	1660.60
132	31568-31569	SHREWTON LAUNDRY LTD	Cleaning of Dust Mats & Tablecloths- Town Hall & Park/Café	77.79	466.75
133	31570-31571	YATE SUPPLIES	Miscellaneous Products - Venues & Parks	74.66	447.99
134	31597	SOUTH WEST COUNCILS	Provision of Independent HR Advice	190.03	1140.16
135	31572-31573	SIMON CHURCH ELECTRICAL CONTRACTOR LTD	Complete Re-wire & Installation of Heating etc - 11 Sidmouth St / Replace melton socket in Shambles		9260.00
136	31574	VAUGHAN'S KITCHEN	Catering for Function - (Rechargeable)	594.08	3564.46
137	31575	GRIST ENVIRONMENTAL LTD	Waste & Recycling Collection - Venues & Parks	446.26	2677.27
138	31598	MARTIN WALKER ESTATE AGENTS LTD	Commercial Portfolio Management Profession Services - 01/10/23 to 31/12/23	848.00	5088.00
139	31599	PAUL O'ROURKE	Staircase Walls in Corn Exchange		1950.00
140	31579-31580	BWT UK LTD	Rental Charges for Water Machines - Venues (20/12/2023 - 19/01/2024)	25.32	151.92
141	31565 / 31600	ROSES	Tap for Cemetery / Christmas Tree Lights	40.65	243.78
142	31566	AVON & WILTS MENTAL HEALTH PART NHS TRUST	Sports Field Rent from Local Authorities		19.62
143	31576	CHAPPLE & JENKINS	Stock for parks café (Rechargeable)	24.69	160.77
144	31577 / 31601-31602	HUNT'S FOODSERVICE	Stock for parks café (Rechargeable)	24.17	293.69
145	31578	HENRICH HARDWARE	Various items for Markets, Parks & Venues	10.82	64.94
146	31581	TECHNOLOGY WITHIN	Monthly Broadband for Shambles - December 2023	10.50	63.00
147	31582	LOCKSMART LTD	Supply & fit cylinder lock to office door - Superloos		136.00
148	CB	DWPCMGEMPLOYER	DEO - Attachment of earnings		278.08
149	31603	NALC	Leaders Talk - Back in 2020 (Never received invoice)	6.49	38.93
150	31604-31606	YATE SUPPLIES	Miscellaneous Products - Venues & Café	55.90	335.36
151	31607	RICOH UK LTD	Photocopier Rental Charge & Photocopies - 01/10/2023 - 31/12/2023	76.37	458.20
152	31608	JACKSON MCCONNELL LTD	Market Website & Plastic Free work done	64.80	388.80
153	31609-31610	CLIFTON COFFEE	Stock of Coffee, Tea & Chocolate - Parks Café (Rechargeable)	1.55	270.51
154	31611	CHAPPLE & JENKINS	Stock for parks café (Rechargeable)	3.41	70.21
155	31612	MR R SMART - DEVIZES PLUMBING & HEATING	Repairs to water leak in C/Ex ladies toilets		113.00
156	31613-31614	HUNT'S FOODSERVICE	Stock for parks café (Rechargeable)	10.16	191.47
157	31615	HENRICH HARDWARE	Various items for Shambles & Venues	3.91	23.47
158	31616	FBCA	Annual Member Subscription Renewal	83.60	543.60
159	31617	ROYAL UNITED HOSPITALS BATH	Occupational Health Services		300.00
160	31618	A J STONE CEMETERY SERVICES	Grave Digging - Cemetery (Rechargeable)		480.00
161	31619	GREAT WEST WAY	DTC Great West Way Destination Investment	353.00	2118.00
162	31620	SSE ENERGY SUPPLY	Electricity Bill - Shambles (13/12/23 to 31/12/23)	280.56	1683.36
163	31621	AEQUALIS ACCOUNTING LTD	Process Payroll on a Monthly Basis - January 2024		103.70
164	31622	KENT MASCOT PARTY HIRE LTD	Hire of Easter Bunny Outfit for 31st March 2024		80.00
Salaries by BACS Payment					
SALARIES					
Employees Salaries for December 2023 Wages					
Employees Salaries for January 2024 Wages					
				23712.49	383366.65

Income and Expenditure Account for Period to 31 December 2023

	PREV YEAR ACTUAL		YTD ACTUAL	YTD BUDGET	+/- %AGE	YEAR END BUDGET	YEAR END FORECAST	+/- %AGE
<u>Operating Income</u>								
110	195,335	MARKETS	148,720	171,000	87%	228,000	192,580	84%
203	0	TWINNING	0	0	0%	0	0	0%
204	291	CIVIC & CEREMONIAL	1,733	0	0%	100	1,733	0%
206	1,127,705	CORPORATE MANAGEMENT	1,211,638	1,168,798	104%	1,170,325	1,228,891	105%
207	10,260	GRANTS	4,000	0	0%	0	4,000	0%
208	296,017	COMMERCIAL PROPERTIES	206,605	219,465	94%	292,623	286,821	98%
214	62,694	TOWN HALL	58,703	69,418	85%	92,557	71,269	77%
215	119,744	CORN EXCHANGE	74,350	91,125	82%	121,500	99,630	82%
220	62,148	HILLWORTH PARK CAFÉ	55,570	47,487	117%	58,000	61,570	106%
227	55,328	COMMUNITY SPACES CENTRAL SUPPC	39,344	40,041	98%	53,388	54,987	103%
228	6,998	PUBLIC CONVENIENCES	7,051	5,475	129%	7,300	9,490	130%
235	3,169	CHRISTMAS TREES - BUSINESS	3,025	3,200	0%	3,200	3,025	95%
236	893	CHRISTMAS FESTIVAL & LIGHTS	1,050	893	0%	893	1,050	118%
242	50,794	CEMETERY	32,808	52,369	63%	69,825	43,990	63%
299	150	CAPITAL INCOME	0	0	0%	0	0	0%
1,991,526 Total Income			1,844,597	1,869,270	99%	2,097,711	2,059,035	98%
							-38,676	
<u>Running Costs</u>								
110	103,598	MARKETS	94,878	97,999	97%	130,665	127,159	97%
201	38,731	COMMITTEE SERVICES	26,978	30,729	88%	40,972	36,632	89%
202	27,218	MEMBER SUPPORT	20,739	22,277	93%	29,702	29,129	98%
203	3,281	TWINNING	3,084	3,105	99%	4,140	3,974	96%
204	16,652	CIVIC AND CEREMONIAL	13,108	13,013	101%	17,351	17,091	99%
205	61,937	COMMUNICATIONS	47,636	44,552	107%	59,403	63,523	107%
206	69,494	CORPORATE MANAGEMENT	55,370	57,205	97%	76,273	74,917	98%
207	28,687	GRANTS	19,755	22,350	88%	36,000	34,528	96%
208	77,539	COMMERCIAL PROPERTIES	75,086	76,275	98%	101,826	134,693	132%
212	28,271	ARTS DEVELOPMENT	22,652	23,421	97%	27,635	26,329	95%
214	146,802	TOWN HALL	130,506	129,358	101%	172,477	163,412	95%
215	151,888	CORN EXCHANGE	110,875	127,168	87%	169,557	159,359	94%
216	80,246	DEVIZES LEISURE CENTRE	67,052	63,489	106%	84,653	89,403	106%
220	93,997	HILLWORTH PARK CAFÉ	73,233	72,777	101%	96,036	96,314	100%
227	623,255	COMMUNITY SPACES CENTRAL SUPPC	492,224	532,323	92%	709,759	665,177	94%
228	79,974	PUBLIC CONVENIENCES	64,640	65,935	98%	87,913	88,828	101%
235	5,662	CHRISTMAS TREES - BUSINESS	3,533	5,488	64%	6,488	4,409	68%
236	20,248	CHRISTMAS FESTIVAL & LIGHTS	19,689	11,890	166%	21,024	20,296	97%
242	44,811	CEMETERY	31,348	36,027	87%	48,036	44,845	93%
245	37,966	COMMUNITY SAFETY & T C MANAGEME	31,639	65,100	49%	86,800	86,800	100%
299	57,879	CAPITAL EXPENDITURE	24,270	74,750	32%	91,000	115,252	127%
1,798,136 Total Expenditure			1,428,295	1,575,230	91%	2,097,711	2,082,071	99%
							416,302	15,640
							-23,036	

<u>DEVIZES TOWN COUNCIL</u> <u>FINANCIAL YEAR 2023/24</u>		<u>31/12/2023</u>	<u>31/12/2023</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	£148,720	£171,000	87%	£228,000	£192,580	84%
	EXPENDITURE	£94,878	£97,999	97%	£130,665	£127,159	97%
	EXCESS OF INCOME OVER EXPENDITURE	£53,842	£73,001	74%	£97,335	£65,421	67%
TOWN HALL	INCOME	£58,703	£69,418	85%	£92,557	£71,269	77%
	EXPENDITURE	£130,506	£129,358	101%	£172,477	£163,412	95%
	EXCESS OF EXPENDITURE OVER INCOME	-£71,803	-£59,940	120%	-£79,920	-£92,143	115%
CORN EXCHANGE	INCOME	£74,350	£91,125	82%	£121,500	£99,630	82%
	EXPENDITURE	£110,875	£127,168	87%	£169,557	£159,359	94%
	EXCESS OF EXPENDITURE OVER INCOME	-£36,525	-£36,043	101%	-£48,057	-£59,729	124%
PARK CAFÉ	INCOME	£55,570	£47,487	117%	£58,000	£61,570	106%
	EXPENDITURE	£73,233	£72,777	101%	£96,036	£96,314	100%
	EXCESS OF EXPENDITURE OVER INCOME	-£17,663	-£25,290	70%	-£38,036	-£34,744	91%
COMMERCIAL PROPERTIES	INCOME	£206,605	£219,465	94%	£292,623	£286,821	98%
	EXPENDITURE	£75,086	£76,275	98%	£101,826	£134,693	132%
	EXCESS OF INCOME OVER EXPENDITURE	£131,519	£143,190	92%	£190,797	£152,128	80%
PUBLIC CONVENIENCES	INCOME	£7,051	£5,475	129%	£7,300	£9,490	130%
	EXPENDITURE	£64,640	£65,935	98%	£87,913	£88,828	101%
	EXCESS OF EXPENDITURE OVER INCOME	-£57,589	-£60,460	95%	-£80,613	-£79,338	98%
CEMETERY	INCOME	£32,808	£52,369	63%	£69,825	£43,990	63%
	EXPENDITURE	£31,348	£36,027	87%	£48,036	£44,845	93%
	EXCESS OF INCOME OVER EXPENDITURE	£1,460	£16,342	9%	£21,789	-£855	-4%
CHRISTMAS TREES - BUSINESS	INCOME	£3,025	£3,200	0%	£3,200	£3,025	95%
	EXPENDITURE	£3,533	£5,488	64%	£6,488	£4,409	68%
	EXCESS OF EXPENDITURE OVER INCOME	-£508	-£2,288	22%	-£3,288	-£1,384	42%
CHRISTMAS FESTIVAL & LIGHTS	INCOME	£1,050	£893	0%	£893	£1,050	118%
	EXPENDITURE	£19,689	£11,890	166%	£21,024	£20,296	97%
	EXCESS OF EXPENDITURE OVER INCOME	-£18,639	-£10,997	169%	-£20,131	-£19,246	96%
COMMUNITY SPACES	INCOME	£39,344	£40,041	0%	£53,388	£54,987	103%
	EXPENDITURE	£492,224	£532,323	92%	£709,759	£665,177	94%
	EXCESS OF EXPENDITURE OVER INCOME	-£452,880	-£492,282	92%	-£656,371	-£610,190	93%
CIVIC & CEREMONIAL	INCOME	£1,733	£0	0%	£100	£1,733	0%
	EXPENDITURE	£13,108	£13,013	101%	£17,351	£17,091	99%
	EXCESS OF EXPENDITURE OVER INCOME	-£11,375	-£13,013	87%	-£17,251	-£15,358	89%
CORPORATE MANAGEMENT	INCOME (PRECEPT)	£1,211,638	£1,168,798	0%	£1,170,325	£1,228,891	105%
	EXPENDITURE	£55,370	£57,205	97%	£76,273	£74,917	98%
	EXCESS OF INCOME OVER EXPENDITURE	£1,156,268	£1,111,593	104%	£1,094,052	£1,153,974	105%
GRANTS	INCOME	£4,000	£0			£4,000	
	EXPENDITURE	£19,755	£22,350	88%	£36,000	£34,528	96%
COMMITTEE SERVICES	EXPENDITURE	£26,978	£30,729	88%	£40,972	£36,632	89%
	MEMBER SUPPORT	£20,739	£22,277	93%	£29,702	£29,129	98%
TWINNING	EXPENDITURE	£3,084	£3,105	99%	£4,140	£3,974	96%
	COMMUNICATIONS	£47,636	£44,552	107%	£59,403	£63,523	107%
ARTS DEVELOPMENT	EXPENDITURE	£22,652	£23,421	97%	£27,635	£26,329	95%
	DEVIZES LEISURE CENTRE	£67,052	£63,489	0%	£84,653	£89,403	106%
TOWN CENTRE SERVICES	EXPENDITURE	£31,639	£65,100	49%	£86,800	£86,800	100%
	CAPITAL	£24,270	£74,750	32%	£91,000	£115,252	127%
DEVIZES TOWN COUNCIL	INCOME	£1,844,597	£1,869,270	99%	£2,097,711	£2,059,035	98%
	EXPENDITURE	£1,428,295	£1,575,230	91%	£2,097,711	£2,082,071	99%
	EXCESS OF INCOME OVER EXPENDITURE	£416,302	£294,040	142%	£0	-£23,036	92%

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