

Devizes Town Council

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Community & Civic Resources Committee

You are summonsed to attend a meeting of the Community & Civic Resources Committee at the following, place and date.

Date: 19th March 2024
Time: Immediately after 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 6th February 2024, 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. REPORT FOR INFORMATION - NARRATIVE INCOME & EXPENDITURE ACCOUNT

Total income to the end of January 2024 is now at 98% of budget, so has slipped back from 99% at the end of the previous month. Projected revenue to the end of the year is relatively unchanged however, at 98% of budget plan.

Total expenditure to the end of January 2024 is at 92% of budget, up from 91% at the end of the previous month – but again the forecast to the end of the year is still at 99% of budget plan.

[\[Doc 6/1-2\]](#) attached refers.

Markets. Income has picked up very slightly, standing at 85% of budget to date, however the year end forecast remains at 84% of budget. The costs appear to have dropped slightly although this is mainly due to a recode of some historical costs which does mask what is actually a slight increase.

The Markets Manager has reported that he has done some research into the current pattern of falling income for the Outdoor Market. There is some evidence that the trend here of larger traders on the decrease but an increase in casual traders is reflected elsewhere, but more research is being done.

The Indoor Market continues to perform well although one trader vacated their stall in December and had not made payment of rent for several weeks. Her unit has now been repossessed and she is being chased for the debt, including the small claims court if needed. The unit is currently being re-let.

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. Year-end forecast income remains at 98% of budget – costs continue to rise with essential repairs, and year end forecast has increased to 137% of budget.

Town Hall & Corn Exchange. Town Hall income is at 86% of budget to date, a small improvement on last month, while the Corn Exchange has dropped back from 82% to 80% of budget. Year End forecasts against budget for both are 1% lower than the forecasts at the end of last month. The year end forecast costs against budget are very slightly lower than the forecasts at the end of the previous month.

The Corn Exchange continues to show the usual annual pattern of income over the year, again below budget and below the previous year. Town Hall income has fallen again in January, however the Venues department reports that bookings are coming in for the rest of the year. The following is a summary of bookings currently on the system for the next 6 months, for both venues:

Mar-24	£ 13,276.88
Apr-24	£ 9,430.65
May-24	£ 6,421.05
Jun-24	£ 9,796.89
Jul-24	£ 5,375.26
Aug-24	£ 5,160.13

Café. A month end procedure has now been set up on the café till, and an opening read was taken at the end of January. When the February month end is run there will be some meaningful stock data which will enable analysis going forwards. In addition, the timing of invoices means that the gross monthly figures are not accurate and further work is needed on this.

Community Spaces Central Support. There is a small increase in both costs to date, and to the year end forecast costs – mainly due to a recoding of some staff costs after a recent check. So these are now forecast to be 95% of budget at year end, with income still forecast at 103%

Public Conveniences. This continues to stand with income above the budget forecast and with costs on budget.

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

Cemetery. Both income and costs are under budget, as previously reported. The excess of expenditure over income is now forecast to be around £2,000.

Town Centre Management. Forecast costs to the end of the year have been slightly revised, with spend on both Tourism and Town Centre Management looking likely to be down on the original budget.

Capital Expenditure. Expenditure forecast is unchanged from the previous month.

7. REPORT FOR INFORMATION – UNITARY MEMBERS’ REPORT

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

8. 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:

Full details of the organisations and the purpose of the grants are attached to this report [[Doc 8/1](#)].

COMMUNITY & CIVIC RESOURCES COMMITTEE
19th March 2024

Group Name	Amount Proposed
Age UK Wiltshire	£ 500.00
Create Hope	£ 150.00
Devizes Air Training Corps	£ 385.00
Devizes Canoe Club	£ 500.00
Devizes Guides & Rangers	£ 400.00
Devizes LGBTQ+	£ -
FearFree	£ 300.00
Mind Tree Café CIC	£ 300.00
Park Yoga	£ 250.00
Read Easy	£ 100.00
Waiblingen Way Community Garden and Residents Group	£ 300.00
	£ 3,185.00

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 has been set aside within this financial year for the purpose of allocating general/community grants. For 2023/24 this was set at £9,000, with £2,550 having been granted in October 2023.

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.

9. REPORT FOR DECISION – ST MARY’S CHURCH COMMUNITY HUB PROJECT.

Recommendation

That the committee reviews the outline application received from the Trustees of the St Mary’s Church Project and decides how it wishes to respond.

Purpose of the Report

To agree a response to a funding request by the Trustees of the St Mary’s Church Project.

Background

Officers have received a funding request from the Trustees for the St Mary’s Devizes Trust for help towards specific costs associated with the project.

In the request, the Trust explains that they have been working steadily towards the church’s regeneration as a community hub for exhibitions, music and other performances. Planning permission for the project was granted three years ago and Diocesan approval has been given for the initial changes to the building, including changes to the original loft, the removal of the pews and floor, the upgrading of utilities and installation of “bleachers” style seating. The longer-term plan is to provide additional facilities to extend the reach of the church to support the building’s administration as well as creating toilets, a catering facility and changing rooms for performers.

Work is currently being undertaken on the church, funded by its benevolent charity, the Poor Lands Trust, which includes roof repairs and repairs to the tower. In addition, to consolidate the planning permission initial ground works for additional services will also be undertaken, with an anticipation that this will be completed by the second quarter of 2024 when the building will once again be available to host events.

As part of the continuing preparation for the building’s use, the Trust is applying to the Town Council for assistance with the costs to provide some of the additional facilities as follows:

- Pathway Lighting, to be carried out at the same time as excavations for utilities at a cost of £2830 + VAT
- Hearing Loop installation, to enhance audience enjoyment and audio-visual equipment to enable community broadcasting (live streaming), at a cost of £10,500 +VAT
- Cycle Rack, for up to 4 bikes at a cost of £400

To help with these costs, the Trust is requesting that Council provides a capital grant of £15,000, see [[Doc 9/1-2](#)] A member of the Trust will be attending the meeting to provide further information and answer any questions the committee may have.

Options Considered

The committee needs to decide how it wishes to respond to the initial request for project funding for St Mary's Church and if they are minded to consider the provision of some funding, and how they would want the Trustees for the project to acknowledge it.

Implications and Risks

Financial and Resource Implications

The financial costs are set out within the report. The application has not been made through the normal grant budget as the request exceeds the budget. Council could agree that this project would be capital investment into the Arts infrastructure for the town and therefore could be funded from CIL receipts. The Council currently holds a £67,626.54 balance.

Legal Implications and Legislative Powers

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

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council associated with this decision.

Crime and Disorder

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

10. REPORT FOR DECISION – FINANCIAL SUPPORT FOR 2024 FAIR TRADE FORTNIGHT INITIATIVE

Recommendation

That the committee considers a request from the local Fairtrade group for financial support towards an initiative to mark the 2024 Fair Trade fortnight.

Purpose of the Report

For the committee to consider a request by Devizes Fairtrade Group to help fund an initiative to celebrate the 30th anniversary of the Fairtrade marque.

Background

Devizes, like many towns within the county, carries a fairtrade status, which in the most general of terms supports the proposition that farmers should not be exploited in the production of food. In becoming a Fairtrade Town, the principle is that Fair Trade certification is promoted, and whilst it doesn't always fall directly to the Council to do that, as part of any Fairtrade town award, there is an expectation that the local authority actively supports the fairtrade movement.

Each year there is a national fairtrade fortnight and over a number of years local fairtrade groups within Devizes have come together to promote what Fair Trade means and what products are available locally. There is a hope to do the same this year, but there is a movement from within fairtrade groups from across the county to do something a little special by bringing a Fairtrade farmer to the county to talk about his farming.

The proposal is that Patrick Kaberia, a well-known Fairtrade tea farmer from Kenya visits Wiltshire during the 2024 Fairtrade fortnight, as part of the celebrations for the 30th anniversary of the Fairtrade marque in the UK. Mr Kaberia has visited the County in the past, and he features widely within the Fairtrade Foundation's advertising and promotion of Fairtrade farmers and producers.

The plan is that he tours the county visiting schools, churches, wider Fairtrade events and councils and talk about his farm which is situated in Michimikuru Tea Factory, Nyambene Hills, Tigania District, Kenya and which produces a full tasting black tea. His farm is Fairtrade certified and processes leaves collected from 9,849 small-scale tea growers with total tea production area of 1,749 hectares.

Whilst Mr Kaberia is a reasonably successful tea grower and he sells produce through the Fairtrade organisation, nevertheless his ability to finance a trip to the UK is well beyond his means and therefore, local Fairtrade groups are trying to raise the money to enable him to make this trip.

As part of that fundraising challenge, Council's within Fairtrade towns are being asked support the initiative financially. The cost of the visit has been budgeted at £3,850, with the price of flights making up a high proportion of the overall cost. Like other town councils, Devizes is being asked if it would be prepared to contribute £400 towards the overall costs.

Whilst Fairtrade groups themselves will be providing some financial support, in general their ability to do so is limited, nevertheless they will be providing a great deal of in-kind support, such as overnight accommodation during his visit, travel arrangements and feeding him.

It is hoped that a member of one of the town's Fairtrade groups will be attending the meeting to provide further insight to the visit and answer any questions the committee may have.

The application has not been included within the normal grant applications as it was felt by officers that given it is a collective application to multiple towns in the county and it is in relation to the town's commitment to supporting the Fairtrade movement, it sat on the edge of the general grants policy.

Options Considered

The committee needs to decide if it wishes to support this initiative put forward by the Fairtrade group

Implications and Risks

Financial and Resource Implications

The financial requirement is set out within the report, and would be funded from the General grant budget which has not been exhausted this year.

Legal Implications and Legislative Powers

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

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council associated with this decision.

Crime and Disorder

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

11. QUESTION TIME

A short time is allowed at the discretion of the Chairman for councillors to ask questions on matters which are not on the current agenda but which are related to matters which have been previously discussed on an agenda relevant to the committee.

At least 24 hours' notice must be given to officers of the intended question. All other matters should be raised on an agenda and the request should be submitted through the Town Clerk



TOWN CLERK

COMMUNITY & CIVIC RESOURCES							
19TH MARCH 2024							
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL	PAYMENT METHOD	PAID
Direct Debit Payments							
1	31741-31742	ALLSTAR	Petrol and Diesel for Park Vehicles inch Mowers - (2 Months)	52.48	314.95	D/D	Jan & Feb 24
2	31743	RHM TELECOMMUNICATIONS LTD	Monthly Telephone Call Charges - (1 Month)	71.40	428.41	D/D	Jan 24
3	31744	RHM TELECOMMUNICATIONS LTD	Park x 2, Venues, Events & Markets Mobile Work Phones - (1 Month)	10.10	60.59	D/D	Jan 24
4	31745 / 31750	SSE	Elect Bill - Superloos & Town Hall - (01/10/2023 - 31/12/2023)	151.57	1986.65	D/D	
5	31746-31749	SSE	Elect Bill - Cemetery Chapel & Gates / WD Allotments & Street Lights- (26/09/2023 - 09/01/2024)	11.26	221.92	D/D	
6	31751-31753	CROWN GAS & POWER LTD	Gas Bill - Town Hall, Hillworth Park & Superloos - (1 Month)	497.82	2986.92	D/D	Feb 24
7	31754-31756	BNP PARIBAS LEASING SOLUTIONS LTD	Lease of 5 Kubota Vehicles - (1 Month)	464.34	2785.99	D/D	Feb 24
8	31757-31758	MERCEDES-BENZ FINANCE	Lease of 2 Parks vans - Reg WS190VW & WN200KE - (1 Month)	185.86	1115.15	D/D	Feb 24
9	31759	BARCLAYCARD MERCHANT	Charges for Electronic Pin Machine (Park Café) & (Town Hall) - (1 Month)	4.00	121.64	D/D	Jan-24
10	31760	CNH INDUSTRIAL CAPITAL	Lease of Amazone Mower - (1 Month)	76.43	458.57	D/D	Feb 24
11	31761	WATER2BUSINESS	Water Bill for Cemetery Lodge - Monthly Instalments (1 Month)		90.35	D/D	Feb 24
12	31762	ALPHABET (GB) LTD	Lease of Maxus 3 Platform Cab Vehicle - (1 Month)	115.83	694.99	D/D	Feb 24
13	31763	NOVUNA BUSINESS FINANCE	Monthly Lease Rental for Parks Dept.Reg YG73 UUV - (1 Month)	92.44	554.66	D/D	Feb 24
14	31764	KINCH FUEL OILS LTD	Gas Oil Tank Re-Filled - Parks	87.60	1839.60	D/D	
15	31765	TV LICENSING	Annual - TV Licence fee for Corn Exchange		159.00	D/D	
Government Procurement Card Transactions							
16	31766	HITCHED LIMITED	Website to Premium Hitched Weddings - Monthly Payment	13.32	79.92	Credit Card	28/01/2024
17	31767	AMAZON	2 Boxes - A4 White Copier Paper - Office	8.22	49.36	Credit Card	"
18	31768	AMAZON	Lockable Cash Tin - Office Banking	2.16	12.98	Credit Card	"
19	31769	HMCTS ONLINE FEES	Small Claims Court to collect funds from Naan Guru		50.00	Credit Card	"
20	31770	TABLE 31	Coffee ref		9.15	Credit Card	"
21	31771	KRYSTAL HOSTING LTD	Domain Renewal - 21/01/2024 to 20/01/2026	3.20	19.18	Credit Card	"
22	31772	HITCHED LIMITED	Website to Premium Hitched Weddings - Monthly Payment	13.32	79.92	Credit Card	"

COMMUNITY & CIVIC RESOURCES COMMITTEE
19th March 2024

COMMUNITY & CIVIC RESOURCES							
19TH MARCH 2024							
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL	PAYMENT METHOD	PAID
Cheque & BACS Payments							
23	CB	WILTSHIRE PENSION FUND	Superannuation - January 2024		15357.53	BACS	08/02/2024
24	CB	HMRC PAYE/NIC CUMBERNAULD	PAYE / NI - January 2024		16546.10	BACS	"
25	31648	SPALDINGS (UK) LTD	Graffiti Remover - Parks	65.00	390.00	BACS	09/02/2024
26	31649	LISTER WILDER LTD	Repairs to Kubota - Parks	96.78	629.08	BACS	"
27	31686-31687	CMD RECRUITMENT LTD	Recruitment of Grounds Maintenance Worker & Casual Staff - Parks	935.45	5612.69	BACS	"
28	31650-31651	SHREWTON LAUNDRY LTD	Cleaning of Dust Mats & Tablecloths- Town Hall & Park/Café	83.61	501.66	BACS	"
29	31652-31654 / 31688	YATE SUPPLIES	Miscellaneous Products - Superloos & Parks	163.62	981.72	BACS	"
30	31655	CARTER PUMPS LTD	Parts for Bowser - Park	6.00	36.00	BACS	"
31	31656-31657	AMAC WINDOW CLEANING LTD	Window Cleaning & Bus Shelters / Hillworth Park Centre - January 2024	53.00	318.00	BACS	"
32	31658	CATERFIX KITCHENS	Repairs to Coffee Machine - Café	21.00	126.00	BACS	"
33	31659	GRIST ENVIRONMENTAL LTD	Waste & Recycling Collection - Venues & Parks	482.21	2893.08	BACS	"
34	31660	BEAL (UK) LTD	500 Black Cable Ties - Parks	26.64	159.84	BACS	"
35	31661-31662	SHIRE GARDEN MACHINES LTD	Hire of carpet cleaner - Venues / Safety Glass - Parks	24.85	149.07	BACS	"
36	31663-31664	KINGSDOWN NURSERIES	Purchase of Trees, stakes, compost etc - Parks	2692.78	17288.68	BACS	"
37	31665	WATERSCAPES LTD	Water feature maintenance contract renewal for 2023-2024	112.60	675.60	BACS	"
38	31666-31667	CHAPPLE & JENKINS	Stock for parks café (Rechargeable)	21.83	191.99	BACS	"
39	31689	SMART INTEGRATED SOLUTIONS LTD	Annual support & maintenance charge for closed circuit tv in Corn Exchange	61.40	368.40	BACS	"
40	31668-31669	HUNT'S FOODSERVICE	Stock for parks café (Rechargeable)	19.78	243.85	BACS	"
41	31670-31671	BWT UK LTD	Rental Charges for Water Machines - Venues (20/01/2024 - 19/02/2024)	25.32	151.92	BACS	"
42	31672	ANDREA PELLEGRAM LTD	Technical & professional support for preparation of Neighbourhood Development Plan	98.41	590.47	BACS	"
43	31673	TECHNOLOGY WITHIN	Monthly Broadband for Shambles - January 2024	10.50	63.00	BACS	"
44	31690	GRIST ENVIRONMENTAL EVENT SERVICES	Supply toilets for D-Day Beacon Event on 6th June 2024	59.00	354.00	BACS	"
45	31674-31676	WATER2BUSINESS	Water Bill for Q/W Allotments, Green Toilets & 25 Sidmouth St - (05/08/2023 - 23/01/2024)	0.14	309.96	BACS	"
46	31677	R HOPKINS ACCOUNTANCY & TAXATION SERVICES LTD	Third Internal Audit Fees		300.00	BACS	"
47	CB	DEVIZES MAYORS APPEAL NO 1 - J STEVENS	Devizes In Bloom donation to Mayors Charities - Transferred into Mayors Appeal		510.00	BACS	"
48	31678-31683	TOOLSTATION LTD	General Stores for Parks	12.05	150.27	BACS	"
49	31684	GRIST ENVIRONMENTAL AUTOMOTIVE SERVICES	Repairs to Mesh inside vehicle GK18 RHU - Parks	58.00	348.00	BACS	"
50	31691	4YOUTH (SOUTH WEST)	Devizes Detached Youth Work 2023 Annual Project Cost - Quarterly Payment		4166.50	BACS	"
51	31685	OKFORD TECHNOLOGY	Remote IT Support etc - (23 Nov 23 to 22 Feb 24)	214.23	1285.41	BACS	"

COMMUNITY & CIVIC RESOURCES COMMITTEE
19th March 2024

				COMMUNITY & CIVIC RESOURCES			
				19TH MARCH 2024			
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL	PAYMENT METHOD	PAID
			Cheque & BACS Payments				
52	31692	BUSINESS COST REDUCTION LTD	Visible Energy	63.66	381.95	BACS	09/02/2024
53	31739	CRAZY CHEEKS	50% Payment ref Facepainting for Park Event on 31st March 2024		72.50	BACS	13/02/2024
54	CB	DWPCMGEMPLOYER	DEO - Attachment of earnings		278.08	BACS	22/02/2024
55	31693	ROSES	Paint & Tape - Markets	6.72	40.28	BACS	26/02/2024
56	31694	AWDRY LAW LLP	Lease Fees for 24 Sidmouth Street	380.00	2306.00	BACS	"
57	31695-31696	VIKING PAYMENTS	Stamps & Stationery - Office	1.64	94.85	BACS	"
58	31697-31703	DEVIZES FIRE PROTECTION LTD	Fire Risk Assessments - W/Drive, Superloos, Venues, Cemetery, Shambles & Parks	270.90	1625.40	BACS	"
59	31704-31705	CMD RECRUITMENT LTD	Casual Staff - Parks	274.00	1643.98	BACS	"
60	31706	ALL IN ONE CATERING & BARS	Drinks supplied for Event- (Rechargeable)	60.33	362.00	BACS	"
61	31707-31708	YATE SUPPLIES	Miscellaneous Products - Superloos & Café	35.48	212.85	BACS	"
62	31709-31710	AMAC WINDOW CLEANING LTD	Window Cleaning & Bus Shelters / Hillworth Park Centre - February 2024	53.00	318.00	BACS	"
63	31711	D J DOORS ELECTRICAL SERVICES	Service to Automatic Doors - Town Hall	66.00	396.00	BACS	"
64	31712-31713	SIMON CHURCH ELECTRICAL CONTRACTORS LTD	Various electrical repairs at Shambles, Biddles Café & Superloos		530.00	BACS	"
65	31714	KENNET PRINT LTD	Receipt Pads - Markets & Shambles	62.00	372.00	BACS	"
66	31715-31716	BISHOPS PRINTERS LTD	Printing of Messenger		712.80	BACS	"
67	31717-31718	CHAPPLE & JENKINS	Stock for parks café (Rechargeable)	22.76	167.91	BACS	"
68	31719	WILLINGS SERVICES LTD	1st of 2 maintenance visits for swing gates at Superloos	54.53	327.18	BACS	"
69	31720	DEVIZES PLUMBING & HEATING	Call out to leaking pipes min Corn Exchange		122.00	BACS	"
70	31721-31723	HUNTS FOODSERVICE LTD	Stock for parks café (Rechargeable)	45.30	454.65	BACS	"
71	31724	HENRICH HARDWARE LTD	Miscellaneous Products - Superloos & Venues	24.75	148.47	BACS	"
72	31725	CLEAR SKIES SOFTWARE LTS	BACAS Support - (01/04/2024 to 31/03/2025)	316.37	1898.23	BACS	"
73	31732	ALARMS & ELECTRICAL (DEVIZES) LTD	Annual Service Charge for Intruder Alarm - Park - (01/03/2024 to 28/02/2025)	38.80	232.80	BACS	"
74	31726	MR BARRY PAYNE	Piano Tuning - Recharged to Jane Austen Event		75.00	BACS	"
75	31727	PKA ARCHITECTS LTD	Prepare, create drawings / Local searches - Gas/Elect/Water - The Shambles	1263.98	7583.88	BACS	"
76	31728-31731	WATER2BUSINESS	Water Bill for H/Park Toilets, Shambles, Venues & Fountain - (18/07/2023 - 01/02/2024)		5681.90	BACS	"
77	31733	DEVIZES MOTOR PANELS	Engine Oil - Parks	4.72	28.30	BACS	"
78	31734	CHANDLERS (FARM EQUIPMENT) LTD	Pressure Washer - Parks	120.00	720.00	BACS	"
79	31735	DEVIZES & DISTRICT CONSERVATIVE CLUB	Deposit for a booking reservation booking on 23rd Dec 2024		50.00	BACS	"
80	CB	MELKSHAM TOWN COUNCIL	Melksham Mayor's Reception Tickets - Mayors Allowance		55.00	BACS	"
81	31736	AEQUALLIS ACCOUNTING LTD	Process Payroll on a Monthly Basis - February 2024		94.55	BACS	"
82	31737-31738	TOOLSTATION LTD	Safety Boots & Galvanised Wire - Parks	0.26	61.54	BACS	"
83	31773-31774	OHM CLOTHING LTD	Various Parks Uniforms	50.75	304.44	BACS	27/02/2024
84	31775	WILTSHIRE ASSOCIATION OF LOCAL COUNCILS	Training / Mentoring for CiLCA - 1 Employee	55.00	275.00	BACS	08/03/2024
85	31776	WILTSHIRE COLLEGE	Emergency First Aid Course - 1 Employee		85.00	BACS	"
86	31777	LOO OF THE YEAR AWARDS	Entry to 2023 Loo of the Year Awards	35.60	213.60	BACS	"
87	CB - MARCH	WILTSHIRE PENSION FUND	Superannuation - February 2024		13370.15	BACS	"
88	31778	BRITISH GAS TRADING LTD	Gas Bill for Town Hall - (17/08/2023 - 21/02/2024)	1.65	34.72	BACS	"
89	31779	SMITH OF DERBY LTD	Repairs to Shambles Clock	35.00	210.00	BACS	"
90	CB - MARCH	HMRC PAYE/NIC CUMBERNAULD	PAYE / NI - February 2024		14645.45	BACS	"
91	31780-31781	OAKFORD TECHNOLOGY LTD	Cloud & Remote Backup / Support (23/2/24 - 22/03/24) / Lenova Tablet	107.41	644.47	BACS	"
92	MARCH	VIABL LTD	Gain entry and replace lock - Toilets on the Green	60.00	360.00	BACS	"
			Salaries by BACS Payment				
	CB	SALARIES	Employees Salaries for February 2024 Wages		47772.14	BACS	23/02/2024
					10716.16	189781.79	

Income and Expenditure Account for Period to 31 January 2024

	PREV YEAR ACTUAL		YTD ACTUAL	YTD BUDGET	+/ %AGE	YEAR END BUDGET	YEAR END FORECAST	+/ %AGE
<u>Operating Income</u>								
110	195,335	MARKETS	162,048	190,000	85%	228,000	192,288	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	1,217,056	1,169,306	104%	1,170,325	1,229,682	105%
207	10,260	GRANTS	4,000	0	0%	0	4,000	0%
208	296,017	COMMERCIAL PROPERTIES	220,780	236,350	93%	292,623	286,821	98%
214	62,694	TOWN HALL	66,066	77,131	86%	92,557	70,714	76%
215	119,744	CORN EXCHANGE	81,470	101,250	80%	121,500	98,901	81%
220	62,148	HILLWORTH PARK CAFÉ	58,687	50,165	117%	58,000	62,687	108%
227	55,328	COMMUNITY SPACES CENTRAL SUPPC	42,968	44,490	97%	53,388	54,987	103%
228	6,998	PUBLIC CONVENIENCES	7,856	6,083	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	35,903	58,188	62%	69,825	43,292	62%
299	150	CAPITAL INCOME	0	0	0%	0	0	0%
1,991,526 Total Income			1,902,642	1,937,056	98%	2,097,711	2,058,669	98%
							-39,042	
<u>Running Costs</u>								
110	103,598	MARKETS	105,265	108,888	97%	130,665	126,058	96%
201	38,731	COMMITTEE SERVICES	30,341	34,143	89%	40,972	36,890	90%
202	27,218	MEMBER SUPPORT	23,105	24,752	93%	29,702	29,326	99%
203	3,281	TWINNING	3,905	3,450	113%	4,140	3,974	96%
204	16,652	CIVIC AND CEREMONIAL	14,083	14,459	97%	17,351	17,274	100%
205	61,937	COMMUNICATIONS	52,421	49,503	106%	59,403	63,249	106%
206	69,494	CORPORATE MANAGEMENT	61,519	63,561	97%	76,273	75,468	99%
207	28,687	GRANTS	20,486	24,000	85%	36,000	33,676	94%
208	77,539	COMMERCIAL PROPERTIES	80,925	79,260	102%	101,826	139,049	137%
212	28,271	ARTS DEVELOPMENT	22,559	23,990	94%	27,635	26,180	95%
214	146,802	TOWN HALL	136,857	143,731	95%	172,477	163,776	95%
215	151,888	CORN EXCHANGE	121,167	141,298	86%	169,557	157,276	93%
216	80,246	DEVIZES LEISURE CENTRE	89,403	63,489	141%	84,653	89,403	106%
220	93,997	HILLWORTH PARK CAFÉ	80,388	80,530	100%	96,036	96,011	100%
227	623,255	COMMUNITY SPACES CENTRAL SUPPC	548,953	591,470	93%	709,759	673,685	95%
228	79,974	PUBLIC CONVENIENCES	71,409	73,261	97%	87,913	88,348	100%
235	5,662	CHRISTMAS TREES - BUSINESS	3,821	5,820	66%	6,488	4,397	68%
236	20,248	CHRISTMAS FESTIVAL & LIGHTS	20,056	20,674	97%	21,024	20,402	97%
242	44,811	CEMETERY	31,757	40,030	79%	48,036	45,378	94%
245	37,966	COMMUNITY SAFETY & T C MANAGEME	48,006	70,642	68%	86,800	80,300	93%
299	57,879	CAPITAL EXPENDITURE	26,712	78,500	34%	91,000	115,252	127%
1,798,136 Total Expenditure			1,593,138	1,735,450	92%	2,097,711	2,085,373	99.4%
							309,504	12,338
							-26,704	

COMMUNITY & CIVIC RESOURCES COMMITTEE
19th March 2024

<u>DEVIZES TOWN COUNCIL</u>	<u>FINANCIAL YEAR 2023/24</u>	<u>31/01/2024</u>	<u>31/01/2024</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	£162,048	£190,000	85%	£228,000	£192,288	84%
	EXPENDITURE	£105,265	£108,888	97%	£130,665	£126,058	96%
	EXCESS OF INCOME OVER EXPENDITURE	£56,783	£81,113	70%	£97,335	£66,230	68%
TOWN HALL	INCOME	£66,066	£77,131	86%	£92,557	£70,714	76%
	EXPENDITURE	£136,857	£143,731	95%	£172,477	£163,776	95%
	EXCESS OF EXPENDITURE OVER INCOME	£-70,791	£-66,600	106%	£-79,920	£-93,063	116%
CORN EXCHANGE	INCOME	£81,470	£101,250	80%	£121,500	£98,901	81%
	EXPENDITURE	£121,167	£141,298	86%	£169,557	£157,276	93%
	EXCESS OF EXPENDITURE OVER INCOME	£-39,697	£-40,048	99%	£-48,057	£-58,375	121%
PARK CAFÉ	INCOME	£58,687	£50,165	117%	£58,000	£62,687	108%
	EXPENDITURE	£80,388	£80,530	100%	£96,036	£96,011	100%
	EXCESS OF EXPENDITURE OVER INCOME	£-21,701	£-30,365	71%	£-38,036	£-33,324	88%
COMMERCIAL PROPERTIES	INCOME	£220,780	£236,350	93%	£292,623	£286,821	98%
	EXPENDITURE	£80,925	£79,260	102%	£101,826	£139,049	137%
	EXCESS OF INCOME OVER EXPENDITURE	£139,855	£157,090	89%	£190,797	£147,772	77%
PUBLIC CONVENIENCES	INCOME	£7,856	£6,083	129%	£7,300	£9,490	130%
	EXPENDITURE	£71,409	£73,261	97%	£87,913	£88,348	100%
	EXCESS OF EXPENDITURE OVER INCOME	£-63,553	£-67,178	95%	£-80,613	£-78,858	98%
CEMETERY	INCOME	£35,903	£58,188	62%	£69,825	£43,292	62%
	EXPENDITURE	£31,757	£40,030	79%	£48,036	£45,378	94%
	EXCESS OF EXPENDITURE OVER INCOME	£4,146	£18,158	23%	£21,789	£-2,087	-10%
CHRISTMAS TREES - BUSINESS	INCOME	£3,025	£3,200	0%	£3,200	£3,025	95%
	EXPENDITURE	£3,821	£5,820	66%	£6,488	£4,397	68%
	EXCESS OF EXPENDITURE OVER INCOME	£-796	£-2,620	30%	£-3,288	£-1,372	42%
CHRISTMAS FESTIVAL & LIGHTS	INCOME	£1,050	£893	0%	£893	£1,050	118%
	EXPENDITURE	£20,056	£20,674	97%	£21,024	£20,402	97%
	EXCESS OF EXPENDITURE OVER INCOME	£-19,006	£-19,781	96%	£-20,131	£-19,352	96%
COMMUNITY SPACES	INCOME	£42,968	£44,490	0%	£53,388	£54,987	103%
	EXPENDITURE	£548,953	£591,470	93%	£709,759	£673,685	95%
	EXCESS OF EXPENDITURE OVER INCOME	£-505,985	£-546,980	93%	£-656,371	£-618,698	94%
CIVIC & CEREMONIAL	INCOME	£1,733	£0	0%	£100	£1,733	0%
	EXPENDITURE	£14,083	£14,459	97%	£17,351	£17,274	100%
	EXCESS OF EXPENDITURE OVER INCOME	£-12,350	£-14,459	85%	£-17,251	£-15,541	90%
CORPORATE MANAGEMENT	INCOME (PRECEPT)	£1,217,056	£1,169,306	0%	£1,170,325	£1,229,682	105%
	EXPENDITURE	£61,519	£63,561	97%	£76,273	£75,468	99%
	EXCESS OF INCOME OVER EXPENDITURE	£1,155,537	£1,105,745	105%	£1,094,052	£1,154,214	105%
GRANTS	INCOME	£4,000	£0			£4,000	
	EXPENDITURE	£20,486	£24,000	85%	£36,000	£33,676	94%
COMMITTEE SERVICES	EXPENDITURE	£30,341	£34,143	89%	£40,972	£36,890	90%
	MEMBER SUPPORT	£23,105	£24,752	93%	£29,702	£29,326	99%
TWINNING	EXPENDITURE	£3,905	£3,450	113%	£4,140	£3,974	96%
COMMUNICATIONS	EXPENDITURE	£52,421	£49,503	106%	£59,403	£63,249	106%
ARTS DEVELOPMENT	EXPENDITURE	£22,559	£23,990	94%	£27,635	£26,180	95%
DEVIZES LEISURE CENTRE	EXPENDITURE	£89,403	£63,489	0%	£84,653	£89,403	106%
TOWN CENTRE SERVICES	EXPENDITURE	£48,006	£70,642	68%	£86,800	£80,300	93%
CAPITAL	EXPENDITURE	£26,712	£78,500	34%	£91,000	£115,252	127%
DEVIZES TOWN COUNCIL	INCOME	£1,902,642	£1,937,056	98%	£2,097,711	£2,058,669	98%
	EXPENDITURE	£1,593,138	£1,735,450	92%	£2,097,711	£2,085,373	99%
	EXCESS OF INCOME OVER EXPENDITURE	£309,504	£201,606	154%	£0	£-26,704	92%

Group Name	Amount Proposed	Nature of Organisation	Purpose of Grant
Age UK Wiltshire	£ 500.00	Age UK Wiltshire is an independent, local charity providing support and services to older people living in Wiltshire and Swindon, something we've been doing for over 70 years	Information & Advice Service, which offers quality information and advice on a range of issues such as income maximisation, benefits claims, energy, community care, housing, and legal matters either by telephone or face-to-face via home visits.
Create Hope	£ 150.00	We are a charity offering emotional support to children, young people and families impacted by traumatic life events including domestic abuse, family separation, bereavement, bullying, addiction etc	We want to offer some short workshops for parents around managing their emotional responses and equipping their children. These workshops will give parents ideas, techniques and skills to take away and try at home. They will be emotional educational based workshops but delivered through experiential methods using play and creative therapy approaches
Devizes Air Training Corps	£ 385.00	The RAF Air Cadets offer young people exciting opportunities for personal and professional development. We're an inclusive organisation that cares about helping young people reach their potential	To update and improve the squadron flight simulator. With the reduction in live flying for our cadets, simulator training has become a core method of providing flight experience.
Devizes Canoe Club	£ 500.00	Devizes Canoe Club aims to make a positive contribution to the local community by providing inclusive recreational, social and competitive opportunities and facilities to enable all members to participate in healthy activity and to develop and achieve their personal goals in paddlesport	If successful with the town council grant, we would use the funding to train an additional Paddlesport instructor.
Devizes Guides & Rangers	£ 400.00	Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community	Taking Guides (age 10-14) and Rangers (age 14-18) to GLOW, an event where they will experience a range of activities and meet other girls from across the South West
Devizes LGBTQ+	£ -	A safe space for people in and around Devizes to share their pride. With community meetings & events.	Devizes Pride - Providing entertainment, stalls, family friendly fun and awareness for the LGBTQ+ community, whilst remaining open for small businesses and charities to provide information/sell goods via a stall. Entertainment provided to attract people to the event.
FearFree	£ 300.00	FearFree in Wiltshire brings together services for victims of Domestic Abuse and their families, providing a full range of services with a single, easy to use access point.	Devizes Crisis Fund - supports our clients who have sadly reach the point of crisis, which ensures those whom are fleeing abusive relationships are safe and have all the essential items required to begin rebuilding their lives.
Mind Tree Café CIC	£ 300.00	Not for profit community enterprise situated within Rowde - set up to promote health and well-being in a variety of ways. We will provide low cost counselling, outdoor activities, clubs, groups, arts and crafts, meditation, exercise and employment and volunteer opportunities	Providing low-cost counselling services to the residents of Devizes and the surrounding area, this is a long-term project, spanning years. Clients can self-refer or may be referred via the town's GP surgeries.
Park Yoga	£ 250.00	Park Yoga is a charity that provides free community yoga sessions around the UK. All are welcome; regardless of age, background or ability.	Continue to run sessions in Devizes in 2024. Due to Park Yoga being delivered outdoors, sessions will run from 5th May – 22nd September 2024.
Read Easy	£ 100.00	Our goal is for all adults in the UK to have the reading skills they need to fulfil their potential and live life to the full. We offer free, one-to-one coaching to adults who want to learn to read via our trained volunteer Reading Coaches.	There are 4 Devizes residents who are being supported to learn to read by local volunteer coaches by meeting twice weekly. A grant will enable us to continue to support the existing 'reading pairs', provide them with the resources they need to continue to learn and potentially enrol new readers onto the scheme and recruit, train and support new volunteer coaches.
Waiblingen Way Community Garden and Residents Group	£ 300.00	The Community Garden was set up by a group of local volunteers with the aim of bringing together neighbours, making the area we live in more inviting & encouraging improved physical & mental health, and helping to provide good nutritious food for the disadvantaged across the community.	A grant would help to fund continuous activity in the garden which is open 365 days to all those who wish to visit, it would also help us continue to deliver approximately six subsidised programmes of event days that we lay on throughout the year for the benefit of the community.

£ 3,185.00



*% 3 Great Western Close, Devizes SN10 1AQ
Tel: 07850 193494; email: enventure@sky.com*

**The Town Clerk
Devizes Town Council
Town Hall
St John's Street
Devizes SN10 1BN**

For the attention of Mr Simon Fisher

29 January 2024

Dear Mr Fisher,

ST MARY'S CHURCH - APPLICATION FOR A GRANT

As you and many of your colleagues are aware, the Trust has been working steadily towards the church's regeneration as a community hub for exhibitions and musical and other performances. The landmark achievements were the grant of planning permission three years ago and diocesan approval for initial changes to the church - re-siting of the organ loft, removal of pews and floor and utilities improvements and the installation of 'bleachers' style seating. In the longer term, additional facilities will be built to the rear of the church to facilitate administration, provide toilets and catering facilities, as well as changing facilities for performers.

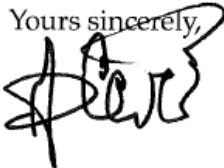
Currently, the church is having its roof repaired - substantial project costing in the order of £500,000 provided by the Poor Lands Trust, and some additional repairs to the tower structure. In order to consolidate the planning permission, initial groundworks to provide additional services to the church was also started and it is anticipated that the church will become available again for events in the second quarter of 2024.

As part of the continuing preparations for use, the Trust is seeking assistance with the cost of providing some additional facilities. Estimates are attached for the costs of these items and they are as follows:

- outside pathway lighting for added security and safety, in the sum of £2830, inc VAT at 20%. This work can conveniently be carried out at the same time as the excavations for other utilities.

- a hearing loop for enhanced audience / congregation enjoyment and audio visual equipment to enable community, broadcasting (live streaming of events), in the sum of £10500 inc VAT at 20%
- a cycle rack. This may be a unit for up to four bikes or, may, according to the final siting, be individual units. We believe that a sum of £400, including provision for installation is appropriate.

We would be grateful if the Town Council would consider a grant of £15 000 to cover these costs and provide a small sum for contingencies?

Yours sincerely,


Nigel Carter
Trustee, St Mary's Devizes Trust