



DEVIZES TOWN **COUNCIL**

You are summonsed to attend a meeting of the Devizes Town Council Committee at the following, place and date.

Date: 25 June 2009

Time: 7.00 pm

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

Enquiries: Town Hall - Tel: 01380 722160

Chairman: The Town Mayor (Councillor Leighton)

Councillors:	Beinhorn	Mrs Burton	Callow
	East	Evans	Mrs Evans
	Gagen	Gudgeon	Hopkins
	Nash	Parsons	Smith
	A R Taylor	Mrs Taylor	C S Winchcombe
	Mrs Winchcombe		

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meetings of the Council held on the 14 May 2009.

2. APOLOGIES FOR ABSENCE

3. DISCLOSURE(S) OF INTEREST

To receive any disclosures by a Councillor(s) and/or Officers in matters to be considered at this meeting in accordance with the provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

4. To receive announcements and communications.
5. To answer questions (if any) under standing order No. 15.

6. MINUTES OF MEETINGS FOR INFORMATION

Since the last meeting of the Council on 14 May 2009 the following Committees have taken place whose minutes have been approved as a correct record and signed by the appropriate committee chairman.

The minutes of these meetings have been previously circulated to all members.

COMMITTEE NAME	COMMITTEE DATE
Planning	12 May 2009
Planning	26 May 2009
Community & Civic Resources	28 April 2009
Community & Civic Resources	26 May 2009
Recreation & Properties	12 May 2009

NOTE: Before dealing with the next item (No 7) the Council will wish to consider whether or not to suspend Standing Order No 5 (members to stand when speaking). If the Standing Order is to be suspended, it must be done by way of a proposition, duly seconded and carried.

7. REPORT FOR INFORMATION - PROJECT LIST

The project list for this meeting has not be included as there has been very few items progressed due to the considerable amount of officer time spent working on the Hillworth Park Lottery bid.

It is anticipated that the Lottery Bid will be submitted by the end of June, releasing officers to progress other projects.

8. REPORT FOR DECISION - ANNUAL STATEMENT OF ACCOUNTS 2008/2009

Recommendation

To adopt the Statement of Accounts for the year ending 31 March 2009.

Purpose of the Report

To adopt the Statement of Accounts for the year ending 31 March 2009

Background

The accounts are distributed separately to this agenda. A commentary on the accounts will be tabled at the meeting.

Members with specific questions should contact officers prior to the meeting in order for their specific query to be answered.

Options Considered

The Council are recommended to adopt the Statement of Accounts for the year ending 31 March 2009.

Implications & Risks

Financial and Resource Implications

Officers are not aware of any financial or resource implications

Legal Implications and Legislative Powers

The Council are bound by legislation to adopt the statement of accounts by the required date.

Environmental Implications

Officers are not aware of any environmental implications

Risk Assessment

Failure to adopt the statement of accounts could result in the auditor giving a qualified report.

Crime and Disorder

Officers are not aware of any implications with regard to crime and disorder.

9. REPORT FOR DECISION – ADOPTION OF THE STATEMENT OF CORPORATE GOVERNANCY

Recommendation

To adopt the draft Statement of Corporate Governance.

Purpose of the Report

For the Council to consider and adopt the Statement of Corporate Governance.

Background

Each year the council is required to produce an Annual Governance Statement setting out its commitment to Openness, Integrity and Accountability. Set out in Doc 9/1, which is issued alongside this agenda, is a statement setting out the Town Council's current approach to delivering the objectives of good corporate governance.

Options Considered

The Council needs to decide if it wishes to adopt the Corporate Governance Statement as laid out or if it wishes to make any amendments.

Implications & Risks

Financial and Resource Implications

The financial and resource implications are inline with the budgetary provision already made.

Legal Implications and Legislative Powers

Officers are not aware of any legal implications.

Environmental Implications

The policy is intended to reduce the impact of the Council on the environment in terms of climate change.

Risk Assessment

There are no obvious risks 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 – AGREEMENT TO UNDERWRITE ANY SHORTFALL IN FUNDING FOR HILLWORTH PARK PROJECT

Recommendation

To agree the principle of underwriting any shortfall in funding for the Hillworth Park project.

Purpose of the Report

To agree the principle of underwriting any shortfall in funding for the Hillworth park project.

Background

The Hillworth Park project is the subject of a Heritage Lottery Fund bid which is due for submission on 29 June 2009. The bid is worth £1.2million with the Council making a contribution of some £600,000 over a 10 year period. There is a shortfall in funding of some £50,000 which is intended to be raised from other partners.

There are a number of grant funders who are very interested in the project and think that an application would be welcomed and successful, however, they are 'last brick' funders which means that the project needs to be nearing completion before they will make an award.

The Heritage Lottery fund require that all funding is in place, or is at least underwritten to ensure that any funding it makes would not be compromised.

Officers are confident that the additional funding will be raised from a number of sources, however, to ensure that successful Heritage Lottery Fund bid, an undertaking to underwrite the shortfall is required.

Options Considered

That the Council agrees to underwrite any shortfall in funding to ensure the completion of the Hillworth Park Project

Implications & Risks

Financial and Resource Implications

If the additional funding cannot be found, there will be a significant financial implication for the council. However, officers are confident that the funding will be forthcoming from a number of sources.

Legal Implications and Legislative Powers

Funding is in respect of a park and recreation project which is provided for by the 1875 Public Health Act and scheme 14 of the Local Government Act 1972

Environmental Implications

Officers are not aware of any environmental implications.

Risk Assessment

If the funding is not underwritten, there is a high risk that the lottery bid will fail. It is unlikely that this shortfall will need to be met by the Council as officers are confident that the additional funding can be sourced.

Crime and Disorder

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

11. REPORT FOR DECISION – SUBMISSION OF HILLWORTH PARK HERITAGE LOTTERY FUND BID

Recommendation

To agree the submission of the Hillworth Park bid to the Heritage Lottery Fund's 'Parks for People' programme.

Purpose of the Report

To agree the submission of the Hillworth Park bid to the Heritage Lottery Fund's 'Parks for People' programme.

Background

Devizes Town Council were successful in securing a stage 1 pass in its submission to the Heritage Lottery Fund's 'Parks for People' programme.

Officers are now completing the final elements of the stage 2 submission to claim the ring fenced funding that is allocated to the Hillworth Park project, subject to the stage 2 bid delivering on all the elements required.

It is necessary for the Council to formally agree the submission of the bid.

The main application will be dispatched under separate cover whilst the supporting documents are available on request. The bid comprises

The application form together with

- A – Evidence of Community Involvement
- B – Information about visitors and non-visitors
- C – Audience Development Plan
- D – Training Plan
- E – Volunteer Action Plan
- F– Specialist Survey Results: Ecological Survey, Tree Survey, Disability Access Survey, Police Architect Liaison Advice
- G – Final Master Plan
- H – Detailed Designs for Conservation & Capital Works
- I – Detailed Designs for all Park Furniture
- J – Evidence of Community & Specialist Support
- K – Schedule of Capital Costs
- L – Schedule of Revenue Costs
- M – Business Plan
- N – 10-Year Management & Maintenance Plan
- O – Timetable
- P – Job Specifications
- Q – Procurement Strategy
- S1 – Access Plan
- S2 – Costed Review of Measurement of Success
- S3– Partnership Funding
- S4– Statutory Approvals

Options Considered

The Council are recommended to agree the stage 2 submission to the Heritage Lottery Fund's 'Parks for People' programme in respect of Hillworth Park.

Implications & Risks

Financial and Resource Implications

Failure to submit the bid by 30 June would jeopardise the application for £1.2million external funding to restore and improve Hillworth Park.

Legal Implications and Legislative Powers

Funding is in respect of a park and recreation project which is provided for by the 1875 Public Health Act and schedule 14 of the Local Government Act 1972.

Environmental Implications

Officers are not aware of any environmental implications.

Risk Assessment

The bid needs to be submitted by 30 June 2009 or the application will fail resulting in a loss of external funding to restore and improve Hillworth Park.

Crime and Disorder

The proposals outlined in the bid have been developed in conjunction with the Police Architect Liaison Officer to ensure that the Council has considered any implications under Section 17 of the Crime and Disorder act 1998.

12. REPORT FOR DECISION – ADOPTION OF TRAINING & DEVELOPMENT POLICY

Recommendation

To adopt the draft Training & Development Policy.

Purpose of the Report

For the Council to consider and adopt the draft Training & Development Policy.

Background

A policy for promoting and allocating resources for training and development has been developed.

Options Considered

The Council needs to decide if it wishes to adopt the Training & Development Policy, Doc 12/1, which is issued alongside this agenda, as laid out or if it wishes to make any amendments.

Implications & Risks

Financial and Resource Implications

Each year the Council make resources available for training of staff and councillors.

Legal Implications and Legislative Powers

Officers are not aware of any legal implications.

Environmental Implications

There are no environmental implications associated with this policy.

Risk Assessment

There are no obvious risks 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 – ADOPTION OF PROCUREMENT STRATEGY

Recommendation

To adopt the draft procurement strategy

Purpose of the Report

For the Council to consider and adopt the draft procurement strategy

Background

A strategy for procurement has been drafted – Doc 13/1, which is issued alongside this agenda, refers.

Options Considered

The Council needs to decide if it wishes to adopt the procurement strategy as laid out or if it wishes to make any amendments

Implications & Risks

Financial and Resource Implications

The procurement strategy further supports a robust financial regulation contained within standing orders

Legal Implications and Legislative Powers

The draft report takes into account any legislative duties required in procurement

Environmental Implications

The procurement strategy takes account of the Environmental Procurement Policy to ensure that environmental considerations are embedded in the procurement process

Risk Assessment

The procurement strategy further protects the organisation to ensure good value in procurement whilst considering other factors

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 – ADOPTION OF ENVIRONMENTAL POLICY

Recommendation

To adopt the draft environmental policy.

Purpose of the Report

For the Council to consider and adopt the draft environmental policy.

Background

A policy for reducing the council's impact on the environment has been drafted – Doc 14/1, which is issued alongside this agenda, refers.

Options Considered

The Council needs to decide if it wishes to adopt the environmental procurement policy as laid out or if it wishes to make any amendments.

Implications & Risks

Financial and Resource Implications

There may be occasions where there may be increased financial and resource implications to ensure that the Council is able to deliver on its commitments on environmental concerns.

Legal Implications and Legislative Powers

Officers are not aware of any legal implications.

Environmental Implications

The policy is intended to reduce the impact of the Council on the environment in terms of its procurement process.

Risk Assessment

The procurement strategy further protects the organisation to ensure good value in procurement whilst considering other factors.

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. REPORT FOR DECISION – ADOPTION OF ENVIRONMENTAL PROCURMENT POLICY

Recommendation

To adopt the draft environmental procurement policy.

Purpose of the Report

For the Council to consider and adopt the draft environmental procurement policy.

Background

A strategy for environmental procurement has been drafted – Doc 15/1, which is issued alongside this agenda, refers.

Options Considered

The Council needs to decide if it wishes to adopt the environmental procurement policy as laid out or if it wishes to make any amendments.

Implications & Risks

Financial and Resource Implications

There may be occasions where there may be increased financial and resource implications to ensure that the Council is able to deliver on its commitments on environmental concerns.

Legal Implications and Legislative Powers

Officers are not aware of any legal implications.

Environmental Implications

The policy is intended to reduce the impact of the Council on the environment in terms of its procurement process.

Risk Assessment

The procurement strategy further protects the organisation to ensure good value in procurement whilst considering other factors.

Crime and Disorder

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

16. REPORT FOR DECISION – ADOPTION OF CLIMATE CHANGE POLICY

Recommendation

To adopt the draft Climate Change Policy.

Purpose of the Report

For the Council to consider and adopt the Climate Change Policy.

Background

A policy for reducing the council's impact on climate change has been drafted – Doc 16/1, which is issued alongside this agenda, refers.

Options Considered

The Council needs to decide if it wishes to adopt the Climate Change Policy as laid out or if it wishes to make any amendments.

Implications & Risks

Financial and Resource Implications

There may be occasions where there may be increased financial and resource implications to ensure that the Council is able to deliver on its commitments on environmental concerns.

Legal Implications and Legislative Powers

Officers are not aware of any legal implications.

Environmental Implications

The policy is intended to reduce the impact of the Council on the environment in terms of climate change.

Risk Assessment

There are no obvious risks 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.

17. TO PASS THE FOLLOWING SEALING RESOLUTION

THAT the Common Seal of the Council be affixed to or the Town Clerk do sign on behalf of the Council where appropriate any Orders, Deeds or Documents necessary to give effect to any of the matters and recommendations contained in the reports received and adopted at this meeting or other decisions of the Council thereat.

18. QUESTION TIME

At the Town Mayor's discretion members will be allowed a short period in which to put Questions on matters of concern to the Council which are not contained in the reports of matters formally considered by the Council at this meeting.

19. PUBLIC PARTICIPATION

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions addressed to the Chairman concerning the administration, function or responsibilities of the Council or upon a matter, which was the subject of debate at the meeting.

DEVIZES TOWN COUNCIL
25 MARCH 2009

A person may also be permitted to make a statement or address the Council upon a matter of concern to that person which is relevant to local government, or to the Council's administration or upon a subject, which may be of general interest 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.

Town Clerk