



Devizes Town Council

www.devizes-tc.gov.uk

Community & Civic Resources Committee

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

Date: **Tuesday, 23rd November 2021**

Time: Immediately following the Planning Committee Meeting

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

Enquiries: Town Hall - Tel: 01380 723333

The Town Mayor Councillor Gay

Chairman: Councillor East

Councillors: Bridewell

Geddes

Nash

Burton

Hopkins

Oliver

Corbett

Hunter

Rose

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 12th October 2021 and which have been circulated alongside the agenda.

2. APOLOGIES FOR ABSENCE

3. DISCLOSURE(S) OF INTEREST

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

4. PUBLIC PARTICIPATION

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the Council upon a matter of concern to that person which is relevant to the Council. A time limit of 5 minutes per person will be permitted, but this may be extended at the

Chairman's discretion and a maximum period of 20 minutes has been allocated by the Council for this item of business

5. REPORT FOR INFORMATION – SCHEDULE OF ACCOUNTS PAID

A Schedule of Accounts Paid is attached for information ([doc 5/1-3](#)).

6. NARRATIVE INCOME & EXPENDITURE ACCOUNT & KEY PERFORMANCE INDICATORS 2021/2022

See information attached ([Doc 6/1-2](#))

7. REPORT FOR INFORMATION - REPORTS FROM UNITARY MEMBERS

Due to work commitments, Councillor Wallis will provide a verbal report to members at the meeting.

8. REPORT FOR INFORMATION – WILTSHIRE MUSEUM GRANT

Following a request from the Wiltshire Museum ([Doc 8/1](#)) for the annual support grant, in October officers paid the Museum their 2020 and 2021 grants, totalling £8,000. The grants for both 2020 and 2021 were pre-approved by the Council when they set the budget and in anticipation of the backdated grant request, officers had accrued for last year's grant within the Council's accounts.

The museum also provided a link of the Wiltshire Archaeological and Natural History Society Newsletter, which sets out their current financial position and activities. [Click here..](#)

9. REPORT FOR INFORMATION - THE STRATEGIC SHAMBLES GROUP

At a meeting of this committee on the 12 October, the Strategic Shambles Group were given a number of tasks to progress and set out below is progress to date. The working party will continue to meet.

a	Restore the Outside Hanging Signs This has been completed	No Further Actions
b	More and Better Signage The working party were shown a mock-up of signage that Town Council officers had designed when the building was taken on. But there were concerns that it would not gain advertising consent on a listed building and therefore was not pursued.	It was agreed that the signage art work should be updated, then placed outside at the back of the building as temporary signage.

c	<p>Improvements to the website and promotion by DTC of the Shambles Indoor Market</p>	<p>Officers have been making regular social media posts on many of the Shambles traders.</p>
d	<p>Strategy for Getting More Traders The working party were advised that officers have been working on a strategy to improve the flexibility of the building to attract more traders, but these plans were currently on hold. Officers went on to explain about trends in markets nationally and the challenges being met by Market Authorities.</p>	<p>It was agreed that more work was needed but members hoped that these quick-win projects would support the Shambles to attract more traders. Members will continue to meet to progress this.</p>
e	<p>Maintaining then Replacing the Previous Tables The working party were advised that the current tables were a replacement for the tables which the Council inherited when it took the building on. There had been some pressure from traders to replace the old tables, as they were in a poor state of repair, very heavy and very shabby. Most of the former tables have been scrapped as they were dangerous with loose tops and failing welds.</p>	<p>With the most of the original tables being scrapped and replaced due to their very poor condition it is not possible to bring them back. There was also a general agreement that it was no benefit replacing the current tables again as the tables provided are fit for purpose and there is not a better alternative.</p>
f	<p>Installing a better fume extractor Officers presented a quote for a professionally installed commercial kitchen extractor, which does have cost implications. It was noted that as the purpose of the extractor is to move larger volumes of air, there will probably be noise implications and there is no guarantee that it will solve the problem, as food is carried away from the cooking areas and therefore away from the reach of the extractor.</p>	<p>It was agreed that officers would seek confirmation from the listed planning officer whether the external chimney that will be needed will require listed planning consent. <i>Cost. £4681 + VAT</i></p>
g	<p>Provide Shelving and Other Display Media Officers sought further clarification about what this meant, as they were unclear.</p>	<p>The working party felt this meant some form of picture rail although ethically there was a concern that a</p>

		<p>Victorian parlour adornment would look out of place in a former meat market. On visiting the Shambles there was a discussion around using some existing fittings to add some hanging poles which would lessen the impact on the fabric of the building and its aesthetics - officers to discuss with the listed planning officer. There was also some concern that it may conflict with item (i), which would also require some wall hanging space.</p>
<p>h</p>	<p>Deep Cleaning now and periodically Officers presented quotes to the working party for various works.</p>	<p>On visiting the building, it was agreed that the cost needed to be kept down and therefore the cleaning should be limited to the lower walls and the floor. It was also agreed that the work would be done during a working day, so the building would need to be closed for a day, in consultation with traders.</p> <p>It was noted that the contractor had highlighted that with the nature of the floor it may not look any different once the work had been completed.</p>

		<p><i>As an update, this is scheduled for Wednesday 24th November.</i></p> <p>Cost £2835+VAT</p>
i	<p>Adding History of Devizes Boards Officers were unclear how this would be achieved and what information was wanted.</p>	<p>The working party advised that they believed that David Dawson at the Museum had display material that may be suitable. It was agreed that officers would make contact with David Dawson to better understand what may be available to borrow and how it could be fixed to the building. It would then inform if there is any conflict with item (g).</p> <p><i>Officers met with David Dawson 10th November however due to illness this could only be via Zoom. It is planned to visit the museum shortly to see the signage and understand better how this might work in the building.</i></p>
j	<p>Establish a Tourist Information Office at the centre of the Shambles Officers sought clarification on what was meant by this, as the term infers a manned information facility</p>	<p>The working party agreed that at this time it was more a rack of information inside the building. There was a discussion about the benefits of it being inside the office space or in the walk way, but</p>

		<p>whatever is finally agreed, signage would be key. Officers agreed to contact the Museum as they currently have a local information point for some advice.</p> <p><i>As with the above item this was discussed but agreed a site meeting would be helpful before progressing.</i></p>
k	Traders Toilets not maintained	<p>The working party visited the toilets, which are specifically for traders, and agreed they were fit for purpose, and given they had not been cleaned following the day's trading, felt that even in that condition, no action was needed other than monitoring their cleanliness.</p>
	First Aid Kit	<p>It was noted that a new first aid kit has been fitted to the outside of the office but there was also a an accessible one inside the office. No further action needed,</p>

10. REPORT FOR DECISION - COMMUNITY GRANT AWARDS, SEPTEMBER 2021

Recommendation

That the Community and 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

This year five applications for funding were received during the first round of grant applications.

At the meeting of the Council held on the 25th of May 2021 it was agreed to convene a cross party representational working party to consider all of the applications. Members of the working party were circulated by email and a recommendation was agreed that the following awards be made:

Applicant	Brief Description of application	Amount of grant recommended
DOROTHY HOUSE HOSPICE CARE	Provision of bereavement support for those who have lost a loved one.	£250
NORTH WESSEX DOWNS LANDSCAPE TRUST	Environmental, social and economic benefits for the landscape	Nil
PLOT 35 DEVIZES	Community group using gardening and connecting with nature to help those suffering from social isolation	£100
WILTSHIRE SIGHT	Provide those living with Sight Loss in Wiltshire access to local support services	£250
YOUTH ADVENTURE TRUST	Support to vulnerable young people aged 11-16 to take part in outdoor adventure activities	Nil

Implications & Risks

Financial and Resource Implications

A budget is set aside each financial year for the purposes of allocating general/community grants. For 2021/2022 this was set at £5,000 with £1,500 having been allocated to date leaving £3,500 remaining unallocated. Any remaining amount after this first round of allocations will remain in this budget heading to accommodate the second round of applications.

Legal Implications and Legislative Powers

The statutory provision (section 137) enables a local council each year to spend up to an amount of £5.40 per local government elector listed in the Register of Electors on anything, which in the Council's opinion is in the interest of all or some of the inhabitants.

Environmental Implications

Officers are not aware of any environmental issues arising from this report.

Risk Assessment

Officers are not aware of any risks arising from this report other than 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.

11. REPORT FOR DECISION – COUNCIL TRUSTEE FOR THE DEVIZES ALMSHOUSE CHARITY.

Recommendation

That the Committee considers a request to appoint a non-councillor as the Council's representative to sit on the Devizes Almshouse Charity.

Purpose of the Report

To decide if the Council wishes to appoint a non-councillor as the Council's representative to sit on the Devizes Almshouse Charity.

Background

At the last meeting of the Community & Civic Resources Committee on the 12th October, members were advised that the tenure for Council's nominated representative on the Almshouse Charity is due for renomination. In 2013 the Council decided to appoint a non-councillor, Miss Freda Tumber, and she has now served two four-year terms as its Trustee.

The Committee was further advised that at the time of the meeting, Miss Tumber had confirmed to the charity that she is happy to continue in the role and therefore the charity is seeking confirmation that the Council is happy to appoint her.

Miss Tumber was unable to provide the Committee with any supporting information at the last meeting due to her being away and therefore the Committee agreed to defer the decision until this meeting to give her time to do so. That supporting information has now been provided and is attached at ([Doc 11/1](#)).

Options Considered

The Committee needs to agree if it wishes to select Miss Tumber as the Council's representative for the Almshouse Charity or to make an alternative appointment.

Implications and Risks

Financial and Resource Implications

Officers are unaware of any financial or resource implication for the Council associated with this decision

Legal Implications and Legislative Powers

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

Environmental Implications

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

Risk Assessment

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

Crime and Disorder

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

12. REPORT FOR DECISION – COMMUNICATIONS WORKING PARTY MEMBERSHIP

Recommendation

That the Committee selects a member of the Council to fill the vacant seat on the Communications working party.

Purpose of the Report

To agree which Councillor will fill the vacant seat on the Communications working party.

Background

Following the untimely death of Councillor Parsons, this has left a Conservative vacancy on the Communications working party, which needs to be filled.

Officers are keen that the post is filled as soon as possible, as recent changes to the software platform on which the current Town Council website sits has meant that much of the current functionality no longer works, and therefore we plan for its replacement as soon as possible.

The easy option would be for officers to agree the migration of the current website to a new platform, but to officers this seems a missed opportunity to undertake a major review of the site and its purpose; therefore, officers are keen to work with the Communications working party to review the Council's current web presence, so that some possible suggested changes could be brought back to the Council for agreement.

Historically the Communications working party has been made up with representation from each party on the Council, including independents.

The current working party has the following members

Guardians – Cllr Geddes
Conservatives – Vacant
Independent – Cllr Hopkins
Labour – Cllr Brown

Options Considered

The Committee needs to agree which Councillor should fill the current vacancy on the Communications working party.

Implications and Risks

Financial and Resource Implications

At this time Officers are unaware what the financial or resource implications are for the Council, associated with this decision.

Legal Implications and Legislative Powers

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

Environmental Implications

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

Risk Assessment

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

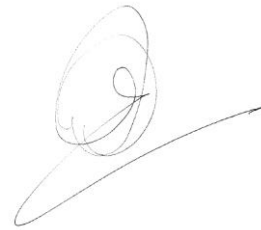
Crime and Disorder

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

13. 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								
23RD NOVEMBER 2021								
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL	PAYMENT METHOD	PAID	
Direct Debit Payments								
1	POSTED	WILTSHIRE COUNCIL	Non-Domestic Rates - All Areas - (2021 / 2022)		3565.00		D/D	
2	27747/27827/27898/27980	ALLSTAR	Petrol and Diesel for Park Vehicles incl Mowers - (2 Months)	122.85	737.11		D/D	
3	27877 / 27981	RHM TELECOMMUNICATIONS LTD	Monthly Telephone Call Charges - (2 Months)	112.02	672.12		D/D	
4	27828 / 27908	EE	Mobile phone for Parks (Monthly) - (2 Months)	4.20	25.18		D/D	
5	27829 / 27982	VODAFONE LTD	Venues Mobile Work Phone & Market Mobile Phone - (2 Months)	7.43	44.59		D/D	
6	27830-27833/27983-27985	BRITISH GAS	Elect Bill - T/Hall, C/Ex, St Marys Clock, Green Toilets - (08/08/2021-15/10/2021)	480.41	2927.71		D/D	
7	27748/27834-36/27878/27986-87	BRITISH GAS	Elect Bill -Park Centre, Shambles & Cemetery Lodge - (01/08/2021-01/11/2021)	454.19	2748.30		D/D	
8	27837 / 27879 / 27988	SSE	Gas Bill - New Park Street & Corn Exchange - (12/06/2021 - 03/11/2021)	11.34	221.17		D/D	
9	27838 / 27989	SSE	Elect Bill-Steet Lights -(29/06/2021-01/11/2021)	3.98	83.75		D/D	
10	27839 / 27990	PEAC (UK) LTD	Telephone Lease Rental & Annual Service Fee - (2 Months)	39.64	237.86		D/D	
11	27749-27753/27899-27903	BNP PARIBAS LEASING SOLUTIONS LTD	Lease of 5 Kubota Vehicles - (2 Months)	830.94	4985.72		D/D	
12	27754-27756/27904-27906	MERCEDES-BENZ FINANCE	Lease of 3 Parks vans - Reg WS190VW & WN200KE & WN70JZT - (2 Months)	537.12	3222.70		D/D	
13	27840 / 27991	ACCESS UK LTD	Process Payroll on a Monthly Basis (2 Months)	50.91	305.47		D/D	
14	27757 / 27907	HITACHI CAPITAL	Lease Rental and Document Fee for Electric Vehicle - Parks Dept. (2 months)	76.00	456.00		D/D	
15	27841 / 27992	BARCLAYCARD MERCHANT	Charges for Electronic Pin Machine (Park Café) & (Town Hall) - (2 Months)	0.96	206.17		D/D	
16	27911-27912	ELAVON MERCHANT SERVICES	Charges for Electronic Pin Machine (Park Café) & (Town Hall) - (1 Month)	1.98	92.31		D/D	
17	27993-27994	RETAIL MERCHANT SERVICES	Membership fee for Electronic Pin Machine -Park Café & Town Hall (01/09/21-29/10/21)	1.92	11.50		D/D	
18	27842	KINCH FUEL OILS LTD	Gas Oil Tank Re-Filled - Parks	71.80	1507.86		D/D	
Government Procurement Card Transactions								
19	27843	FOUR SQUARE HEALTHCARE LTD	Defibulator Pads	28.94	173.64		Credit Card	
20	27844	FASTHOSTS	Charges for Professional Mailbox - Sept. 2021 (Monthly)	1.32	7.91		Credit Card	
21	27845	VISTAPRINT	Business Cards - Mike Aiston		17.99		Credit Card	
Cheque & BACS Payments								
22	27824	SSE	Gas Bill - Town Hall - (16/06/2021 - 31/08/2021)	191.28	1147.69		Chq 706401	07/10/2021
23	CB	INLAND REVENUE	PAYE / NI - September 2021		9414.62		Chq 706402	"
24	27825	DDP TRADING LTD - CCTV	CCTV Grant - Oct to Dec 2021		6500.00		BACS	08/10/2021
25	27762	ROSES	General Stores for Parks	6.33	37.98		BACS	15/10/2021
26	27763-27764	T H WHITE INSTALLATION LTD	Service on Fire & Intruder Alarm Systems - Corn Exchange	45.66	273.92		BACS	"
27	27765 / 27806	VIKING PAYMENTS	Stationery - Office / Wall Planners - Venues, Parks & Office	21.97	131.78		BACS	"
28	27807-27809	ANNIE'S CATERING LTD	Catering for Functions - (Rechargeable)		1802.36		BACS	"
29	27766	GLASDON UK LTD	Litter Bins with Logo - Parks	134.31	805.87		BACS	"
30	27767	AVON & WILTS. MENTAL HEALTH PART. NHS TRUST	Rental for Green lane Playing Fields - April - September 2021		1324.50		BACS	"
31	27768-27769	WILTSHIRE COUNCIL	Annual Fee for Club Premises - Venues		475.00		BACS	"
32	27770 / 27810-27812	CMD RECRUITMENT LTD	Recruitment charges for Venues Cleaner & Community Engagement Manager	679.36	4076.17		BACS	"
33	27771	ALL IN ONE CATERING AND BARS	Cava, Orange Juice, Tea & Coffee - Wake - (Rechargeable)	50.23	301.40		BACS	"
34	27772-27773	SHREWTON LAUNDRY	Cleaning of Dust Mats & Tablecloths- Town Hall	22.46	134.78		BACS	"
35	27774 / 27813-27815	YATE SUPPLIES	Miscellaneous Products - Venues & Toilets	117.00	702.00		BACS	"
36	27775	CATERFIX KITCHENS LTD	Clear blockage in Coffee Machine at Hillworth Park Cafe	12.00	72.00		BACS	"
37	27776	SIMON CHURCH ELECTRICAL CONT. LTD	Repairs to the power failure to the bar area in the Exchange Nightclub		102.50		BACS	"
38	27777-27780	STONEHILL OFFICERIGHT BUS. SOLUTIONS LTD	Stationery - Office / Diaries - Venues, Parks & Office	13.33	123.55		BACS	"
39	27781-27782	KEW (ELECTRICAL DIST) LTD	Light candles & Tubes - Venues	13.60	81.62		BACS	"
40	27783	PHS GROUP	Fresheners, Sanitary etc - Venues	55.11	330.64		BACS	"
41	27784	COMMUNITY FIRST	Devises Town Council Community Survey	60.00	360.00		BACS	"
42	27785-27786	GRIST ENVIRONMENTAL LTD	Waste & Recycling Collection & Bin Hire - Hillworth Park, Venues & Parks	854.36	5126.10		BACS	"
43	27816	MARTIN WALKER ESTATE AGENTS LTD	Commercial Portfolio Management - Commercial Professional Services (01/07/21 - 30/09/21)	681.75	4090.48		BACS	"
44	27787	CLIFTON COFFEE	Coffee, Tea & Chocolate - Hillworth Park Café (Rechargeable)		61.52		BACS	"
45	27817	SMART INTEGRATED SOLUTIONS LTD	Annual Support & Maintenance Charge for service provided for Intruder & Hold-Up Alarms - T/Hall	110.80	664.80		BACS	"
46	27788-27793	HUNTS FOODSERVICE LTD	Stock for parks café (Rechargeable)	133.87	976.23		BACS	"
47	27794	HENRICH HARDWARE LTD	Various items for Parks & Venues	1.83	11.00		BACS	"
48	27818-27819	I DO WEDDINGS - MISS H L PINKETT	Chairs Covers & Sashes - Wedding Events - (Rechargeable)		280.50		BACS	"
49	27795-27796	BWT UK LTD	Rental Charges for Water Machines - Venues (01/10/2021 - 30/10/2021)	20.70	124.20		BACS	"
50	27797	FLAGMAKERS	Devises Town Council Logo Flag	27.31	163.86		BACS	"
51	27798	OHM CLOTHING LTD	Polo Shirts - Venues Staff Uniform	9.13	54.79		BACS	"

COMMUNITY & CIVIC RESOURCES COMMITTEE
23rd November 2021

52	27799	ANDREA PELLEGRAM LTD	Policy Review - Devides Neighbourhood Development Plan		1797.00	BACS	"
53	27820	A N R MORRISON	First Interim Internal Audit 2021-22		300.00	BACS	"
54	27800-27801	LEIGH'S CATERING	Catering for Functions - (Rechargeable)		1040.40	BACS	"
55	27821	WATER2BUSINESS	Water Bill - Windsor Drive Standpipe - (03/09/2021 - 01/10/2021)		57.42	BACS	"
56	CB	WILTSHIRE PENSION FUND	Superannuation - September 2021		10897.69	BACS	"
57	27802	A J STONE CEMETERY SERVICES	Grave Digging - Cemetery (Rechargeable)		333.00	BACS	"
COMMUNITY & CIVIC RESOURCES							
23RD NOVEMBER 2021							
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL	PAYMENT METHOD	PAID
Cheque & BACS Payments							
58	27803	RYGOR COMMERCIALS LTD	Carry out service on Parks Sprinter Vehicle	51.90	311.40	BACS	"
59	27822	RM AGRICULTURAL SERVICES	Hire of Tractor & Hedgecutter - Parks Dept.	360.00	2160.00	BACS	"
60	27804	DEVIZES & DISTRICT CONSERVATION CLUB	Deposit for Room Hire for Christmas		50.00	BACS	15/10/2021
61	27805	CHRIS GOULDING	Performance for Children's Proms in Park Event		50.00	BACS	"
62	27823	DHF PRODUCTS LTD	Frame with Sign - Markets	25.00	149.99	BACS	"
63	27826	NABMA	NABMA Annual Conference event - 1 Delegate	50.00	300.00	BACS	"
64	CB	S LANDERGAN	Rent Deposit Refunded - 3 Little Brittox		4375.00	BACS	22/10/2021
65	27846-27849	ANNIE'S CATERING LTD	Catering for Functions - (Rechargeable)		3766.50	BACS	26/10/2021
66	27850	WILTSHIRE COUNCIL	Devizes Leisure Centre Quarterly Charge - Oct 2021 - Dec 2021		18052.09	BACS	"
67	27851-27853	CMD RECRUITMENT LTD	Recruitment charges for Venues Asst & Parks Worker / Temp Cleaner for Venues	839.40	5036.39	BACS	"
68	27854-27855	ALL IN ONE CATERING AND BARS	Bar tabs & Drinks Packages for Wedding Events - (Rechargeable)	267.67	1606.00	BACS	"
69	27861	RICOH UK LTD	Photocopier Rental Charge - 30/09/2021 - 31/12/2021	79.49	476.95	BACS	"
70	27863	KENNET PRINT LTD	Receipt Pads for Markets	62.00	372.00	BACS	"
71	27864	GRIST ENVIRONMENTAL LTD	Waste & Recycling Collection - Allotment Plots	80.00	480.00	BACS	"
72	27867	MARTIN WALKER ESTATE AGENTS LTD	Professional Services Ref 14/15 Maryport Street	300.00	1800.00	BACS	"
73	27868	AGILE HOSPITALITY SOLUTIONS LTD	Annual Renewal & Workstation Licence for Events 500	595.00	3570.00	BACS	"
74	27869	MANT LEISURE LTD	Final payment for Avon Road Play Area surfacing works	1787.80	10726.80	BACS	"
75		OHM CLOTHING LTD	Parks Staff Uniform - Various items - 50% payment required	234.45	1406.68	BACS	"
76	27870-27871	LEIGH'S CATERING	Catering for Functions - (Rechargeable)		318.92	BACS	"
77	27874	TECHNOLOGY WITHIN	Monthly Broadband for Shambles - Sept 2021	10.10	60.60	BACS	"
78	27875	WHEELERS (WESTBURY) LTD	Attend site and provide quotation for replacement pop up - Market Place	440.71	2644.25	BACS	"
79	27881	SWINDON ASBESTOS SURVEYING LTD	Asbestos Management Survey for 14/15 Maryport Street	59.00	354.00	BACS	"
80	27856-27858	YATE SUPPLIES	Miscellaneous Products - Venues & Superloos	8.21	49.24	BACS	27/10/2021
81	27859-27860	AMAC WINDOW CLEANING LTD	Window Cleaning & Bus Shelters / Hillworth Park Centre - October 2021	45.52	273.12	BACS	"
82	27862	STONEHILL OFFICERIGHT BUSINESS SOLUTIONS LTD	Stationery - Office	6.48	38.88	BACS	"
83	27865-27866	CARTRIDGE SHOP LTD	Inks Cartridges for Parks printer	21.88	131.15	BACS	"
84	27872	BIOPAC (UK) LTD	Combustible Green cups & Sleeves for Hillworth Café	23.31	139.85	BACS	"
85	27873	LOO OF THE YEAR AWARDS	Entry for loo of the year awards	33.60	201.60	BACS	"
86	27876	TELESHORE (UK) LTD	Bronze Memorial Tree Plaque - Cemetery (Rechargeable)	20.60	123.60	BACS	"
87	CB	WILTSHIRE ARCHEOLOGICAL & NATURAL HISTORY SOC	GRANT 2021-2022		8000.00	CHQ 706403	28/10/2021
88	CB	DTC PETTY CASH	DTC Petty Cash for September & October 2021	21.12	381.11	CHQ 706404	"
89	27883	CLIFTON COFFEE	Tea & Coffee - Hillworth Park Café (Rechargeable)		42.70	BACS	29/10/2021
90	27884-27888	CHAPPLE & JENKINS	Stock for parks café (Rechargeable)		238.29	BACS	"
91	27889-27897	HUNTS FOODSERVICE LTD	Stock for parks café (Rechargeable)	277.98	2187.25	BACS	"
92	CB	PCC ST. JOHN	Agreed payment for Parish to take over bills for St Mary's Clock		100.00	CHQ 706405	"
93	27976-27979	BRITISH GAS	Gas Bill -Town Hall - (01/01/20-01/10/21) & Electric Bills - 14 Maryport Street - (30/09/21-14/10/21)	2.96	62.54	BACS	03/11/2021
94	CB	INLAND REVENUE	PAYE / NI - October 2021		11901.67	CHQ 706406	08/11/2021
95	CB	CASH	Messenger Delivery		569.80	CHQ 706407	"
96	27925-27926	ORCHARD COMPUTER SERVICES	12 Months Maintenance Agreement - Silver Cover / SonicWall Firewall Renewal	878.20	5269.20	BACS	11/11/2021
97	27963-27964	CONSERVATION CONTRACTORS LTD	Reduce Silver Birch Tree - Broadleaze Park & Dismantle Alter Trees to Ground level	140.00	840.00	BACS	"
98	27965	PKF LITTLEJOHN LLP	Professional Services - Ltd assurance review of Annual Gov & Account return y/e 31 March 21	400.00	2400.00	BACS	"
99	27913-27916	ROSES	General Stores for Parks / Christmas Lights for Business Trees / Tube lights for T/H Toilet	239.49	1436.94	BACS	12/11/2021
100	27917	T H WHITE INSTALLATION LTD	Replace light in basement disabled toilet & emergency lighting - Corn Exchange	65.64	393.86	BACS	"
101	27918	AWDRY, BAILEY & DOUGLAS LLP	Professional charges for lease of 14/15 Maryport Street	600.00	3626.00	BACS	"
102	27919-27921	BRITISH GAS	Final Electric Bills - 14 Maryport Street - (08/10/21-22/10/21)	2.20	46.33	BACS	"
103	27922	RANGEBOURNE PET CARE LTD	Bird seed for Park Aviary	21.82	130.94	BACS	"
104	27923	LISTER WILDER LTD	Blades for Kubota Collector - Parks	24.85	149.14	BACS	"
105	27924	RIALTAS BUSINESS SOLUTIONS LTD	Annual Support & Maintenance Contract for Planning & Allotment Software	67.40	404.40	BACS	"
106	27927-27928	CMD RECRUITMENT LTD	Recruitment charges for Venues Cleaner / Temp Cleaner for Venues	242.42	1454.51	BACS	"
107	27929	AMMI FLOWERS LLP	Flowers from CUDS ref In Bloom & C Hazelwood - (Recharged)	15.00	90.00	BACS	"

COMMUNITY & CIVIC RESOURCES COMMITTEE

23rd November 2021

Income and Expenditure Account for Period to 31 October 2021

PREV YEAR ACTUAL	YTD ACTUAL	YTD BUDGET	+/ %AGE	YEAR END BUDGET	YEAR END FORECAST	+/ %AGE	
<u>Operating Income</u>							
132,995	109,565	72917	150%	125,000	187,826	150%	Shambles income outperforming previous year. Budget based on a sharp fall of income due to the pandemic
0	0	0	0%	0	0	0%	
341	0	0	0%	100	100	100%	
1,038,024	1,051,634	1052351	100%	1,052,976	1,051,747	100%	
8,000	0	0	0%	0	0	0%	
291,370	151,569	160481	94%	292,623	280,712	96%	
5,379	21,693	6883	315%	11,800	37,188	315%	2021/22 budget very conservative due to pandemic
19,288	43,303	12542	345%	21,500	74,234	345%	2021/22 budget very conservative due to pandemic
31,074	37,342	31501	119%	40,800	46,641	114%	Higher turnover than anticipated
39,388	28,909	27236	106%	46,690	52,186	112%	Income from grass cutting of Almshouse not budgeted in 2021/22
5,008	5,194	4083	127%	7,000	8,904	127%	Increased footfall resulting in better than anticipated use of facilities
0	1,666	0	0%	3,200	1,666	52%	50% discount offered to retailers
893	0	0	0%	847	847	100%	
54,293	35,652	32842	109%	56,300	61,118	109%	
10,701	0	0	0%	0	0	0%	
1,636,754	1,486,527	1,400,835	106%	1,658,836	1,803,168	109%	144,332
<u>Running Costs</u>							
65,520	39,548	46,899	84%	80,399	68,736	85%	Anticipated Rates charge for the Market Place has not been forthcoming
38,822	22,090	25,472	87%	43,666	37,869	87%	Allocation of salary costs and support Services recharge lower than anticipated
23,504	13,961	13,490	103%	23,126	24,493	106%	
810	1,943	3,434	57%	5,886	3,831	65%	Twinning event will not take place during 2021
8,979	3,300	6,140	54%	10,526	8,261	78%	Minimal spend in the cost centre YTD excepting salary recharge
30,112	21,465	21,901	98%	37,544	39,698	106%	
65,390	35,654	39,455	90%	67,637	64,373	95%	
6,052	12,173	12,500	97%	18,500	18,295	99%	
62,749	22,792	47,856	48%	88,610	54,638	62%	Nil Vacant Property provision.
13,599	8,879	20,660	43%	29,131	19,390	67%	Nil claim for Arts development grants year to date
92,283	51,163	54,309	94%	93,101	93,375	100%	
86,719	49,529	58,153	85%	99,690	104,272	105%	Underspends on water rates, general stores and licences
70,170	54,156	54,993	98%	73,325	72,208	98%	
67,095	53,071	46,879	113%	80,364	82,071	102%	Increased turnover therefore increased cost of sales
510,069	360,470	363,591	99%	623,299	616,048	99%	
73,780	38,227	51,916	74%	88,999	69,921	79%	Business rates no longer applicable to public conveniences
7,121	2,270	4,133	55%	7,085	5,896	83%	Cost of Christmas Trees not incurred to date
14,075	3,306	3,334	99%	20,087	20,040	100%	
46,504	22,306	30,314	74%	51,966	44,218	85%	Grave digger late in submitting invoices
69,866	40,333	39,008	103%	61,728	67,720	110%	Covid costs stated as free use of Ceres Hall with no budget provision
0	0	0	0%	0	0	0%	
13,054	15,131	36,667	41%	54,167	54,167	100%	Majority of Shambles refurbishment project yet to be incurred
1,366,273	871,767	981,103	89%	1,658,836	1,569,519	95%	89,317
143,908	6,830	0	0%	0	6,830	0%	
44,808	26,404	0	0%	0	26,404	0%	
				0	214,075		

<u>DEVIZES TOWN COUNCIL</u>	<u>FINANCIAL YEAR 2021/22</u>	<u>31.08.2021</u>	<u>31.08.2021</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	£109,565	£72,917	150%	£125,000	£187,826	150%
	EXPENDITURE	£39,548	£46,899	84%	£80,399	£68,736	85%
	EXCESS OF INCOME OVER EXPENDITURE	£70,017	£26,017	269%	£44,601	£119,089	267%
TOWN HALL	INCOME	£21,693	£6,883	315%	£11,800	£37,188	315%
	EXPENDITURE	£51,163	£54,309	94%	£93,101	£93,375	100%
	EXCESS OF EXPENDITURE OVER INCOME	-£29,470	-£47,426	62%	-£81,301	-£56,187	69%
CORN EXCHANGE	INCOME	£43,303	£12,542	345%	£21,500	£74,234	345%
	EXPENDITURE	£49,529	£58,153	85%	£99,690	£104,272	105%
	EXCESS OF EXPENDITURE OVER INCOME	-£6,226	-£45,611	14%	-£78,190	-£30,038	38%
PARK CAFÉ	INCOME	£37,342	£31,501	119%	£40,800	£46,641	114%
	EXPENDITURE	£53,071	£46,879	113%	£80,364	£82,071	102%
	EXCESS OF EXPENDITURE OVER INCOME	-£15,729	-£15,378	102%	-£39,564	-£35,430	90%
COMMERCIAL PROPERTIES	INCOME	£151,569	£160,481	94%	£292,623	£280,712	96%
	EXPENDITURE	£22,792	£47,856	48%	£88,610	£54,638	62%
	EXCESS OF INCOME OVER EXPENDITURE	£128,777	£112,625	114%	£204,013	£226,074	111%
PUBLIC CONVENIENCES	INCOME	£5,194	£4,083	127%	£7,000	£8,904	127%
	EXPENDITURE	£38,227	£51,916	74%	£88,999	£69,921	79%
	EXCESS OF EXPENDITURE OVER INCOME	-£33,033	-£47,833	69%	-£81,999	-£61,017	74%
CEMETERY	INCOME	£35,652	£32,842	109%	£56,300	£61,118	109%
	EXPENDITURE	£22,306	£30,314	74%	£51,966	£44,218	85%
	EXCESS OF INCOME OVER EXPENDITURE	£13,346	£2,528	528%	£4,334	£16,900	390%
CHRISTMAS TREES - BUSINESS	INCOME	£1,666	£0	0%	£3,200	£1,666	52%
	EXPENDITURE	£2,270	£4,133	55%	£7,085	£5,896	83%
	EXCESS OF EXPENDITURE OVER INCOME	-£604	-£4,133	15%	-£3,885	-£4,230	109%
CHRISTMAS FESTIVAL & LIGHTS	INCOME	£0	£0	0%	£847	£847	100%
	EXPENDITURE	£3,306	£3,334	99%	£20,087	£20,040	100%
	EXCESS OF EXPENDITURE OVER INCOME	-£3,306	-£3,334	99%	-£19,240	-£19,193	100%
COMMUNITY SPACES	INCOME	£28,909	£27,236	0%	£46,690	£52,186	112%
	EXPENDITURE	£360,470	£363,591	99%	£623,299	£616,048	99%
	EXCESS OF EXPENDITURE OVER INCOME	-£331,561	-£336,355	99%	-£576,609	-£563,862	98%
CIVIC & CEREMONIAL	INCOME	£0	£0	0%	£100	£100	100%
	EXPENDITURE	£3,300	£6,140	54%	£10,526	£8,261	78%
	EXCESS OF EXPENDITURE OVER INCOME	-£3,300	-£6,140	54%	-£10,426	-£8,161	78%
CORPORATE MANAGEMENT	INCOME (PRECEPT)	#####	£1,052,351	0%	£1,052,976	£1,051,747	100%
	EXPENDITURE	£35,654	£39,455	90%	£67,637	£64,373	95%
	EXCESS OF INCOME OVER EXPENDITURE	#####	£1,012,896	100%	£985,339	£987,374	100%
GREEN LANE	INCOME	£6,830	£0	0%	£0	£6,830	0%
	EXPENDITURE	£26,404	£0	0%	£0	£26,404	0%
	EXCESS OF EXPENDITURE OVER INCOME	-£19,574	£0	0%	£0	-£19,574	0%
COMMITTEE SERVICES	EXPENDITURE	£22,090	£25,472	87%	£43,666	£37,869	87%
MEMBER SUPPORT	EXPENDITURE	£13,961	£13,490	103%	£23,126	£24,493	106%
TWINNING	EXPENDITURE	£1,943	£3,434	57%	£5,886	£3,831	65%
COMMUNICATIONS	EXPENDITURE	£21,465	£21,901	98%	£37,544	£39,698	106%
GRANTS	EXPENDITURE	£12,173	£12,500	97%	£18,500	£18,295	99%
ARTS DEVELOPMENT	EXPENDITURE	£8,879	£20,660	43%	£29,131	£19,390	67%
DEVIZES LEISURE CENTRE	EXPENDITURE	£54,156	£54,993	98%	£73,325	£72,208	98%
TOWN CENTRE SERVICES	EXPENDITURE	£40,333	£39,008	103%	£61,728	£67,720	110%
CAPITAL	EXPENDITURE	£15,131	£36,667	41%	£54,167	£54,167	100%
DEVIZES TOWN COUNCIL	INCOME	#####	£1,400,835	107%	£1,658,836	£1,809,998	109%
	EXPENDITURE	£898,171	£981,103	92%	£1,658,836	£1,595,923	96%
	EXCESS OF INCOME OVER EXPENDITURE	£595,186	£419,733	0%	£0	£214,075	0%



23 October 2021

Simon Fisher
Town Clerk
Devizes Town Council
Town Hall
St John's Street

Devizes Town Council support for Wiltshire Museum

Dear Simon

I am writing to ask for the support of Devizes Town Council for the Wiltshire Museum. In previous years, the Town Council have generously made a grant of £4,000 towards our running costs of approximately £350,000. This support is extremely important, not least as it demonstrates the support of the local community for the Museum.

I enclose a copy of our AGM mailing, which includes an abbreviated set of accounts. This shows that last year was extremely challenging for us, as it was for many organisations and individuals. We made an operating loss of £58,000, while this was balanced by a number of generous bequests. In the last financial year, we did not seek a grant from the Town Council. We would be very grateful if the possibility of making this grant available to us could be considered.

We have just welcomed our 2,000th visitor to our Eric Ravilious: Downland Man exhibition, which has been open for less than a month. Our initial calculation is that these visitors will have brought a substantial economic boost to the town of approximately £175,000, and we are hearing positive comments from cafes, restaurants and hotels about the impact of visitors coming to see the exhibition from across the country.

I would like to thank the Town Council for its support as we continue to seek a new future for the Assize Court as a community hub and a new home for the Museum.

Best wishes

A handwritten signature in black ink, appearing to read "David Dawson", written over a white background.

David Dawson
Director
Email: david.dawson@wiltshiremuseum.org.uk

DEVIZES

26 OCT 2021

Doc11/1

Miss Freda Tumber
14 Shackleton Road
Devizes
SN10 3EP

Dear Mr Fisher,

Re: Town Council nominated Trustee for Devizes Almshouse Charity.

I have been a Trustee with Devizes Almshouse Charity since 2008. I currently serve on the Selection & Welfare, Community and Social Committee.

I have been involved with visiting and selecting Almshouse residents during my time with the Charity. This has involved visiting applicants in their home and then deciding with the committee who is most in need of an Almshouse when a vacancy arises.

I am told by the Charity that they value my input into this process as I have lived in Devizes for most of my life and worked at Devizes Hospital.

I provide support to the Warden and the Clerk in issues that may arise with residents.

Each year, Trustees host a Christmas meal for residents. I am always involved with this from wrapping presents for them to serving their dinners. Last year, I helped to deliver Christmas meals to their homes.

I have a good rapport with the residents, having known them now for many years through the Charity and through my work in the town.

The Charity takes the residents out every year on a trip (pre-Covid), and I have always attended these outings, helping residents while they are on the bus and at the venue.

I attend all the Trustee meetings which are held quarterly, and I take an active part in the reviews and decisions that are taken.

I value my work immensely with the Devizes Almshouse Charity and the help that I can give to the residents. I would like to continue in the role. I hope that you will consider this review favourably.

Yours sincerely,



Freda Tumber

DEVIZES

25 OCT 2021