



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: Tuesday, 23 August 2016

Time: Immediately after the Special Recreation & Properties Committee

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

Enquiries: Town Hall - Tel: 01380 722160

The Town Mayor (Councillor Mrs Burton)

Chairman: Councillor

Councillors:	Mrs Bridewell	Carter	Corbett
	East	Evans	Geddes
	Giraud-Saunders	Hopkins	Nash

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the Community and Civic Resources Committee Meeting held on 12 July 2016 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. NARRATIVE INCOME & EXPENDITURE ACCOUNT & KEY PERFORMANCE INDICATORS 2016/2017

JULY 2016 THEREFORE 33%

Members have requested that any variances – or + 10% from the above figure require a narrative by officers.

INCOME

1. Precept received 50% in April and October annually.
2. Café income weighted towards Spring & Summer months, however stronger than budgeted.
3. Public convenience income projected to be in excess of £8000 in the 2016/17 financial year. No budget provision.
4. Full value of JBC Admin recharge received.

EXPENDITURE

5. Twinning event held in June 2016 in Mayenne therefore the costs incurred to date is in line with the budget.
6. Festival Free use fully expended therefore expenditure will fall back in percentage terms as year progresses.
7. Wiltshire Council has fully invoiced first two quarters of Devizes Town Council contribution towards Devizes Leisure Centre.
8. Expenditure on Public conveniences projected to be £83,000 in the current financial year but this does include works to bring them upto a higher standard and rebranding. £44,000 of this expenditure is projected to be negated by unutilised additional service provision budget.
9. Christmas festival & lights expended in final quarter of financial year.

6. REPORT FOR INFORMATION – SCHEDULE OF ACCOUNTS PAID

A Schedule of Accounts Paid is issued alongside for information (doc 6/1 – doc 6/2).

7. REPORT FOR INFORMATION – INTERNAL AUDIT REPORT

The first Interim audit of Alistair Morrison for the financial year ended 2016-17 has been completed, copy issued alongside. There were no issues identified which the internal auditor wished to bring to the attention of senior officers or members of the Council.

8. REPORT FOR INFORMATION – MAYORAL ALLOWANCE

The Town Mayor, Councillor Jane Burton has requested officers to provide members with an analysis of the spend of her mayoral allowance during the 2016/17 financial year.

The year to date spend of £1,554 equates to £23% of the annual budget for the financial year of £6,687 detailed as follows.

Mayor making	£ 943.30
General expenses & mileage	£ 280.47
Formal Hire	£ 180.00
Inaugural service	£ 150.60
	<u>£1,554.37</u>

9. REPORT FOR DECISION – VISIT WILTSHIRE TOWN PARTNERSHIP

Recommendation

That the committee decides to decide if it wishes to become a Visit Wiltshire Town Partner.

Purpose of the Report

To consider if the Town Council should pay for Devizes to become a Town Partner with Visit Wiltshire.

Background

Recently David Andrews from Visit Wiltshire gave a presentation to members at a Forward Planning Workshop setting out the role Visit Wiltshire has to promote the County as a tourism destination.

Mr Andrews explained Visit Wiltshire's current strategy and a fairly detailed analysis of the impact various advertising campaigns were having to deliver greater visitor numbers to the county.

As part of the portfolio of promotion, Wiltshire Towns can chose to partner with Visit Wiltshire for a fee of £760.00 and they support the town by providing targeted advertising material, tourism promotions advice and direct the travel trade to the town.

In recent years, the focus for Town Council funding has been to support the local tourism network, as many local tourism destinations believe that Town Council money was better spent delivering a range of specific flyers and maps which were needed rather than a county wide initiative which in the early days had not proven its ability to achieve higher visitor rates.

Devizes is now only one of two towns that are not a partner town and Visit Wiltshire believes that this is reducing the number of visitors the town receives with the consequent loss of revenue potential for local businesses. It was clear from the presentation that Visit Wiltshire do not promote Devizes to the same level as other towns although we do benefit from the generic promotion of the County.

Following the meeting, officers met with a representative of the local tourism network who now agree that Devizes will not reach its full tourism potential without being a partner town with Visit Wiltshire. However, there has to be a joined up approach to ensure that when visitors are attracted to the town they have easy access to information which will enhance their stay. It was agreed that the Town Council will continue a dialog with the Tourism Partnership as part of our economic development strategy as and when appropriate. A report will be presented to this committee highlighting any local initiatives.

Options Considered

The committee needs to decide if it wishes to become a Partner Town with Visit Wiltshire.

Implications and Risks

Financial and Resource Implications

The Council has a Town Centre Management budget which is used to support town centre initiatives and economic regeneration projects which is currently in excess of £9,000.

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 INFORMATION – PARK CAFÉ AND PUBLIC TOILET COSTS

At a meeting of this committee on the 12 July, Councillor Hopkins raised concerns about the running cost the Council's two newest services the Public Conveniences and the Park Café. It was agreed that more details would be provided at this meeting.

Public Conveniences

On the 1 April this year the Town Council took over the running of public toilets from Wiltshire Council. The time scale for taking them on was extremely short therefore no provision was made in the current year's estimates which also commenced on the same date.

At a meeting of the Full Council on the 2 February figures provided by Wiltshire Council were presented and the decision to take on the toilets was made knowing the cost implication.

For the committee's reference these are set out below.

Devizes Superloo (Next to the shambles)

Area of expenditure	Cost
Property Maintenance	£ 3,600
NNDR (Rates)	£ --
Operational Costs (Ex Staff)	£ 800
Utilities	£ 9,000
Sub Total	£ 13,400
Staff Costs (2 staff)	£ 29,600
Total	£ 43,000

In the same report it was pointed out that whilst Wiltshire Council had not disclosed any rate liability, as it is included within the adjacent car park, officers had calculated that value to be £9691.50 which will inevitably be split for the carpark. This indeed has been done and officers are currently appealing the assessment.

Estcourt Street (Small Green)

Area of expenditure	Cost
Property Maintenance	£ 1,700
NNDR (Rates)	£ 1,296
Operational Costs (Ex Staff)	£ ---
Utilities	£ 4,500
Sub Total	£ 7,496
Staff Costs	£ --
Total	£ 7,496

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Given the omission of the rate charge it has to be considered that these figures are not particularly accurate.

Actual Expenditure - Year to Date.

Combined cost year to date (4 Months)

Area of expenditure	Cost
Property Maintenance	£ 664
NNDR (Rates)	£ 3,410
Utilities	£ 188
Service Contracts	£ 1,240
Consumables	£ 576
Staff Costs	£ 11,343
Sub Total	£ 17,421
Legal fee for the transfer	£ 4,526
Capitalised repairs agreed by members	£ 3,400
Total Year to Date	£ 25,347
Income	£ 2,694

Park Café

As the delivery of both Public Conveniences and the Park Café services fall under the remit of the Recreational and Properties Committee, it should be noted that a full management report for the café operation was on the agenda for that committee which was to be discussed earlier tonight.

There is no budget allocated for this service as its medium term objective is to be self-sustaining.

When the Council took over the café it had limited appeal to park users and therefore was not well used. Since taking it on, the Venues Department, who now oversee its operation and have introduced some initiatives to increase the customer base and a process to reduce wastage.

Profit and Loss - Year to Date.

April to July (Inc) 2016

Sales	£	20,321
Cost of Sales	£	9,232
Gross Profit	£	11,089
Consumables	£	797
Apportioned Utility	£	120
Chip & Pin	£	250
Phone Line including installation	£	110
Staff	£	14,117
Net Profit	£	- 4,305

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

DEPUTY TOWN CLERK