



Devizes
Town Council

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DEVIZES TOWN **COUNCIL**

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

Date: 14 June 2016

Time: 7.00 pm

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

Enquiries: Town Hall - Tel: 01380 722160

Councillors:	Mrs Bridewell	Mrs Burton	Carter
	Corbett	East	Evans
	Mrs Evans	Geddes	Giraud-Saunders
	Hopkins	Johnson	Nash
	Ody	Parker	Mrs Rose
	Smith	Wooldridge	

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the Meeting of the Council held on the 12 May 2016.

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 12 May 2016 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	26 April 2016
Planning	10 May 2016
Planning	17 May 2016
Community & Civic Resources	10 May 2016

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

Circulated alongside this agenda is a list detailing the current position with regard to ongoing and proposed projects.

8. REPORT FOR DECISION – ADOPTION OF ANNUAL GOVERNANCE STATEMENT 2015/16

Recommendation

To adopt the Annual Governance Statement for the year ending 31 March 2016 (Doc 8/1).

Purpose of the Report

To consider and adopt the Annual governance statement for the year ending 31 March 2016.

Background

The Accounts & Audit Regulations 2015 and the Local Audit and Accountability Act 2014 govern the production of the Council's accounts. These new regulations allow the Council to adopt the Limited Assurance Audit Regime, the principal advantage being a considerable saving in audit fees and a less arduous audit regime.

The Annual governance statement forms a part of the Annual return form. This document requires approval by the Town Council's internal auditor and the members of the Town Council prior to submission to the external auditors, Grant Thornton UK LLP.

The document is required by the 17th of June 2016.

Options Considered

The Council are recommended to adopt the Annual governance statement for the year ending 31 March 2016.

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 Annual governance statement.

Environmental Implications

Officers are not aware of any environmental implications.

Risk Assessment

Failure to adopt the Annual Governance statement 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 ACCOUNTS AND ANNUAL RETURN FOR YEAR ENDING 31 MARCH 2016

Recommendation

To adopt the statement of accounts and Annual Return for the year ending 31 March 2016 (Doc 9/2).

Purpose of the Report

To consider and adopt the statement of accounts and Annual return for The year ending 31 March 2016.

Background

The Accounts & Audit Regulations 2015 and the Local Audit Accountability Act 2014 govern the production of the Council's accounts. The new regulations allow the Council to adopt the Limited Assurance Audit Regime, the principal advantage being a considerable saving in audit fees and a less arduous audit regime.

Statutory accounts are now produced in the form of the Annual return form. This document requires approval by the Town Council's internal auditor and the members of the Town Council prior to submission to the external auditors, Grant Thornton UK LLP.

The document is required by the 17th of June 2016.

Options Considered

The Council are recommended to adopt the Statement of Accounts and Annual report for the year ending 31 March 2016.

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 and Annual report by the required date.

Environmental Implications

Officers are not aware of any environmental implications.

Risk Assessment

Failure to adopt the statement of accounts and Annual return 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.

11. REPORT FOR DECISION – ANNUAL REPORT 2015/16

Recommendation

The Council are recommended to agree the Council's 2015/16 Annual Report for publication, which is issued alongside this agenda.

Purpose of the Report

To agree the 2015 /16 Council Annual Report.

Background

The Council is required to publish an Annual Report, which is sent to every household in the parish. Its purpose is to summarise the key activities of the Town Council and summarise income and expenditure. The document itself will be circulated with the autumn edition of the Messenger.

Options Considered

The Council needs to agree the Annual Report as presented by officers or decide if it wishes to make any amendments and if so, what those amendments will be.

Implications & Risks

Financial and Resource Implications

Budget provision has been made for this publication.

Legal Implications and Legislative Powers

Production of an Annual Report is a requirement of Quality Council Status.

Environmental Implications

Officers are not aware of any undue implications associated with this decision.

Risk Assessment

The Town Council will not qualify for Quality Status if it fails to publish an Annual Report.

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 – CONSTITUTION, STANDING ORDERS & FINANCIAL REGULATIONS

Recommendation

To review and Standing Orders and Financial Regulations and decide if any amendments are necessary then readopt them.

Purpose of the Report

To allow the Council to review Standing Orders and Financial Regulations.

Background

In accordance with the Internal Auditor's recommendations, the Council needs to review and readopt Standing Orders and Financial Regulations on an annual basis. The Standing Orders and Financial Regulations as Amended in December 2015 are circulated alongside the agenda for the Council's information.

Last year the Council made a number of amendment to Standing Orders and Financial Regulations, however currently no request for specific amendments have been sought from members.

The Council are asked to formally review the documents then decided if any changes are made before they are readopted.

Options Considered

The Council needs to decide if they wish to re-adopt Standing Orders and Financial Regulation as presented or agree any amendments before re-adopting them.

Implications and Risks

Financial and Resource Implications

There are no financial or resource implications in respect of this decision, being essentially an administrative matter.

Environmental Implications

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

Risk Assessment

Failure to review and readopt Standing Orders and Financial Regulations as recommended by the auditor would not follow good practice and may result in criticism of the Council.

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 – HEALTH & SAFETY REVIEW

Recommendation

That the Committee reviews and approves the 2016 Health & Safety Policy and Risk Assessments that identifies areas of general operational risks.

Purpose of the Report

For the committee to acknowledge the Council's responsibility in terms of corporate governance and review and adopt policies which seek to mitigate risks that threaten or endanger those who come into contact with the council's day to day operation.

Background

Each year officers review the potential risks to employees, service users and contractors who could be exposed to danger as result of the Council's activities.

Issued alongside this agenda is a revised health and safety policy for the Council supported by detailed risk assessments for generic operational tasks. One off tasks and events are assessed for risk prior to their commencement.

Options Considered

The Council needs to decide if it wishes to accept the risk assessments compiled by officers or highlight any amendments they would wish to see.

Implications and Risks

Financial and Resource Implications

Officers are unaware of any Finance and Resource implication for the Council associated with this decision

Legal Implications and Legislative Powers

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

Environmental Implications

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

Risk Assessment

Failure to identify corporate risk and develop policies and controls to mitigate them may result in the Council being exposed to undefendable legal challenges if there was to be an accident.

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 – TO AGREE WHO WILL ATTEND WILTSHIRE COUNCILS MEETING ABOUT COMMUNITY ASSET TRANSFERS

Recommendation

That the committee nominates two members to attend a Wiltshire Council meeting about Community Asset Transfers.

Purpose of the Report

To agree which members will attend a meeting about Community Asset Transfers hosted by Wiltshire Council.

Background

Wiltshire Council have written to parishes Doc 14/1 inviting representatives to a meeting on the 28 June at 6pm in Trowbridge to meeting to discuss Community Asset Transfers.

The purpose of the meeting is to review the lessons learnt from the Salisbury negotiations, and to establish a way forward with other communities on substantial packages outlining the process and proposed phasing.

Wiltshire Council are now only looking at progressing substantial transfer packages at this time as each package requires a large amount of officer time.

As Devizes and Roundway will be potentially seeking a larger transfer package it is appropriate that we attend the meeting even though it clashes with a Planning and Civic and Community Resources meeting. Officers have booked two spaces for members and one for an officer.

Whilst making the booking it was noticed that Roundway Parish Council had not reserved any spaces so a reservation was made for them to ensure that they have the opportunity to fully understand the process.

Options Considered

The committee needs to decide which two members will attend the Community Asset Transfer meeting on the 28 June.

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.

15. 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.

16. QUESTION TIME

A short time is allowed at the discretion of the Town Mayor 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

17. 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.

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