

MINUTES

At a meeting of the Policy & Resources Committee in the Pitman Room, Civic Centre, St Stephen's Place, Trowbridge on Tuesday 4th September 2018

Present: Councillors: Blakemore, Brice, Bridges, Drewett, Fuller (Chair), David Halik, Deb Halik (Substituting for Cllr Payne), Kirk, Oldrieve and Whiffen.

In attendance: Cllr Palmen

Officers: Mrs T Carpenter (Minutes) and Mrs J Weimar (Head of Service; Resources and Venues),

Others: 2 Public, 1 Press

3001 APOLOGIES

RESOLVED to accept apologies with reasons from Councillor Payne, and the Town Clerk, Mr L Allan

3002 MINUTES

a) RESOLVED to approve as a correct record the Minutes of the meeting held on 26th June 2018.

b) There were no questions.

3003 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3004 CHAIR'S ANNOUNCEMENT

a) The Chair reminded councillors about the Open House event on Friday 14th September, the official re-launch of the new look Civic! The event will take place from 2pm-7pm. All confirmations of attendance should be emailed to Paul.weimar@trowbridge.gov.uk asap re catering numbers.

The Chair encouraged all members to attend to support the excellent work that the team have done in making this transition to the Foyer, Bar and Usher Suite. The committee recorded its congratulations to the Civic Team.

b) The Chair agreed to bring forward Agenda Item 13 – Grant applications – Julian House Bike Workshop and invited Sandra Parkin and Helen Bedser from the Julian House Bike Workshop to speak on their grant application.

3005 DEFERRED GRANT APPLICATIONS

a) Julian House Bike Workshop

Members asked how successful the program is in getting people into work. Sandra reported that statistics show people get a work ethic which can then build into a permanent post. They also offer work placements, some going into full time positions within the construction industry, catering, and they have even had someone start their own home improvement business. They focus on upskilling, working with Learning Curve and focusing on the core skills that employers look for. They have also offered Food Hygiene courses. They have received 67 referrals to the project and worked directly with 51. They emphasised it is not all about employment but gaining skills and confidence. Cllr Kirk enquired as to how they compete with a commercial shop doing the same. They confirmed they have a good working relationship with the existing bike shop in Trowbridge, however the commercial shop does much higher end business, whereas Julian House offer affordable new bikes. They confirmed they are now coming to the end of any larger grants they secured from Public Health and Nat West Bank. Wiltshire Police pay for the servicing of their bikes and Julian House has an arrangement with recycling centres.

Initials.....dated.....

The Chair reported that initially the grant application had been submitted as a core grant, however he confirmed the town council had no more money in their core grant budget, and this grant request should therefore be considered as a general grant request. With £2,100 available in general grant funding, it was proposed to grant them £1000. A vote to took place in favour and it was therefore

RESOLVED to grant Julian House Bike Workshop £1000 from General Grant funding.

The Chair thanked Sandra Parkin and Helen Bedser for attending. They then left the meeting.

b) Collaborative Schools Ltd

The Chair then asked the committee to consider the grant application from Collaborative Schools. A sum of £500 was proposed, a vote took place in favour and it was therefore

RESOLVED to make a grant of £500 to Collaborative Schools.

3005 OPEN FORUM

Helen Bedser and Sandra Parkin from Julian House Bike Workshop addressed the committee in Agenda item 13 – Grant Applications.

3006 TOWN CLERK'S REPORT

The committee considered the Town Clerk's report and the following items were raised:-

1.2 Review of Wiltshire Council Electoral Divisions – the Chair reported that it appears that Wiltshire Council will retain their 98 councillors. There is a briefing tomorrow at Wiltshire Council. It was noted that the Town Clerk will present his proposals at the next Full Council meeting on 18th September 2018.

2.2.3 Job Changes – The Head of Resources and Venues reported that Georgia Shanahan has passed her AAT level 4 in Accountancy Apprenticeship; Georgia has worked extremely hard over the past 2 years juggling her apprenticeship work with all the duties she undertakes for the Town Council. Her job title moving forward is Accounting Officer.

The Council Secretary reported to the Committee that the Head of Resources & Venues, Juliet Weimar, has recently passed her CILCA qualification (Certificate in Local Council Administration). The Chair and committee extended congratulations to both Juliet and Georgia on their successes.

4.1 Town Council Projects – the Chair re-iterated that the town council is still awaiting a payment of £50,000 from Wiltshire Council in respect of the asset transfer of play areas. The delay lies with Wiltshire Council's legal department in sorting out the agreements.

4.2 Sports Pitches Project – Doric – it was confirmed that plans are still ongoing and we await an update from the Town Clerk in due course.

6.2.1 Housing Sites Allocation Plan – the Chair reported there is to be further consultation by Wiltshire Council.

7.1 Transforming Trowbridge – Cllr Kirk suggested it was misleading to have this item on the Town Clerk's report, and that if it remained on the report then it should state the group is currently 'dormant'.

3007 WILTSHIRE ARMED FORCES AND VETERANS CELEBRATIONS (WAFVC) (Report item 2.1.3)

The committee considered the recommendation. Cllr Whiffen, the town council representative on the WAFVC (an independent body) reported that at their last but one meeting he had attended, the regular annual exhibitors (the event is 14 years in existence), had expressed they would not be able to attend an event in Salisbury and would not be in a position to attend if the date in Trowbridge was moved. Cllr Whiffen supported retaining the WAFVC weekend on 29/30th June 2019 and proposed an amendment to the recommendation, that the town council consider a grant of £7,000 as had been granted in previous years. The committee were generally in favour of supporting the WAFVC with their plans for 2019 to hold their event in Trowbridge on 29th/30th June.

Initials.....dated.....

The Chair confirmed that this could be taken into consideration when deciding on the Budget 2019/2020. A vote took place in favour of the amendment. It was therefore **RESOLVED to consider a grant of £7,000 to Wiltshire Armed Forces & Veterans Celebration Committee when considering the Budget for 2019/2020.**

The original recommendation was therefore dismissed.

Cllr Whiffen reported that he was aware that the same pricing for events was not allocated to the WAFVC as the Carnival Country Fayre which is being held on Saturday 8th September, noting both are non for profit organisations.

RESOLVED that the Risk & Audit Committee would review the pricing structure for events in the Park at their next meeting.

3008 **NEIGHBOURHOOD PLAN - COMMISSIONING OF HERITAGE APPRAISAL (Report Item 6.4.6)**

The committee considered the recommendation. Members agreed they required more information on whether there would be any further appraisals to be undertaken, and if so at what cost; how much would the total cost be in setting up a Neighbourhood Plan, and how does the town council benefit financially from it. The Chair reported that there are grants available to assist and once the town has a Neighbourhood Plan the town council would benefit from Community Infrastructure Levy (CIL) payments.

Cllr Kirk proposed an amendment to defer the item to the next Full Council meeting to acquire further information and costings from the Town Clerk, which was seconded. A vote took place on the amendment and it was

RESOLVED that the Neighbourhood Plan – Commissioning of Heritage Appraisal is deferred to the next Full Council meeting on 18th September to allow for the Town Clerk to supply a more detailed report on costings of implementing a Neighbourhood Plan, including the consultant fees, and further information.

3009 **TROWBRIDGE TOWN HALL ARTS TASK & FINISH GROUP (Report Item 7.8)**

a) The Chair invited nominations for this group.

RESOLVED to appoint the following councillors to the Trowbridge Town Hall Arts Task & Finish Group: Cllrs Payne, Palmen, Oldrieve, Bateman-Gay, Deb Halik, Kirk.

b) **RESOLVED that the Task & Finish Group establish terms of reference and identify a strict timetable for reporting back**

3010 **RISK & AUDIT PANEL (Report Item 2.1.2)**

a) **RESOLVED to note the agenda of the Risk & Audit Panel which had met on 28th August but was inqurate, copies of which had previously been circulated with the Agenda. No points were raised.**

b) **RESOLVED to appoint additional Cllrs Payne and Whiffen to the Risk & Audit Panel.**

Cllr Brice tendered his apologies for not attending the last meeting.

ACTION: Cllr Palmen requested electronic invitations are sent out for future Risk & Audit Panel meetings.

3011 **PAYMENT OF ACCOUNTS**

RESOLVED to approve payments and receipts made since the last meeting of the Council recorded on the Cash Receipts and Payments Records by the Finance Officer and to confirm the action of Councillors Blackmore & Palmen in signing the Cash Payments and Receipts Records.

	<u>Payments</u>	<u>Receipts</u>
May	£274,877.28	£956,744.15
June	£248,858.90	£295,635.04
July	£277,719.97	£134,351.02

Initials.....dated.....

3012 QUARTERLY MANAGEMENT ACCOUNTS (Report Item 2.1.1)

It was noted that the management accounts should be considered at the Risk & Audit Panel meeting and

ACTION: that it would be beneficial to members if it could in future contain summary notes on the spreadsheet.

RESOLVED to approve the 1st Quarter Accounts, copies of which had previously been circulated with the agenda.

3013 POLICIES (Report Item 1.3)

RESOLVED to approve the following policies:

a) Redundancy Policy

b) Home Working Policy

c) Equal Opportunities Policy Part B Disclosure & Barring Services Checking Policy & Procedure

d) Vehicle Policy - Cllr Oldrieve suggested that some investigation is carried out with a view to carrying out drug and alcohol testing and to include this on the Vehicle Policy where appropriate. It was therefore

RESOLVED to defer consideration of the Vehicle Policy to the next Policy & Resources Committee meeting on 6th November 2018 pending further information.

3014 PRESS RELEASES

RESOLVED to make the following press releases:

a) Grant funding

3015 DATE OF NEXT MEETING

NOTED Tuesday 6th November 2018 at the Civic Centre, St Stephen's Place, Trowbridge

Meeting closed at 20.35hrs.

To all other councillors for information.

Signature.....Dated.....

POLICY & RESOURCES COMMITTEE MEETING 4th SEPTEMBER 2018 ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
<p><u>WILTSHIRE ARMED FORCES AND VETERANS CELEBRATIONS</u> RESOLVED to consider a grant of £7,000 to Wiltshire Armed Forces & Veterans Celebration Committee when considering the Budget for 2019/2020.</p> <p>RESOLVED that the Risk & Audit Committee would review the pricing structure for events in the Park at their next meeting.</p>	<p>LA</p> <p>LA</p>	
<p><u>NEIGHBOURHOOD PLAN - COMMISSIONING OF HERITAGE APPRAISAL</u> RESOLVED that the Neighbourhood Plan – Commissioning of Heritage Appraisal is deferred to the next Full Council meeting on 18th September to allow for the Town Clerk to supply a more detailed report on costings of implementing a Neighbourhood Plan, including the consultant fees, and further information.</p>	<p>TC</p>	<p>5th Sept 2018 (added to Full Council Agenda)</p>
<p><u>TROWBRIDGE TOWN HALL ARTS TASK & FINISH GROUP</u> a) RESOLVED to appoint the following councillors to the Trowbridge Town Hall Arts Task & Finish Group Cllrs Bateman-Gay, Deb Halik, Kirk, Oldrieve, Palmen and Payne b) RESOLVED that the Task & Finish Group establish terms of reference and identify a strict timetable for reporting back</p>	<p>LA</p>	
<p><u>RISK & AUDIT PANEL</u> RESOLVED to appoint additional Cllrs Payne & Whiffen to the Risk & Audit Panel.</p> <p>ACTION: Cllr Palmen requested electronic invitations are sent out for future Risk & Audit Panel meetings.</p>	<p>LA</p> <p>LA</p>	
<p><u>DEFERRED GRANT APPLICATIONS</u> a) Julian House Bike Workshop RESOLVED to grant Julian House Bike Workshop £1000 from General Grant funding. b) Collaborative Schools Ltd RESOLVED to grant £500 from General Grant funding.</p>	<p>LA/JW</p> <p>LA/JW</p>	
<p>RESOLVED to approve the following policies: Redundancy Policy Home Working Policy Equal Opportunities Policy Part B Disclosure & Barring Services Checking Policy & Procedure</p>	<p>JW/TC</p>	

Trowbridge Town Council

Policy & Resources Committee 4th September 2018

Working with the Community

Vehicle Policy RESOLVED to defer consideration of the Vehicle Policy to the next Policy & Resources Committee meeting on 6th November 2018 pending further information.	LA/TC	
MANAGEMENT ACCOUNTS ACTION: that it would be beneficial to members if it could in future contain summary notes on the spreadsheet.	LA/JW	
RESOLVED to make the following press releases. Grants	LA	