

MINUTES

At a meeting of the Policy & Resources Committee in the Pitman Room, Civic Centre, St Stephen's Place, Trowbridge on Tuesday 26th June 2018

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

In attendance: Cllrs Blackmore, Kemp and Palmen

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

Others: 2 Public, 1 Press

The meeting commenced at 19:12 hrs

2985 APOLOGIES

Apologies were received from Councillor Payne.

RESOLVED to accept apologies with reasons from Councillor Payne.

2986 MINUTES

RESOLVED to approve as a correct record the Minutes of the meeting held on 1st May 2018 and the Extraordinary meeting held on 5th June 2018.

2987 DECLARATIONS OF INTEREST

Cllr Brice in respect of Agenda item 11a - Town Hall Grant as a member of the Friends group.

Cllr Drewett in respect of Agenda item 11b grant application from The Friends of the Down Cemetery as a member of the group.

2988 CHAIR'S ANNOUNCEMENT

There were no Chair's Announcements.

2989 OPEN FORUM

a) There were no members of the public present wishing to speak.

b) The Chair invited Colin Kay to give a brief presentation on the Trowbridge Town Hall Arts, who asked the town council to consider supporting the Arts within Trowbridge and ensure the Town Hall would not once again become an empty building, unused by the people of Trowbridge. A copy of their report had been previously circulated with the Agenda. Colin invited questions from the committee.

It was noted that costs had increased and Colin was asked if they had looked into reducing staffing. Colin confirmed this had been taken into consideration however it was deemed they could not operate with fewer staff than they currently had and retain a viable level of activity.

The question of whether Town Hall Arts could liaise with J D Wetherspoon with a view to taking on a catering outlet within the former pub was noted, and that discussions are underway with the possibility of working with a new partner 'Eat That Frog'. It was noted that Wetherspoons are tied into their agreement until 2023.

Some concern was expressed that the town council could end up funding this for some time to come, and that the arts could be delivered without the Town Hall. Asked if they had encouraged 'friends' of the Town Hall to become more engaged in fund raising, Tracy confirmed there are currently over 40 volunteers who support them to an equivalent of £145,000 over 6 months in 'in kind' support.

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Colin confirmed they did not intend to compromise the delivery of the arts. There has been a need to demonstrate that the Trowbridge Arts is a going concern and they have carried this out by campaigning, media campaigning, working with the Local Enterprise Partnership, fundraising, and meeting with Wiltshire Council. The minimum funding required in the short term to catch up with current plans would be £20,000 in addition to the £10,000 already included in the budget.

It was suggested a feasibility study should be carried out on the catering aspect. Colin confirmed that this was their intention.

The Chair agreed to bring forward Agenda Item 11a Trowbridge Town Hall Arts at this point.

2990 **GRANT APPLICATIONS – TROWBRIDGE TOWN HALL ARTS**

The Town Clerk explained to the committee they could recommend to Full Council to award an additional £20,000. Affordability is potentially achieved through two routes:-

- Current year budget includes an allocation to General Reserves of £32,000 bringing us back to a higher level of reserves, however the contribution to Reserves in the 4-year plan is based on an increase in council tax of less than 3% in the next three years. He therefore deemed there would not be a significant risk.
- Savings that the town council are likely to make this year such as grounds maintenance costs for play areas. We currently maintain equipment but until we have signed up with Wiltshire Council on an asset transfer, we are not paying for grounds maintenance. This could therefore deliver a full year saving of £27K this year. The town council has in its budget £10K for Trowbridge Arts, the council is being asked to consider finding an additional £20K.

Cllr Drewett arrived at 19:24

The Town Clerk also suggested that the town council could consider paying the £30k total in instalments, such as £10k in July, 10k in October and £10k in January. Tracy Sullivan requested time to consult and check if this was feasible for Town Hall Arts.

It was therefore proposed to recommend it to Full Council for consideration and that accounts will be sent out to members prior to the next Full Council meeting on 17th July 2018.

A vote took place and it was:

RESOLVED to make RECOMMENDATION to Full Council on 17th July 2018 for consideration of a £30,000 grant in support of Trowbridge Town Hall Arts. £10,000 as per budget and an additional £20,000 from reserves and anticipated savings in other areas of the council.

Councillors Drewett, Kirk and Whiffen asked for their votes against to be recorded.

2991 **TOWN CLERK'S REPORT**

The committee considered the report and in particular noted and commented as follows:

4.1 Museum Project – the Town Clerk highlighted the work ongoing in the museum during decant and during its temporary closure. A more detailed update will be forthcoming in the Curator's report to the Museum Committee (10th July 2018).

4.2 Doric Park – the Town Clerk will be meeting within the next two weeks with Trowbridge Rugby Club to discuss draft proposals for an all-weather pitch. Access and land take to be agreed. The council is seeking to provide additional car parking and changing facilities which will be used by the Rugby Club as part of the development.

6.1 Bowyers – The developers may attend the July or September area board.

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6.2.1 Housing Site Allocation Plan - Cabinet papers for 3rd July have been published – the town council's proposed amendments to the Schedule of Changes have been dismissed with comprehensive reasoning as to why they should not be accepted. The Town Clerk recommended that the town council is not represented at Wiltshire Council's council or cabinet meetings. It is felt more beneficial for us to discuss the amendments in front of the inspector when the public inquiry takes place.

Councillor Kirk stated he would prefer the town council to reiterate its amendments, however the Town Clerk's concern is that up until now we have defended three sites on the same reason and together, without offering choice between those sites. He felt the council would find it difficult to choose between the three sites.

Councillor Oldrieve felt the town council should put an amendment forward and Councillor Cavill also felt we should make a formal protestation.

It was therefore

RESOLVED that the Town Clerk presents a statement to the Full Council of Wiltshire Council meeting on 10th July expressing regret that the town council's amendments have all been dismissed.

8.1.3 CATG – this will in future be taken to the Neighbourhood Committee, not Leisure & Information Services committee.

The Chair thanked the Town Clerk for his report.

2992 COSTA COFFEE MACHINE INSTALLATION (Report Item 3.2.3)

The committee considered the report presented by the Head of Service and:

RESOLVED to approve the installation of a Costa Coffee machine on a trial 12 month period basis, to support the Civic Centre Rejuvenation Project and Open Day on Thursday 13th September 2018.

Councillor Kirk asked for his vote against to be recorded.

2993 TROWBRIDGE NEIGHBOURHOOD PLAN (Report item 6.4.6)

The Steering Group will look at development of the town centre and protecting green space and historic buildings. Expressions of interest were received by the Town Clerk from Cllrs King and Beaver, also offers from 4 members of the public. The Town Clerk suggested that Mr Graham Hill and Mr George Bunting, together with Cllrs Beaver, Bridges, Cavill, Fuller, David Halik and King, would form a balanced and wide ranging Steering Group which understood the issues and the council's position.

RESOLVED: That the committee establishes a Neighbourhood Plan Steering Group comprised of Cllrs Beaver, Bridges, Cavill, Fuller, David Halik and King with Mr Graham Hill & Mr George Bunting.

2994 RISK & AUDIT PANEL (Report Item 2.1.1)

a) RESOLVED to note the appointment of the following:

Risk & Audit Panel: Cllrs Blackmore, Brice, Cavill, Fuller, Kirk

Members considered the Agenda for the meeting which was due to be held on Tuesday 19th June 2018, and any recommendations therein, which was cancelled due to it being inquorate. Copies had previously been sent out with the Agenda.

2. Annual Return & External Audit – this was signed off earlier tonight and a notice will be put on public display tomorrow.

6.1 Risk Management – The council has not undertaken an activity risk assessment this year and is now preparing its own risk assessment process for use during 2018/19.

9. Borrowing - Should read 15th **May** Full Council meeting.

Park Storage borrowing will be submitted in the autumn.

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2995 PAYMENT OF ACCOUNTS

Following his checking of the accounts today, Councillor Whiffen questioned the high costs being paid to our marketing company, suggesting this service could be provided in-house at a lot less cost, noting also that we pay additional costs for printing also. Cllr Whiffen requested and it was **RESOLVED that some investigation is undertaken with other local councils to ascertain what marketing methods they use, with whom, and associated costs therewith.**

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 Bridges & Whiffen in signing the Cash Payments and Receipts Records.

	<u>Payments</u>	<u>Receipts</u>
February	£216,813.28	£81,712.13
March	£194,474.53	£119,527.86
April	£378,732.21	£932,470.63

May figures were not available but will be presented at the next meeting on 4th September 2018.

2996 GRANT APPLICATIONS

a) **Trowbridge Town Hall Arts** - See Minute no: 2990 above.

b) **RESOLVED to make the following grant funding awards:**

General Grants

1. Group Five - £1000.00
2. Back on Track – Stroke Rehab Service - £250.00
3. Wiltshire Sight wkg in partnership with Vision West of England - £250.00
4. Friends of the Down Cemetery - £500.00
5. Revitalise Respite Holidays - £1000.00
6. Trowbridge Amateur Swimming Club - £1000.00
7. Wiltshire Race Equality Council - £500.00
8. Iford Arts - £400.00
9. Monday Wednesday Club - £1000.00
10. Alzheimer's Support - £1000.00
11. Multiple Sclerosis Therapy Centre - £250.00
12. Newtown Residents' Association - £100.00
13. The Halve - £150.00
14. The Cyber Café for Disabled people (Disabled on line) - £500.00

RESOLVED to defer the applications from Julian House Bike Workshop and Collaborative Schools Ltd for further consideration at the 4th September Policy & Resources Committee meeting.

RESOLVED to note the award of the following Core Grants, as per the Grants Policy and budget.

Core Grants

1. Trowbridge Guild of Community Service - £500.00
2. HELP Counselling - £1000.00
3. Hub Management Committee (Seymour) - £1000.00
4. Wiltshire Mind - £500.00
5. Wiltshire Citizens Advice - £5000.00
6. Trowbridge Area Community Link Scheme (TACLS) - £1000.00

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Core Grant requests for 2019/20

RESOLVED to note for consideration in the Budget for 2019/20

1. Back on Track – Stroke Rehab Service
2. The Cyber Café for Disabled people (Disabled on line)

2997 QUARTERLY MANAGEMENT ACCOUNTS (Report Item 2.1.1)

RESOLVED to approve the End of Year Management Accounts, copies of which had previously been circulated with the Agenda.

2998 POLICIES (Report Item 1.3)

RESOLVED to approve the following, copies of which were previously circulated electronically.

- a) *Fraud & Corruption Policy*
- b) *Markets Policy*

2999 PRESS RELEASES

RESOLVED to make the following press releases.

- a) *Grants*
- b) *Support for Trowbridge Town Hall Arts*

3000 DATE OF NEXT MEETING

Tuesday 4th September 2018 at the Civic Centre, St Stephen's Place, Trowbridge.

Meeting closed at 21.40hrs.

To all other councillors for information.

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

