

MINUTES

At a meeting of the Policy & Resources Committee in the Pitman Room, Civic Centre, St Stephen's Place, Trowbridge on Tuesday 7th May 2019

Present: Councillors: Brice, Bridges, Drewett, Fuller (Chair), David Halik, Kirk, Palmen (substituting for Cllr Oldrieve) and Whiffen.

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

Others: 0 Public, 0 Press

3053 **APOLOGIES**

RESOLVED to note apologies with reasons from Councillor Oldrieve.

The Town Clerk reported that the posters for the councillor vacancies have been received today from Wiltshire Council. These will be advertised in the respective wards (Drynam & Grove) tomorrow. Electors have until 29th May 2019 to submit a request for election.

3054 **MINUTES**

a) RESOLVED to approve as a correct record the Minutes of the meeting held on 5th March 2019.

b) There were no questions.

3055 **DECLARATIONS OF INTEREST**

There were no Declarations of Interest not already included on the Register.

3056 **CHAIR'S ANNOUNCEMENT**

There were no Chair's Announcements.

3057 **OPEN FORUM**

No members of the public present.

3058 **TOWN CLERK'S REPORT**

The committee considered the Town Clerk's report which had previously been circulated with the Agenda, and the following items were raised:

4.2.1 Doric Park – sent full detailed report on facility, Trowbridge Rugby Club considered the report at their board meeting last week and would like us to make a presentation at their June meeting. If approved, we are invited to make a similar presentation again at their AGM in July.

6.1.1 County Hall East – Councillor Kirk was advised to take the matter of a lack of reports through Area Board.

6.1.2 Housing sites - Cabinet met – acceptance of grant from Homes & Communities Agency £8.7m, facilitates towards infrastructure and affordable housing.

6.3 Housing Site Allocations - expect Planning Inspector's report on Thursday.

6.5 Future High Street Fund – expect to receive an update in the Autumn

7.5 Trowbridge Chamber of Commerce - Cllr Kirk reported he is now the President.

7.8 Trowbridge Town Hall Trust - David Lockwood is Director of 'Town Hall Arts' and not 'Trowbridge Arts' (as per Town Clerk's report). Councillor Palmen reported that they have instructed a third party consultancy to advise on fair governance. He reported that it was good to gain third party advice and will ensure the committee is kept up to date on progress.

8.1.4 Castle Place Multi Storey Car Park – Cllr Kirk re-iterated his concern that Wiltshire Council are selling it for a discount as it has a covenant in place, and that it is very undervalued. Cllr Brice reported that the purchasers may redevelop the market area if the number of stalls operating reduces below six.

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

8.1.5 Service Delegation & Asset Transfer (SDAT) – the Town Clerk produced a copy of Wiltshire Council’s revised timetable which goes through to 2021, which indicates March 2020 for Trowbridge. Negotiations are likely to take place in May/June/July next year with transfer December 2020. Officers will now be recommending we consider extending our contract with Idverde to 2021 and possibly to 2022. The Town Clerk reported that there are two laws governing the capping of the Precept, which appear to work against each other and needs resolving.

3059 COMMUNITY INFRASTRUCTURE LEVY (CIL) (Report Item 2.4)

Cllr Kirk questioned whether if the recommendation should be approved, would this mean there would be no negotiation at a later stage should monies be required for any work related to the public toilets. The Town Clerk reported that the public toilets would be discussed further at the Annual Council meeting on 21st May when a full updated report would be available, and it is hoped to reach a conclusion at that meeting on the way forward. He also confirmed that if the committee agree to approve the recommendation, there would still be an opportunity at the June Policy & Resources meeting to change the allocations prior to approval of the annual accounts.

Councillor Kirk proposed an amendment to the original recommendation as follows:

“That the figures are provisional and subject to them not being required for works to the public toilets in the park following consideration and a decision by Full Council on 21st May 2019.”

A vote took place with 3 votes in favour of the amendment. The amendment was therefore lost.

The committee then voted on the original recommendation and it was

RESOLVED That the Community Infrastructure Levy reserve and receipts are allocated in accordance with the figures in the report, as below:

01/04/2018 Reserve:

A. Sports Pitches Project	£10,000
B. Play Area Development	£13,910
C. Other Street Assets	£10,000

CIL payments received during 2018/19

D. Park Storage Project	£24,258
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CIL payments received in April 2019 for 2019/20.

E. Park Storage Project	£14,282.59
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3060 RISK & AUDIT PANEL (Report Item 2.2)

a) **RESOLVED to note the notes of the Risk & Audit Panel meeting held on Tuesday 30th April 2019 and RESOLVED to approve the Annual Investment Strategy**, (copies of which had been previously sent out with the Agenda.)

3061 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 Drewett & Palmen in signing the Cash Payments and Receipts Records.

	<u>Payments</u>	<u>Receipts</u>
February	£224,842.24	£93,282.44
March	£318,363.61	£487,556.56

3062 EARMARKED RESERVES

RESOLVED to take note that a recommendation would go to Full Council on 21st May 2019: That, in accordance with Financial Regulation B2.2.6, that any underspent revenue should be allocated to appropriate earmarked reserves and to review the other reserves prior to completion of the Annual Return.

3063 POLICIES (Report Item 1.3)

RESOLVED to re-approve Annual Leave & Time Off Policy (copy previously sent electronically)

Initials.....Dated.....

3064 ANNUAL SUBSCRIPTIONS

RESOLVED to approve the following:

a) **WALC (Wiltshire Assoc. Local Councils) @ £721.00 + VAT & NALC (National Association of Local Councils) @ £1780.00 + VAT Total: £3001.20.**

3065 PRESS RELEASES

RESOLVED to make the following press/social media releases.

- **Councillor vacancies advertised tomorrow**
- **CIL allocations**

3066 DATE OF NEXT MEETING

NOTED Tuesday 2nd July 2019 at the Civic Centre, St Stephen's Place, Trowbridge.

Cllr Drewett & Kirk apologies.

Meeting closed at 19.50hrs.

To all other councillors for information.

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

POLICY & RESOURCES COMMITTEE MEETING 7TH MAY 2019 ACTION LIST

<p>RESOLVED That the Community Infrastructure Levy reserve and receipts are allocated in accordance with the figures in the report, as below: 01/04/2018 Reserve:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">A. Sports Pitches Project</td> <td style="text-align: right;">£10,000</td> </tr> <tr> <td>B. Play Area Development</td> <td style="text-align: right;">£13,910</td> </tr> <tr> <td>C. Other Street Assets</td> <td style="text-align: right;">£10,000</td> </tr> <tr> <td colspan="2">CIL payments received during 2018/19</td> </tr> <tr> <td>D. Park Storage Project</td> <td style="text-align: right;">£24,258</td> </tr> <tr> <td colspan="2">CIL payments received in April 2019 for 2019//20.</td> </tr> <tr> <td>E. Park Storage Project</td> <td style="text-align: right;">£14,282.59</td> </tr> </table>	A. Sports Pitches Project	£10,000	B. Play Area Development	£13,910	C. Other Street Assets	£10,000	CIL payments received during 2018/19		D. Park Storage Project	£24,258	CIL payments received in April 2019 for 2019//20.		E. Park Storage Project	£14,282.59	LA	
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<p>RESOLVED to approve the Annual Investment Strategy</p>	TC/JW															
<p><u>EARMARKED RESERVES</u> In accordance with Financial Regulation B2.2.6, that any underspent revenue should be allocated to appropriate earmarked reserves and to review the other reserves prior to completion of the Annual Return. A recommendation to be considered by Full Council.</p>	LA/TC															
<p>RESOLVED to re-approve Annual Leave & Time Off Policy</p>	TC/JW															
<p>RESOLVED to approve annual subscription for WALC (Wiltshire Assoc. Local Councils) @ £721.00 + VAT & NALC (National Association of Local Councils) @ £1780.00 + VAT Total: £3001.20.</p>	LA															
<p>RESOLVED to make the following press/social media releases.</p> <ul style="list-style-type: none"> • Vacancies advertised tomorrow • CIL 	LA															