

The Civic Centre  
St Stephen's Place  
TROWBRIDGE  
Wiltshire  
BA14 8AH

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8<sup>th</sup> January 2020

## **SUMMONS**

**To members of the Policy & Resources Committee: Councillors: Brice (VC), Blakemore, Bridges, Cavill, Drewett, Fuller (Chair), David Halik, Hoar, Oldrieve and Whiffen.**

Dear Councillor

You are hereby summoned to a meeting of the **Policy & Resources Committee which is to be held on Tuesday 14<sup>th</sup> January 2020 at 19.00hrs**, in the Pitman Room, Civic Centre, St Stephen's Place, Trowbridge.

Yours faithfully

Lance Allan  
Town Clerk

Members of the public are welcome to attend meetings of the Council and Committees, unless specifically excluded due to the confidential nature of the business.

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## **AGENDA**

### **1. APOLOGIES**

- a) **To receive** apologies from those unable to attend.
- b) **To consider for acceptance** those apologies received with reasons for absence.

### **2. MINUTES**

- a) **To approve as a correct record** the Minutes of the meeting held on 5<sup>th</sup> November 2019.
- b) **To receive** any questions arising from those minutes.
- c) **To receive** as a correct record the Minutes of the Civic Board meeting held on 12<sup>th</sup> November 2019.

### **3. DECLARATIONS OF INTEREST**

**To receive Declarations of Interest** not already included on the Register in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and of the Localism Act 2011 in respect of members.

### **4. CHAIR'S ANNOUNCEMENTS**

**To receive any announcements** which the Chair may wish to put to the meeting.

### **5. OPEN FORUM**

**To receive questions from the public**, these may be answered but not debated.

### **6. TOWN CLERK'S REPORT**

**To consider** the Town Clerk's Report (copy attached).

7. **BRITISH TELECOM PROPOSED PAYPHONES REMOVAL CONSULTATION (Report Item 1.1)** (copy list attached).  
To consider the Town Clerk's  
**RECOMMENDATION:** That the payphones at Town Bridge and at The Lamb are retained as they are used more than once per day on average.
8. **CARBON REDUCTION STRATEGY (Report Item 1.4)**  
a) To consider a list of priorities (below) and proposals from the Working Party, which can then be considered for inclusion in the budget for 2020/2021. These could include:
- Staff training (achievable within budget, possible September Staff day session)
  - Ensure the Website & social media reflect the Council's commitment to climate emergency & use community news to promote carbon reduction ideas (achievable within budget)
  - Community tree planting initiative working with other groups (achievable see below)
  - Procurement: renewable only electricity tariffs, solar panels, replacement machinery and vehicles (longer term aim, impact on budget but will be considered when appropriate in 2020/21).
  - Planting and grass cutting for sustainability and biodiversity (medium term with new contract)
  - Working in partnership with others (achievable within budget)
  - An audit of the Council's current carbon footprint (Experience suggest difficult and expensive)
  - Environmental Impact Assessments for major decisions (unknown, may be expensive)
- b) To consider Cllr Oldrieve's proposal that the Town Council sets-up a liaison committee with interested groups to inform and co-ordinate climate change mitigation activities within the Town.  
**RECOMMENDATION:** That the Council approves the following:
- i) That the Town Council seeks to implement those elements in the above list which are achievable in the short term within the 2020/21 budget.
- ii) That the Town Council sets-up a liaison committee with interested groups to inform and co-ordinate climate change mitigation activities within the Town.
- iii) That the Town Council works with partners to increase tree planting including sources of trees, funding and identifying locations for tree planting.
- iv) That the Town Council takes over responsibility for the public speaking competitions from Trowbridge In Bloom from 2021, working with the local partners to build upon the environmental theme of the competitions and provides a small contribution towards the competition costs in 2020.
- v) That the Town Council incorporates a comprehensive Carbon Reduction strategy as part of the Town Council Strategy review in 2021 for the period 2021-2025.
9. **TOWN CENTRE CCTV (Report item 1.6)(copy attached)**  
To consider the Town Clerk's report and recommendation from the Leisure Services Committee from their meeting held on 3<sup>rd</sup> December 2019 on Options 1 – 5.  
**RESOLVED:** That Leisure & Information Services Committee recommend Option 3 followed by Option 2 and report to the Policy & Resources Committee at their meeting on 14<sup>th</sup> January 2020 to consider if there are any implications to the budget.
- Option 1 - Should Virginmedia agree a purchase price for the network at a %age of the balance owned, should the council purchase?
- Option 2 - Should the council invest into getting a consultant on board to provide alternative arrangements and proposals?
- Option 3 - Should the council insist on getting funding from the main user (Wiltshire Police) and without such funding (committed on an annual basis) state the system can no longer be supported
- Option 4 - Should the above take place, how would the council handle public response to it?
- Option 5 - continue funding the replacement/maintenance at the tax payers expense?  
**RECOMMENDATION:** That Option 3 followed by Option 2 (if Option 3 is not successful) are pursued and consideration is given to any implications for the budget.

**10. REDUCING PAPER (Report Item 3.3.2)**

To consider the Town Clerk's

**RECOMMENDATION:** That the Town Council explores further the possibility of implementing IBABS <https://www.ibabs.co.uk/> for implementation from the new financial year, subject to the costs being less than £5,000 in year one and £4,000 per annum thereafter.

**11. GRANTS POLICY (Report Item 1.7)**

To consider the revised Grants Policy regarding the Carnival following the discussion held at the Leisure & Information Services Committee meeting held on 3<sup>rd</sup> December 2019: (copy attached)

**12. VOID**

**13. BUDGET 2020/21 (Report Item 2.3) (copy attached)**

To consider the Budget 2020/21 and the RFO's

**RECOMMENDATION:** That in order to meet; the budget expenditure recommended by the committees; the requirement to fund an increase in General Reserves and; in anticipation of additional services being transferred from Wiltshire Council over the next four years, with an expectation from the community that the town council will take full responsibility for those additional services and deliver a quality of service better than that experienced in recent years (whilst they have been the responsibility of Wiltshire Council), the Council Tax Charge for Trowbridge Town Council for 2020/21 should be increased by an amount greater than CPI inflation and that any additional receipts should be allocated in the budget as a contribution to General Reserves.

That the Committee approves the following **RECOMMENDATION** to Council:

- |    |  |            |
|----|--|------------|
| a. | That the Council approves the department Budgets for 2020/21 as detailed on the budget spreadsheets, totalling | £1,939,950 |
| b. | That the Council approves that the contribution to General Reserves for 2020/21 be                             | £62,500    |
| c. | That the Committee recommends to Council therefore a total budget requirement for 2020/21 of                   | £2,002,450 |
|    | And that this is funded in part through estimated income for 2020/21 from Community Infrastructure Levy of     | (£65,500)  |
|    | Leaving a net precept requirement for 2020/21 of   | £1,936,950 |
|    | Which results in an increase of £11.00 on the Trowbridge Town Council 'Band D' Council Tax Charge, to          | £164.98    |
|    | Which is less than £3.20 per week.   |            |

**14. MEDIA RELEASES**

To consider if the Committee should make a media release regarding any of the issues considered.

**15. DATE OF NEXT MEETING**

Tuesday 3<sup>rd</sup> March 2020 at The Civic, St Stephen's Place, Trowbridge.