

The Civic Centre
St Stephen's Place
TROWBRIDGE
Wiltshire
BA14 8AH
info@trowbridge.gov.uk

1st May 2019

SUMMONS

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

Dear Councillor

You are hereby summoned to a meeting of the **Policy & Resources Committee which is to be held on Tuesday 7th May 2019 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.

Enquiries, tel: 01225 765072 or e-mail: info@trowbridge.gov.uk

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 5th March 2019.
- b) **To receive** any questions arising from those minutes.

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

- a) **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. COMMUNITY INFRASTRUCTURE LEVY (CIL) (Report Item 2.4)

To consider the Town Clerk's

RECOMMENDATION 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

CIL payments received in April 2019 for 2019//20.

E. Park Storage Project £14,282.59

8. RISK & AUDIT PANEL (Report Item 2.2)

a) **To note** the notes of the Risk & Audit Panel meeting held on Tuesday 30th April 2019 and any recommendations therein (copy attached)

9. PAYMENT OF ACCOUNTS

To consider for approval 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

10. EARMARKED RESERVES

To consider, in accordance with Financial Regulation B2.2.6, if 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 on 21st May 2019.

11. POLICIES (Report Item 1.3)

To consider for re-approval, the following:

a) Annual Leave & Time Off Policy (copy sent electronically)

12. ANNUAL SUBSCRIPTIONS

To consider the following:

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

13. PRESS RELEASES

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

14. DATE OF NEXT MEETING

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