

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

15th May 2019

SUMMONS

To all members of Trowbridge Town Council: Councillors: Bazan, Beaver, Blackmore, Blakemore, Brice, Bridges, Bryant, Cavill, Cooper, Drewett, Fuller, David Halik, Deborah Halik, Kemp, King, Kirk, Oldrieve, Palmen, and Whiffen.

Dear Councillor,

You are hereby summoned to **The Annual Meeting of Trowbridge Town Council** to be held on **Tuesday, 21st May 2019**, at 19:00 in the Council Chamber, The Civic, St Stephen's Place, Trowbridge, BA14 8AH.

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

ONE MINUTE SILENCE IN MEMORY OF CLLR GRAHAM PAYNE

1. **ELECTION OF MAYOR**

- a) **To consider nominations** from members and **to elect** a councillor to the role of Chairman of the Council and Mayor of Trowbridge for the Civic Year 2018/19.
- b) **To receive the statutory Declaration of Acceptance of Office** of the Chairman of Trowbridge Town Council and Mayor of Trowbridge.
- c) **To receive** a statement from Councillor Dennis Drewett, regarding his year as Mayor.
- d) **To receive** the retiring Mayor's Engagement List 20th March – 21st July 2019 (copy attached).
- e) **To give a vote of thanks.**

2. **ELECTION OF DEPUTY MAYOR**

- a) **To consider nominations** from members and **to elect** a councillor to the role of Deputy Mayor of Trowbridge for the Civic Year 2019/20.
- b) **To receive a Declaration of Acceptance of Office** of the Deputy Mayor.

3. **MEMBER OFFICER PROTOCOL & CODE OF CONDUCT**

- a) **To consider** for adoption the revised Member Officer Protocol & Code of Conduct of the council.

RECOMMENDATION: That the council adopts the revised Member Officer Protocol & Code of Conduct of the council.

4. MOTION: VENUE FOR COMMITTEE MEETINGS

To consider a motion from Councillor Kirk, seconded by Councillor Cooper.

That as a trial and subject to availability, meetings of the Museum Committee, Neighbourhood Services Committee and Leisure & Information Services Committee are held at the Town Hall between July and December 2019 to seek to promote greater public participation and that this is reviewed in early 2020 before a decision is taken to extend the arrangement.

5. MOTION: VOLUNTARY CONTRIBUTION TOWARDS THE MUSEUM PROJECT

To consider a motion from Councillor Kirk, seconded by Councillor Cooper

That we write to our neighbouring villages (within our Area Board), requesting a voluntary contribution towards the Museum Project.

6. STANDING ORDERS

To consider for re-adoption the Standing Orders & Financial Regulations of the council (previously circulated).

RECOMMENDATION:

That the council re-adopts the Standing Orders & Financial Regulations of the Council.

7. GENERAL POWER OF COMPETENCE

To consider re-adoption of the General Power of Competence.

RECOMMENDATION: That; in accordance with *The Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012*; Trowbridge Town Council confirms that it meets the criteria necessary for it to adopt the General Power of Competence:

- i) The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;**
 - ii) The clerk to the council holds the Certificate in Local Council Administration; and**
 - iii) The clerk to the council has completed the relevant training;**
- And therefore, the council re-adopts the General Power of Competence.**

8. ELECTION OF LEADER OF THE COUNCIL

To consider nominations from members and **to elect** a councillor to the role of Leader of the Council for the Civic Year 2019/20 (The Leader will be Chair of the Policy & Resources Committee and ex-officio a member of each committee of the council.)

9. COMMITTEES, BOARDS & PANELS

a) To approve that the following structure of standing committees be established for 2019/20 (as per SO15.1), including the number of members on each committee, with the remit of committees as contained in SO Part 3 '*Powers and Duties of the Council and its Committees and sub-Committees*':

- i) Museum Committee, Leader of the Council and 9 others**
- ii) Leisure & Information Services Committee, Leader of the Council and 9 others**
- iii) Town Development Committee, Leader of the Council and 9 others**
- iv) Neighbourhood Services Committee Leader of the Council and 9 others**
- v) Policy & Resources Committee, Leader of the Council, Chair of each of the other four committees and 5 others.**

b) To elect members of committees and to appoint chairs of each committee.

Museum Committee

- i) Membership (Leader of the Council and 9 others)**
- ii) Election by the new Committee of the Chair and Vice Chair – *only those members elected to the committee may vote for the Chair and Vice Chair.***

To note that the date of the next meeting has been changed to 28th May 2019 at 6.00pm

Leisure & Information Services Committee

- i) Membership (Leader of the Council and 9 others)
- ii) Election by the new Committee of the Chair and Vice Chair – *only those members elected to the committee may vote for the Chair and Vice Chair.*

To note that the next meeting of the committee has been changed to 11th June 2019 at 6.30pm

Town Development Committee

- i) Membership (Leader of the Council and 9 others)
- ii) Election by the new Committee of the Chair and Vice Chair – *only those members elected to the committee may vote for the Chair and Vice Chair.*

To note that the next meeting of the committee will be 4th June 2019.

Neighbourhood Services Committee

- i) Membership (Leader of the Council and 9 others)
- ii) Election by the new Committee of the Chair and Vice Chair – *only those members elected to the committee may vote for the Chair and Vice Chair.*

To note that the next committee meeting has been changed to 28th May 2019 at 7pm.

Policy & Resources Committee

- i) Membership (Leader of the Council, Chair of each of the other four committees and 5 others)
- ii) Election by the new Committee and Vice Chair – *only those members elected to the committee may vote for the Vice Chair.*

To note that the next committee meeting is on 2nd July 2019.

c) To elect members of the Civic Board

- i) Membership (Leader of the Council, Chair of Neighbourhood Services Committee and 4 others) The Town Clerk, Head of Resources & Venues, and The Civic Manager are also members of the Board.

To note that the next committee meeting is on 4th June 2019 at 2pm.

d) To elect members of the Town Clerk's Review Panel

- i) Membership (Leader of the Council, Vice Chair of Policy & Resources Committee and 2 others)
- ii) To confirm the date of the Town Clerk's Annual Review
- iii) To elect members of the Risk & Audit Panel
- iv) Membership (Leader of the Council and 4 others)
- v) To confirm the date of the Risk & Audit Panel 25th June 2019.

10. REPRESENTATIVES ON OUTSIDE BODIES AND TRUSTEE APPOINTMENTS

- a) To appoint** representatives on outside bodies and trustees to charities (copy attached). The Town Council is required to appoint members of the council or members of the public to be trustees of a number of local charities as determined by the Trust Deed of the appropriate charity.
- b) To consider reports** from representatives on outside bodies.

11. APOLOGIES

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

12. MINUTES OF PREVIOUS MEETING

- a) To read and approve** as a correct record the Minutes of the Council meeting held on **19th March 2019**. Copies of these Minutes have been circulated and Standing Order A6.5.2 provides that they may therefore be taken as read.
- b) To consider any questions** from members relating to those minutes.

13. MINUTES OF COMMITTEES

To receive and consider reports, minutes and recommendations of Committees already circulated, enclosed herewith or to be circulated.

- a) **Museum & Tourism Committee** meeting held on 26th March 2019.
- b) Any questions to Cllr Bridges.
- c) **Neighbourhood Services Committee** meeting held on 26th March 2019
- d) Any questions to Cllr Drewett
- e) **Town Development Committee** meetings held on 2nd April, 23rd April 2019 and 14th May 2019.
- f) Any questions to Cllr Whiffen
- g) **Policy & Resources Committee** held on 7th May 2019.
- h) Any questions to Cllr Fuller.

14. DECLARATIONS OF INTEREST

a) To receive Declarations of Interest from members and officers (as per the agenda) as appropriate in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Local Government Act 2000 and the Trowbridge Town Council Code of Conduct in respect of members.

b) To consider any Dispensation Requests received by the Town Clerk and not previously considered.

15. COMMUNICATIONS BY THE MAYOR

To receive such communications as the Mayor may wish to lay before the Council.

- Mayor's Charity/Charities for 2019/20???
- To remind Members of the protocol and dress code for Full Council meetings
- A photocall for the new Mayor and Deputy Mayor has been arranged on Wednesday 22nd May at 9.30am outside the Civic Centre, by Trevor Porter
- Civic Service – Sunday 21st July 2019

16. PUBLIC OPEN FORUM

To allow questions from the public which may be answered but not debated.

17. POLICE MATTERS

To receive a report from Inspector Andy Fee (copy attached).

18. BANK MANDATE

To approve that the Bank Mandate is amended if required to record any changes of Mayor, Deputy Mayor and Chairs of the Committees all of whom together with the Town Clerk/Responsible Finance Officer and the Head of Resources will be signatories but always requiring that 2 Councillors and one officer sign all cheques and other orders for payment except in exceptional circumstances where subsequent signatures may be necessary. Current signatories are: Cllrs: Blackmore, Brice, Bridges, Cavill, Drewett, Fuller, David Halik, Deb Halik and Whiffen.

19. ANNUAL ACCOUNTS

a) To consider the draft Annual Accounts for 2018/19.

b) To consider the recommendation from the Policy & Resources Committee at their meeting held on 7th May 2019 regarding Earmarked Reserves

RECOMMENDATION *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.*

20. POLICIES

To consider the recommendation from the Policy & Resources Committee at their meeting held on 7th May to approve the following: (copies attached)

- a) Annual Investment Strategy

21. ANNUAL TOWN MEETING

To note that no resolutions or recommendations were passed at the meeting held on the 16th April 2019 (copy attached).

22. PUBLIC TOILETS

To consider the updated report (copy attached) and the following

RECOMMENDATION That the council now understands that toilets are available to the public in a number of locations close to the Park, including on Sundays, and that the council confirm that the public toilets should therefore be demolished.

23. LIST OF ATTENDANCES

To consider and note the list of attendances for the past year (copy attached).

24. DATES OF MEETINGS 2019/20 (copy attached)

To consider and note the revised dates of meetings of Council and committees for 2019/20 (copy attached).

25. DATE OF NEXT MEETING

To note Extra Full Council – 25th June 2019, to approve the Annual Return and sign off the 2018/19 accounts, at The Civic. Full Council – 16th July 2019 at The Civic.

26. MEDIA RELEASES

To consider if the Council should make a press/social media release regarding any of the issues considered by this meeting.

- a) Appointment of Mayor, Deputy Mayor and Leader
- b) Public Toilets

27. COUNCILLOR VACANCIES

To consider for approval the following

RECOMMENDATION: That if an election is called for either or both of the current vacancies then the Council delegates responsibility to the Town Clerk to decide if Poll Cards should be issued.