

MINUTES

At the Annual Council Meeting held in the Council Chamber, the Civic Centre, St Stephen's Place, Trowbridge on Tuesday 21st May 2019 at 19.00hrs.

Present:

Councillors: Bazan, Beaver, Blackmore, Blakemore, Brice, Bridges, Bryant, Cavill (In the Chair), Drewett, Fuller, David Halik, Deb Halik Kemp, King, Kirk, Oldrieve, Palmen and Whiffen.

Officers: Mr L Allan and Mrs T Carpenter (Minutes)

Public & Press: 15 members of the public, 1 press

3208 ELECTION OF MAYOR

Cllr Drewett in the Chair

a) Cllr Cavill was nominated and seconded. As there were no other nominations Cllr Cavill was duly elected to the role of Chairman of the Council and Mayor of Trowbridge for the Civic Year 2019/2020.

b) Cllr Cavill signed his statutory Declaration of Acceptance of Office as Chairman of Trowbridge Town Council and Mayor of Trowbridge, which was countersigned by the Clerk.

c) Cllr Drewett then invited representatives of Friends of the Down Cemetery, TCAF, Friends of Biss Meadow Country Park, and BCUSG, the Mayor's charities for 2018/19, to receive a cheque for £1100.69 each, representing monies raised at various fund raising events held throughout the year. Representatives of each group gave a few words of thanks. Cllr Drewett then gave a statement on his Mayoral year.

"It has been a real honour and my privilege to have been elected and to serve as Trowbridge Mayor for 2018/19 and to have represented our town at the many events and functions that I have attended over the last twelve months. Having lived in Trowbridge for the majority of my 65 years, 21 of them I spent living a long way away in Hilperton, I thought that I knew a lot about our town and what went on in it. As it turned out I didn't, it has been a real eye opener and an education for me and It has been a pleasure to meet so many different associations, societies, groups, clubs and people.

For my mayoral charities this year, I chose four :-

BCUSG, The Bath Cancer Unit Support Group, which has been running since 1988 providing much needed support to the unit at the RUH. I chose this charity not only for their good work but also in memory of a good friend and influential character in my life, Sue James.

FoBMCP, The Friend of Biss Meadows Country Park, this dedicated group of volunteers give up their time to maintain and improve a valuable community asset that runs from our Peoples Park out towards West Ashton providing a peaceful riverside walk along the river Biss, countryside close to the town centre. One of the town's best hidden treasures if you haven't already please do pay it a visit.

FoTDC, the Friend of The Down Cemetery, this relatively small but committed group was formed in 2016 as a group aiming to preserve The Down Cemetery and its monuments most of which are falling into disrepair due to age and lack of care. The group is also developing the site as a wildlife haven Badgers, Foxes, Bats and many many birds. Another green space within the town to be enjoyed.

And TCAF, Trowbridge Community Area Futures, I chose TCAF because I wanted to support the valuable work they do for and with, the young people in our community, including their "Outreach" work, approaching young people who assemble on the streets and in areas with outdoor leisure facilities.

Thank you to everyone who has taken part for the support given to fund raising events, if I could give a prize for support it would have to go to the team from the Down Cemetery as they have attend most of the fundraising events.

These are only four of the numerous local charitable organisations in Trowbridge who between them involve so many voluntary workers and do so much good, it would be impossible to mention them all here. But a big thank you goes out to them all.

Initials.....date.....

Our town, we of course suffer some of the negatives that plague many towns. Antisocial behaviour, Litter, and too many empty shops in our town centre. I'm sure that you all have your own bug bearers. But Trowbridge our town can boast some positives. Our Museum is going through a £2.4M refurbishment and expansion supported by the Heritage Lottery Fund, The Town Council and it's committed group of volunteers. It will offer an insight into the rich textile related heritage right in the heart of the town, transforming Trowbridge Museum into a regionally significant heritage attraction by doubling its size and extending into the second floor of its premises in The Shires. It will be more accessible to a wider audience, offering improved facilities and learning opportunities for all ages. Our Neighbourhood Services team is being bolstered with both manpower and machinery enabling it to offer additional enhancements to the street cleaning services currently provided by Wiltshire Council that fall sort of the quality expected by our residents. In another example the Town Council have taken responsibility for the play areas around the town many of which have had to be closed for safety reasons because of the lack of maintenance, a schedule of works has been put into place to return these to use.

Our new tennis courts and MUGA (Multi Use Games Area) in the park opened last year will now benefit from floodlighting so that the hours of use can be extended. And finally on the leisure front we are still moving forward on the provision of a running track, sports field, changing rooms and other sports facilities to be located at Doric Park. The CIVIC, formerly known as The Civic Hall. You will be aware that not only has it been re-branded but it has benefited greatly from a major refurbishment, the décor I'm sure you will agree is much more welcoming. And has helped it to build the business. Our thanks go to Paul and Juliet and their team for their vision and hard work. And finally, finally a few thank yous.

Ist My wife Lynn for putting up with the disruption to our social life this year, I'm sure I will have to make up for next year! Aby and the Town Councils Information Services Team for all the work they put in behind the scenes to manage my diary and enable the success of engagements and events. My Deputy Cllr Cavill, David I much appreciate your help filling in for events and functions that I have not been able to attend. Our Town Crier Trevor Heeks, not only for his dedication, enthusiasm and conscientiousness to his roll this year but for all the years that he has served our town I believe that it is 34 years this year. Some milestone. And once again a big thank you to all the businesses, and individuals, who have kindly donated both goods and their time to support my charities throughout the year."

d) Cllr Drewett then presented the Mayor's Engagement list 20th March – 21st May 2019 which had previously been circulated with the Agenda, thanking Cllr Cavill and Cllr Fuller for standing in on engagements in his absence.

e) Mayor, Councillor Cavill called on Councillor Fuller, Leader of the Council, to give a vote of thanks to retiring Mayor Cllr Drewett and invited Ben Deadman, Customer Services Assistant, to present him with the Mayor's Book for 2018/19.

3209 ELECTION OF DEPUTY MAYOR

a) Cllr Fuller was nominated and seconded. Councillor Palmen was also nominated and seconded. A vote took place:

Votes in favour of Cllr Fuller were 9, votes for Cllr Palmen were 9. The Mayor, Cllr Cavill gave his casting vote in favour of Cllr Fuller, who was subsequently duly elected to the role of Deputy Mayor of Trowbridge for the Civic Year 2019-2020.

b) Cllr Fuller signed his Declaration of Acceptance of Office as Deputy Mayor, which was countersigned by the Clerk.

3210 MEMBER OFFICER PROTOCOL & CODE OF CONDUCT

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

Initials.....date.....

3211 **MOTION: VENUE FOR COMMITTEE MEETINGS**

The council considered the following motion from Councillor Kirk, seconded by Councillor David Halik.

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.

Members were generally in support of encouraging more public to attend but not in favour of changing the location of meetings. The Chair reinforced the idea of increased public engagement, stating that the council needs to find good ways of doing it, which could include live streaming. The Chair asked the members of the public present if they were in favour of the motion to re-locate certain meetings to the Town Hall.

Mr Brian Mitchell favoured The Civic as the venue for council committee meetings, however suggested the entrance to the building needed more signposting. He reported that the Summons does not 'invite the public', however the Town Clerk replied stating that the Summons does contain the following wording "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"

Mr Mitchell suggested the council should outreach more effectively, also including posting the Calendar of Meetings on noticeboards.

Cllr Kirk requested a recorded vote

In favour: 1

Against: 16

Abstention: 1

Therefore the Motion was lost.

3212 **MOTION: VOLUNTARY CONTRIBUTION TOWARDS THE MUSEUM PROJECT**

The council considered a motion from Councillor Kirk, seconded by Councillor Whiffen

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

It was noted that the Friends of Trowbridge Museum had recently received a donation from Great Hinton, however they are within Trowbridge Museum Collections Area.

Cllr Brice proposed an amendment to the motion from 'Within our Area Board' to 'within the Trowbridge Museum Collections area'. The amendment was seconded and accepted by the proposer and seconder. A recorded vote took place on the amended motion:-

In favour: 16

Against: 2

The amended Motion was therefore carried.

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

3213 **STANDING ORDERS**

RESOLVED That the council adopts the revised Standing Orders of the Council, to include the Financial Regulations.

3214 **GENERAL POWER OF COMPETENCE**

RESOLVED 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;***

Initials.....date.....

- 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.***

3215 ELECTION OF LEADER OF THE COUNCIL

Councillors Brice and Fuller were nominated and seconded. A vote took place as follows:

Cllr Brice – 9 in favour

Cllr Fuller – 9 in favour

The Mayor gave his casting vote in favour of Cllr Fuller.

RESOLVED to elect Councillor Fuller to the role of Leader of the Council for the Civic Year 2019/20.

3216 COMMITTEES, BOARDS & PANELS

a) **RESOLVED to approve 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) **RESOLVED to elect members of committees and chairs and vice-chairs of each committee for 2019/20 en-bloc as follows:**

Museum Committee

- i) Blackmore, Blakemore, Brice, Bridges, Cavill, Fuller, David Halik, Deb Halik & Kemp
- ii) Chair Cllr Bridges and Vice Chair Cllr Cavill .

Leisure Services Committee

- iii) Bazan, Blackmore, Brice, Cooper, Drewett, Fuller, David Halik, Deb Halik and Palmen
- iv) Chair Cllr David Halik and Vice Chair Cllr Cooper.

Town Development Committee

- v) Bazan, Bryant, Beaver, Bridges, Cooper, Fuller, Kemp, Kirk, Palmen & Whiffen
- vi) Chair Cllr Whiffen and Vice Chair Cllr Bryant.

Neighbourhood Services Committee

- vii) Bazan, Brice, Bryant, Drewett, Fuller, Deb Halik, King, Oldrieve, Palmen & Whiffen
- viii) Chair Cllr Drewett and Vice Chair Cllr Bazan.

Policy & Resources Committee

- ix) Blakemore, Brice, Bridges, Cavill, Drewett, Fuller, David Halik, Kirk, Oldrieve & Whiffen
- x) Chair Cllr Fuller and Vice Chair Cllr Kirk. Cllr Fuller being the Chair ex officio as Leader of the Council.
- xi) Election by the members of the committee of the following sub-committees will be undertaken at the first meeting of the committee on 2nd July 2019;
 - Risk and Audit Panel (5 members)

c) Civic Board

Membership Brice, Cavill, Drewett, Fuller, Palmen and Whiffen.

The Town Clerk, Head of Resources & Venues, and The Civic Manager, are also members of the Board.

Initials.....date.....

d) Town Clerk's Review Panel

- xii) **Membership:** Cllr Brice, Cllr Cavill, Cllr Fuller, and Cllr Oldrieve.
- xiii) **Confirmed** the date of the Town Clerk's Annual Review 25th May.

3217 REPRESENTATIVES ON OUTSIDE BODIES AND TRUSTEE APPOINTMENTS

- a) **RESOLVED** to approve en bloc with some amendments: (see copy attached – also on our website www.trowbridge.gov.uk)
- b) There were no reports from representatives on outside bodies.

3218 APOLOGIES

RESOLVED to approve apologies with reasons for absence from Cllr Cooper.

3219 MINUTES OF PREVIOUS MEETING

- a) **RESOLVED** to approve as a correct record the Minutes of the Council meeting held on 19th March 2019, copies of which had previously been circulated with the Agenda.
- b) There were no questions.

3220 MINUTES OF COMMITTEES

RESOLVED to approve the following reports, minutes and recommendations of Committees already circulated, enclosed herewith or to be circulated.

- a) **Museum Committee meeting held on 26th March 2019.**
There were no questions to Cllr Bridges.
- b) **Neighbourhood Services Committee meeting held on 26th March 2019**
There were no questions to Cllr Drewett
- c) **Town Development Committee meetings held on 2nd April, 23rd April 2019 and 14th May 2019.**
There were no questions to Cllr Whiffen
- d) **Policy & Resources Committee held on 7th May 2019.**
There were no questions to Cllr Fuller.

3221 DECLARATIONS OF INTEREST

There were no Declarations of Interest or Dispensation Requests. The Clerk reported that there was one active dispensation request for Cllr Kemp in respect of the Town Hall.

3222 COMMUNICATIONS BY THE MAYOR

The Mayor reported on the following:

- Mayor's Charity/Charities for 2019/20 - still to be decided
- The Mayor reminded 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 at St James' Parish Church

3223 PUBLIC OPEN FORUM

Mr Brian Mitchell expressed his concerns regarding carbon emissions and questioned what the town council were doing about it; could a survey be done on the town centre? The Town Clerk confirmed this would be addressed by the Policy & Resources committee.

ACTION : Town Clerk will search information from Wiltshire Council as the responsible authority.

Mr Mitchell also suggested that the council should make use of the community pages in the Wiltshire Times by publishing the minutes of council meetings there.

Mr Mitchell noted the £46,945 deficit on Leisure Services, reflective of £52,971 on Active Trowbridge. The Town Clerk reported that 10% of gross expenditure is mainly due to management restructure at the beginning of the year and an increase in the living wage. Also reduction of £20k in income due to a delay in receiving the grant for the minibus.

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

Noting the significantly poor result, the Town Clerk reported that he hoped the restructure will give some reassurance that the budget will be achieved and that the council will not see those deficits again. Cllr Fuller noted that the financial figures have yet to be considered by their various committees, when members would question the Town Clerk on the position going forward. Mr Mitchell congratulated Cllr Cavill on being elected Mayor 2019/20.

3224 POLICE MATTERS

Members considered Inspector Andy Fee's report, copies of which had previously been circulated with the Agenda. Inspector Fee congratulated Cllr Cavill on being voted in as Mayor of Trowbridge 2019/20.

Inspector Fee reported that Sergeant James Williams has been promoted to Inspector looking after team 3 in the north and west and that Trowbridge will have a dedicated community coordinator. He invited questions from members.

Cllr Bryant raised the issues yet again on litter, anti-social behaviour, delays on 101, and policing of the park, stating that regularity must increase on the latter, with more visibility. Inspector Fee replied saying that he puts a lot of effort into policing Trowbridge Park, working in a multi-agency way. He re-iterated and highlighted strongly that if there is an issue, please email Inspector Fee first so he can report accordingly. Cllr Bryant stated that he has raised it at regular meetings with police representatives and that the council are prepared to work with the police, yet they are not seeing a high footfall of officers in the Park. Inspector Fee disagreed, stating that the police do their utmost to have visibility in the Park and that they have seen a reduction in town issues due to that. It is imperative all issues are reported or the police won't know about it. Please raise the issues directly.

Cllr Drewett enquired about the recent knife incidents – Feb 2019 – 3 men charged with GBH and two remanded. Confirmed it is not an identifiable trend, and the incidents are not directly connected.

Cllr Kirk – acknowledges not enough resources but feels as a council we should employ private security or council members should be authorised to tackle low level crime. Councillor Kirk enquired how can we go forward with that so that we can fulfil our duty to protect the public. Inspector Fee suggested more councillors could help on 'clean up' days. He re-iterated that crime is a small element, the police are mostly safeguarding people, and he invited members to do a ride along to see the pressure the police are under stating that the council has to be realistic in what the police are expected to do. Issues such as riding on pavements, no lights etc – the police face a very complex issue of rights and wrongs and they need to get the balance right, particularly as there is a great deal of expectation from the public.

Cllr Whiffen enquired as to how many officers would be seconded to Salisbury for the Armed Forces & Veterans Weekend. Inspector Fee replied that he can provide an update once the resource unit has looked at it.

Cllr Halik enquired on progress with the council employing an Enforcement Officer. The Town Clerk reported on the resolution at the Neighbourhoods Committee meeting on 26th March 2019 as *that the town council awaits the outcome of E H Commercial's review of its Business Model before considering employing an Enforcement Officer, or looking into a partnership working Enforcement Service with other local councils.*

Inspector Fee concluded by reporting that he is happy with the night time visibility in the town centre, and weekend high visible vehicle control. The Police are updating the public through social media and looking at online reporting of incidents – starting with RTAs. He also invited councillors to come to weekly tasking meetings at Trowbridge Police Station on Wednesdays at 11am. (Cllrs Kirk and Whiffen are interested).

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

ACTION: Please email Inspector Fee if you wish to attend Andy.Fee@wiltshire.pnn.police.uk

The Chair thanked Inspector Fee for his detailed report.

3225 BANK MANDATE

RESOLVED 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.

3226 ANNUAL ACCOUNTS

a) **RESOLVED to note the draft Annual Accounts for 2018/19.**

b) **RESOLVED 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 as follows:**

Museum Project Reserve underspend loan repayment	£37,663
Museum Project Reserve loan and grant balance	£483,285
Play Areas WC Transfer fee remainder	£28,358
Park Storage Project loan balance	£276,913

3227 POLICIES

RESOLVED to approve the Annual Investment Strategy.

3228 ANNUAL TOWN MEETING

RESOLVED to note that no resolutions or recommendations were passed at the meeting held on the 16th April 2019, copies of minutes were previously circulated with the Agenda.

3229 PUBLIC TOILETS

The Town Clerk referred to the latest updated report, copies of which had previously been circulated with the Agenda, which contained the following costings:

Cost of demolition - £3650 + VAT

Cost of Refurbishment - £51,000 + VAT

The recommendation was moved and seconded.

Cllr Kirk reported that he had visited the public toilets and noted they were in better condition than previously thought. He had also viewed Castle Place toilets, and concluded they were far better than the council can offer in the Park. He had also noted the cost from Castle Place to open their toilets on a Sunday but felt a way forward would be better signposting of the toilets at Castle Place. Cllr Kirk concluded that he is not in favour under any circumstances of demolishing the toilets as he feels the facilities are fine, and is concerned that there are too many issues about how an agreement can be met, how long it will last, and the selling of the car park and therefore he will not support the recommendation but moved an amendment to remove 'toilets are therefore demolished' as he felt unsure that Castle Place would be a long term arrangement.

The Town Clerk reported that the amendment would be a negating amendment as it did not contain substantive alternative or additional wording and therefore should not be allowed.

Cllr Palmen was also not in favour of the recommendation to demolish as he felt if the toilets were removed then the value of the flats being built will increase.

Both Cllrs Deb Halik and Fuller agreed the town council could not afford the refurbishment.

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

Cllr Beaver declared an interest as the agent of the development adjacent to the park behind the toilet building. Toilets conceal anti-social behaviour. He felt it would be a benefit to remove them as the land could then be claimed as public open space and can be landscaped.

It was suggested a water fountain could be installed in its place, thereby reducing use of plastic bottles.

ACTION: that the council could look at improving the fountain by the Sensory Garden.

A recorded vote took place on the original recommendation:

In favour: 14

Against: 3

Abstention: 1

RESOLVED: 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.

3230 LIST OF ATTENDANCES

RESOLVED to note: the list of attendances for the past year, copies of which had previously been circulated with the agenda.

3231 DATES OF MEETINGS 2019/20

RESOLVED To note: the revised dates of meetings of Council and committees for 2019/20, copies of which had previously been circulated with the agenda.

3232 DATE OF NEXT MEETING

RESOLVED 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.

3233 MEDIA RELEASES

Resolved to make the following press/social media releases

- a) **Appointment of Mayor, Deputy Mayor and Leader**
- b) **Public Toilets**
- c) **Weavers Market**
- d) **Donation to Museum from Great Hinton**
- e) **Mayor's charities' donations**

3234 COUNCILLOR VACANCIES

The Mayor invited Cllr Kemp to address the meeting. Cllr Kemp announced that she was resigning as of the end of this meeting, as she is moving to Bristol and thanked the council. The Mayor valued her contribution in art and creative arts. He stated that Trowbridge as a town, and council, will miss her, and thanked Cllr Kemp for her service.

The Town Clerk confirmed there would now be three councillor vacancies

- Drynham – no news on election being called
- Grove – Wiltshire Council not received a request for an election but the Town Clerk is aware there will be a call for election from residents of Grove. Will confirm by email tomorrow.

RESOLVED: 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.

The meeting closed at 21.25hrs.

Signed.....Dated.....

FULL COUNCIL MEETING 21st MAY 2019 ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
RESOLVED: That the council adopts the revised Member Officer Protocol & Code of Conduct of the council.	LA/JW	
RESOLVED That we write to our neighbouring villages (within the Trowbridge Museum Collections Area), requesting a voluntary contribution towards the Museum Project.	LA	
RESOLVED That the council adopts the revised Standing Orders of the Council, to include the Financial Regulations.	LA/JW	
<p>RESOLVED to elect members of committees and chairs and vice-chairs of each committee for 2019/20 en-bloc as follows:</p> <p>Museum Committee Blackmore, Blakemore, Brice, Bridges, Cavill, Fuller, David Halik, Deb Halik & Kemp Chair Cllr Bridges and Vice Chair Cllr Cavill .</p> <p>Leisure Services Committee Bazan, Blackmore, Brice, Cooper, Drewett, Fuller, David Halik, Deb Halik and Palmen Chair Cllr David Halik and Vice Chair Cllr Cooper.</p> <p>Town Development Committee Bazan, Bryant, Beaver, Bridges, Cooper, Fuller, Kemp, Kirk, Palmen & Whiffen Chair Cllr Whiffen and Vice Chair Cllr Bryant.</p> <p>Neighbourhood Services Committee Bazan, Brice, Bryant, Drewett, Fuller, Deb Halik, King, Oldrieve, Palmen & Whiffen Chair Cllr Drewett and Vice Chair Cllr Bazan.</p> <p>Policy & Resources Committee Blakemore, Brice, Bridges, Cavill, Drewett, Fuller, David Halik, Kirk, Oldrieve & Whiffen Chair Cllr Fuller and Vice Chair Cllr Kirk. Cllr Fuller being the Chair ex officio as Leader of the Council.</p> <p>Election by the members of the committee of the following sub-committees will be undertaken at the first meeting of the committee on 2nd July 2019;</p> <ul style="list-style-type: none"> • Risk and Audit Panel (5 members) <p>Civic Board: Brice, Cavill, Drewett, Fuller, Palmen and Whiffen. The Town Clerk, Head of Resources & Venues, and The Civic Manager, are also members of the Board.</p> <p>Town Clerk's Review Panel Cllr Brice, Cllr Cavill, Cllr Fuller, and Cllr Oldrieve. Confirmed the date of the Town Clerk's Annual Review 25th May.</p>	All to note	

<p>Representatives On Outside Bodies And Trustee Appointments RESOLVED to approve en bloc with some amendments: (see copy attached – also on our website www.trowbridge.gov.uk)</p>	All to note	
<p>ACTION : Town Clerk will search information from Wiltshire Council as the responsible authority on reducing carbon emissions.</p>	LA	
<p>Inspector Fee also invited councillors to come to weekly tasking meetings at Trowbridge Police Station on Wednesdays at 11am. (Cllrs Kirk and Whiffen are interested).</p> <p>ACTION: Please email Inspector Fee if you wish to attend Andy.Fee@wiltshire.pnn.police.uk</p>	All to note	
<p>Bank Mandate RESOLVED 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.</p>	JW	
<p>Annual Accounts RESOLVED to note the draft Annual Accounts for 2018/19. RESOLVED 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 as follows:</p> <ul style="list-style-type: none"> Museum Project Reserve underspend loan repayment £37,663 Museum Project Reserve loan and grant balance £483,285 Play Areas WC Transfer fee remainder £28,358 Park Storage Project loan balance £276,913 	LA – all to note	
<p>RESOLVED to approve the Annual Investment Strategy.</p>	JW/TC	3/6/2019 On website – signed by LA
<p>ACTION: that the council could look at improving the fountain by the Sensory Garden.</p>	CL	
<p>RESOLVED: 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.</p>	CL	
<p>Dates Of Meetings 2019/20 RESOLVED To note: the revised dates of meetings of Council and committees for 2019/20</p>	All to note	

<p>RESOLVED to make the following press/social media releases</p> <ul style="list-style-type: none"> • Appointment of Mayor, Deputy Mayor and Leader • Public Toilets • Weavers Market • Donation to Museum from Great Hinton • Mayor's charities' donations 	<p>LA</p>	
<p>Councillor Vacancies</p> <p>Cllr Kemp announced that she was resigning as of the end of this meeting, as she is moving to Bristol and thanked the council. The Town Clerk confirmed there would now be three councillor vacancies</p> <ul style="list-style-type: none"> • Drynham – no news on election being called • Grove – Wiltshire Council not received a request for an election but the Town Clerk is aware there will be a call for election from residents of Grove. Will confirm by email tomorrow. <p>RESOLVED: 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.</p>	<p>All to note</p> <p>LA</p>	