

MINUTES

At a meeting of the Policy & Resources Committee in the Pitman Room, Civic Centre, St Stephen's Place, Trowbridge on Tuesday 2nd July 2019

Present: Councillors: Brice, Bridges, Cavill, Fuller (Chair), David Halik, Oldrieve and Whiffen.
Officers: Mr L Allan (Town Clerk/RFO), Mrs T Carpenter (Minutes)
Others: 0 Public, 0 Press

3067 **APOLOGIES**

RESOLVED to approve apologies with reasons from Councillors Drewett and Kirk.

3068 **MINUTES**

a) RESOLVED to approve as a correct record the Minutes of the meeting held on 7th May 2019.

b) There were no questions.

3069 **DECLARATIONS OF INTEREST**

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

3070 **CHAIR'S ANNOUNCEMENT**

The Chair reported that in Agenda item 15 – Grant applications, that Trowbridge in Bloom had been inadvertently omitted off the list but would be considered by the committee.

3071 **OPEN FORUM**

There were no members of the public present.

3072 **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:

1.2 Community Governance Review - Wiltshire Council (WC) – there should still be a review following the delayed resolution of the electoral divisions review. LG BCE is now due to publish its Final recommendations on 1st October.

3.2.1 Longfield Community Centre - WC accepted our proposal for the lease of the lounge to DVSA as not being in contravention of the transfer agreement.

4.1 Museum Project - potential issue of digging for lift shaft has been resolved and no delay to project.

4.2.4 Paxcroft Mead Cricket Ground - address matter to new leader of Wiltshire Council.

Cllr Whiffen expressed his concern re borrowing for Doric Park. It was confirmed that our partners and users are already committing to levels of use which would result in a level of income to the town council which will be used to pay the loan.

5.3.1 Civic Service – **change of timing – now at 6.30pm not 6.00pm.**

6. Town Development - B3 United Church buildings now in B2 from B3, leaves Courtfield House the only existing application not decided yet. Homefield House application was withdrawn, no immediate re-application expected.

Primary Care Centre - no meeting recently. No progress. The Town Clerk will also mention this to the new leader of Wiltshire Council. The Town Clerk reported he is attending a River Biss strategy meeting re environment agency issues with County Hall East next week.

6.5.1 High Streets Heritage Action Zones – the Town Clerk is currently working on a bid for Historic England within the conservation area to include the three villas on Stallard Street, Courtfield House and the Town Hall and market building, these are key locations where developers can put match funding into the project. Our grant bid of up to £2m is for the renovation or restoration of those buildings, also for Public Realm works to link sites to the rest of the town centre.

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

7.9 Trowbridge Weaver's Market - market this Saturday 13th July 2019!

8.1.5 Service Delegation & Asset Transfer - will need to know what costs are prior to budget. The Chair suggested that the town council should not take any more over from Wiltshire Council as it has no spare money, Cllr Cavill agreed, however Cllr Oldrieve feels we should seek costings for consideration at budget setting for 2020/21.

3073 REVIEW OF WILTSHIRE COUNCIL ELECTORAL DIVISIONS (Report Item 1.1)

RESOLVED to note that the final recommendations of the LGBCE will not now be published until October.

3074 HEALTH & WELLBEING – (Report Item 3.3.2)

RESOLVED That smoking is only permitted for employees on the side access road between the Civic Centre and St Stephen's Place and that visitors are also requested not to smoke in the vicinity of the Civic Centre.

3075 LARKRISE SCHOOL (Report Item 8.1.9)

RESOLVED to note Wiltshire Council's Cabinet decision, and to watch further developments.

3076 RISK & AUDIT PANEL (Report Item 2.4)

The Town Clerk reported he is in receipt of the first report of the Data Protection Officer and that there are no items reported as high risk, some medium risk with actions, and some low risk. The risks were reviewed at a meeting today and the required actions will be put in to ensure next year's report will show improved risk levels.

RESOLVED to note the notes of the Risk & Audit Panel meeting held on Tuesday 25th June 2019.

3077 PAYMENT OF ACCOUNTS

RESOLVED to 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 Brice & King in signing the Cash Payments and Receipts Records.

	<u>Payments</u>	<u>Receipts</u>
April	£319,115.19	£1,002,377.23
May	£316,886.50	£117,426.59

3078 POLICIES (Report Item 1.3)

NOTED there are no policies for consideration at this meeting.

3079 MANAGEMENT ACCOUNTS (Report Item 2.2)

RESOLVED That the Committee notes the department and whole Council end of year accounts and that the level of General Reserves needs to be addressed.

3080 GRANT APPLICATIONS (Report Item 2.3)

a) **RESOLVED** That in accordance with the approved Policy and Budget the above Core Grants are approved for payment, totalling £9,000 as follows:

- HELP Counselling - £1000
- Seymour Community Association - £1000
- TACLS - £1000
- Trowbridge Guild of Community Service - £500
- Wiltshire Citizens Advice - £5,000
- Wiltshire Mind - £500

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

- b) **RESOLVED to award the following general grant applications and to defer the consideration of a grant to Trowbridge Bowls Club pending completion of a new lease agreement:**

Alzheimer's Support - £1000
Arts Together - £100
Back on Track – Stroke Rehab - £300
Friends of Biss Meadows - £980
Monday Wednesday Club - £1000
Multiple Sclerosis Therapy Centre - £250
Relate Wiltshire & Somerset - £300
Revitalise Respite Holidays - £1000
The BIG Community Grow - £1000
Trowbridge Cultural Festival of Food - £500
Trowbridge in Bloom - £1000
Wiltshire Music Centre Trust - £1000
Wiltshire Sight - £500

- c) **RESOLVED That the Committee does not make provision for any additional Core Grants in the budget for 2020/21 but that it changes the Grants Policy to include an annual grant to Trowbridge In Bloom.**

Cllr Whiffen thanked the town council for their contribution to the Wiltshire Armed Forces & Veterans Weekend.

3081 PRESS RELEASES

RESOLVED to make the following press/social media release:

- **Grants** – highlighting the emphasis is on key issues in Trowbridge

3082 DATE OF NEXT MEETING

Tuesday 3rd September 2019 at The Civic, St Stephen's Place, Trowbridge.

Meeting closed at 20.40 hrs

To all other councillors for information.

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

POLICY & RESOURCES COMMITTEE MEETING 2nd JULY 2019 ACTION LIST

<u>HEALTH & WELLBEING – (Report Item 3.3.2)</u> <i>RESOLVED That smoking is only permitted for employees on the side access road between the Civic Centre and St Stephen's Place and that visitors are also requested not to smoke in the vicinity of the Civic Centre.</i>	LA	
<i>Defer the consideration of a grant to Trowbridge Bowls Club pending completion of a new lease agreement:</i>	LA/JW/CL	
<i>RESOLVED That the Committee does not make provision for any additional Core Grants in the budget for 2020/21 but that it changes the Grants Policy to include an annual grant to Trowbridge In Bloom.</i>	LA/JW	
<u>MANAGEMENT ACCOUNTS (Report Item 2.2)</u> <i>RESOLVED That the Committee notes the department and whole Council end of year accounts and that the level of General Reserves needs to be addressed.</i>	LA	
<u>PRESS RELEASES</u> <i>RESOLVED to make the following press/social media release:</i> <ul style="list-style-type: none">• Grants – highlighting the emphasis is on key issues in Trowbridge	LA	