



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

10th July 2019

SUMMONS

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

Dear Councillor,

You are hereby summoned to a **Full Council** meeting of Trowbridge Town Council to be held on **Tuesday, 16th July 2019**, at 19.00hrs, in the **Council Chamber, The Civic Centre, St Stephen's Place, Trowbridge.**

Yours faithfully,

Lance Allan
Town Clerk

Enquiries to Lance Allan on 01225 765072 or email lance.allan@trowbridge.gov.uk

AGENDA

The Mayor to welcome newly elected councillors.

1. **APOLOGIES**

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

2. **DECLARATIONS OF ACCEPTANCE OF OFFICE**

- c) **To receive a report from the Town Clerk** regarding the receipt of declarations of acceptance of office of new councillors.
- b) **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**

RECOMMENDATION:

That if any declarations of acceptance of office have not so far been received they should be received prior to the commencement of the next meeting of Full Council which is due to be held on 17th September 2019.

3. **MINUTES OF PREVIOUS MEETING**

- a) **To read and approve** as a correct record the Minutes of the Annual Council meeting held on 21st May 2019 and Extra Full Council on 25th June 2019; copies of these Minutes have been circulated and Standing Order 17 provides that they may therefore be taken as read.
- b) **To report and to note** any matters arising there from.

4. **MINUTES OF COMMITTEES**

To receive reports, minutes and recommendations from Committees already circulated, enclosed herewith or to be circulated and to consider any questions arising from them.

- a) **Museum Committee** meeting held on 28th May 2019
Questions to Cllr Bridges, Chair of the committee
- b) **Neighbourhoods Committee** meeting held on 28th May 2019
Questions to Cllr Drewett, Chair of the committee
- c) **Town Development Committee** meetings held on 4th June and 25th June
Questions to Councillor Whiffen, Chair of the committee.
- d) **Leisure & Information Services Committee** meeting held on 11th June 2019
Questions to Councillor David Halik, Chair of the committee
- e) **Policy & Resources Committee** meeting held on 2nd July 2019
Questions to Councillor Fuller, Chair of the committee.

5. **COMMITTEE PLACES**

To consider changes to the committee places following the election of two new councillors in Drynham Ward and Grove Ward. Current committee places is attached.

6. **DECLARATIONS OF INTEREST**

- a) 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 in accordance with the provisions of the Localism Act 2011 in respect of members
- b) To consider for approval any Dispensation Requests received by the Town Clerk and not previously considered.

7. **COMMUNICATIONS BY THE MAYOR**

- a) To receive a list of events attended (copy attached).
- b) To consider any matters of significance to report.

8. **OPEN FORUM**

- a) To receive any questions from the public, which may be answered but not debated.

9. **PRESENTATION OF GRANT CHEQUES** - Receiving groups will be asked to make a short statement regarding the activities of their organisation.

a) **Core Grants**

Trowbridge Guild of Community Service - £500.00
HELP Counselling - £1000.00
Seymour Community Association - £1000.00
Wiltshire Mind - £500.00
Wiltshire Citizens Advice - £5000.00
Trowbridge Area Community Link Scheme (TACLS) - £1000.00

b) **General Grants**

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
Wiltshire Music Centre Trust - £1000
Wiltshire Sight - £500



10. **POLICE MATTERS**

To receive a report from Inspector James Williams (copy to follow).

11. **MOTION: SEATING ARRANGEMENTS FOR FULL COUNCIL MEETINGS**

To consider a motion proposed by Cllr Kirk, seconded by Cllr Cooper:

In order to encourage and develop cross-party working in our Town Council, that for Full Council meetings, we operate a random seating arrangement for Councillors in the Council Chamber (with the exception of Officers, Mayor, Deputy Mayor and Leader) rather than our current political structure. I would also propose that the layout of the seating is changed (where possible) to enable Councillors to be fully visible to any members of the public seated in the Chamber.

12. **MOTION: PROVISION OF TOILET FACILITIES IN THE PARK**

To consider a motion proposed by Cllr Kirk, seconded by Cllr Cooper:

In order to provide the necessary public toilet facilities in the Park on the weekend, which is the time of peak occupancy, that the foyer area of the Civic Centre is staffed and kept open on a rota basis. With in-excess of fifty Town Council staff and flexible contracts in place, we can rota effectively and operate this as a cost neutral proposal, as we are not increasing overall hours, just changing the time and location of working.

13. **COMPLAINTS**

To consider the complaints received and **RECOMMENDATIONS** of the **RISK & AUDIT PANEL**.

Demolition of Toilet Block - Complaints from Cllr Kirk:

Complaint 1: 29th May 2019

Dear Mr Mayor,

Please may I raise this as a formal complaint, in relation to the actions of an Officer and the Chair of the Neighbourhoods Committee.

It was my intention to stay for the meeting of the Neighbourhoods Services Committee, but I was informed that the subject of the toilets was not on the agenda and therefore would not be discussed. However, it transpires that during the meeting an Officer of the Council raised the matter of the toilets and my specific request, and subsequently a motion was passed.

These actions would suggest that potentially there was intent to mislead a member. Therefore, I suggest that this motion is not valid and the resolution does not stand.

Kind regards

Edward Kirk

Town Clerk's Reply on 3th May as follows:

At no time do I recollect you asking if the issue of the toilets was on the agenda at Neighbourhood Services.

You did ask if the decision of Council was a final decision and if there was a possibility of it being changed by the committee. I confirmed that the decision of Council was final.

Regards

Lance

RECOMMENDATION of the RISK & AUDIT PANEL to Full Council on 16th July: That there should be no further action with regards to the complaint.

Complaint 2: 18th June 2019

Dear Peter,

As leader, please can you confirm you are aware of the correspondence between the Town Council and {member of the public} in respect of our public toilet provision?



From the information provided by {member of the public}, I would suggest that the Officer report into the Public Toilets was not only incomplete, but lacked material information. Therefore, relevant information has been withheld from Councillors and I request that this is investigated alongside my ongoing complaint.

Kind regards
Edward Kirk

Town Clerk's response:

The member of the public queried whether an Equalities Impact Assessment should have been undertaken prior to the council making the decision to demolish the toilet block. I have advised the member of the public that the requirement to undertake and publish an EIA does not include town and parish councils. Cllr Kirk has pointed out that Wiltshire Council would have had to undertake and publish an EIA if they had made the decision to demolish the toilet block. I do not think it is appropriate to include in every report to the council the hypothetical requirements that would apply if Trowbridge Town Council were Wiltshire Council.

RECOMMENDATION of the RISK & AUDIT PANEL to Full Council on 16th July: That there should be no further action with regards to the complaint.

14. COMMUNITY AREA TRANSPORT GROUP (CATG)

To consider the following report and recommendations. CATG funding is normally dealt with at the Neighbourhoods Committee, but the committee doesn't meet until the end of September and the next CATG meeting is early September. The budget for CATG support projects for 2019/2020 is £15,000 and the council has already approved some allocations

RECOMMENDATION: to approve the additional allocations shown in the table below:

| | | |
|--|------------------|---------------------------|
| Wingfield Rd speed limit reduction 40-30mph London Bridge - Hungerford Ave | DROPPED | (was £3,000) |
| Drynham 20mph (excluding Holbrook Lane) | £4,000.00 | (implemented August 2019) |
| Footway improvements in Bellefield Crescent | £972.40 | (paid April 2019) |
| Footway works Union Street (Hiscocks Engineering) | £1,533.00 | (paid April 2019) |
| Pitman Avenue to allow cycling | £500.00 | |
| Survey into pedestrian crossing on Seymour Road | DROPPED | (was £200) |
| Street name plate for Moyle Park indicating Nos. accessed from cul-de-sac arm | £67.00 | |
| Street name plate at end of Cleveland Gardens/ Rodwell Park | £83.33 | |
| TOTAL | £7,155.73 | |
| Remaining balance | £7,844.27 | |

Other projects. No contribution from the Town Council is required for these.

- Cycleway/ Footway along County Way from Ashton Street to Hilperton Road - construction is programmed to commence in Autumn 2019 for 2 months including changes to the Puffin crossing on County Way, widening of existing footways and some new shared use paths.
- Longfield Gyratory is being assessed for alterations to the lights and sequencing, including: footways from pedestrian crossings to the Lamb Car Park and to Longfield House. No contribution from the Town Council is expected for this scheme.

15. REPRESENTATIVES ON OTHER BODIES

- To appoint** any new councillors to vacant positions on outside bodies (copy attached).
- To receive** any reports from Representatives on other Bodies.

16. MEDIA

a) To note the Press Release list (copy attached)

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

17. DATE OF NEXT MEETING

To note the next meeting will be the Full Council meeting on Tuesday 17th September 2019 in the Council Chamber, The Civic Centre, St Stephen's Place, Trowbridge.

18. EXCLUSION OF PUBLIC AND PRESS

That; in accordance with the Public Bodies (Admission to Meetings) Act 1960, it would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted; and therefore the meeting do resolve that the public and press be temporarily excluded and be instructed to withdraw.

19. TOWN CLERK'S ANNUAL REVIEW

To consider the report of the Town Clerk's Review Panel and the following **RECOMMENDATION.**

That the Town Clerk's performance in 2018/2019 is satisfactory and that the salary point is awarded from 1st October 2019.

