

The Civic Centre
St Stephen's Place
TROWBRIDGE
Wiltshire
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30th October 2019

SUMMONS

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

Dear Councillor

You are hereby summoned to a meeting of the **Policy & Resources Committee which is to be held on Tuesday 5th November 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 3rd September 2019.
- b) **To receive** any questions arising from those minutes.
- c) **To receive** as a correct record the Minutes of the Civic Board meeting held on 27th August 2019.

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. ELECTION OF VICE CHAIRMAN

To consider nominations for the position of Vice Chair.

5. CHAIR'S ANNOUNCEMENTS

To receive any announcements which the Chair may wish to put to the meeting.

6. OPEN FORUM

To receive questions from the public, these may be answered but not debated.

7. TOWN CLERK'S REPORT

To consider the Town Clerk's Report (copy attached).

8. COMMUNITY GOVERNANCE REVIEW (CGR) (Report Item 1.2)

To consider the Town Clerk's recommendations as follows:

a) North Bradley

RECOMMENDATION: Trowbridge Town Council believes that its proposal offers the best solution, within the guidance relating to a Community Governance Review, for the boundary between Trowbridge and North Bradley, until such time as the proposed development allocation in this area is more clearly defined. Notwithstanding this, the town council would be prepared to reluctantly accept that the whole of Trowbridge Drynham Division should be included in the Civil Parish of Trowbridge if Wiltshire Council is minded to consider this.

b) Southwick Parish Council

RECOMMENDATION: That Trowbridge Town Council considers the proposal from Southwick Parish Council is contrary to the government guidance on Community Governance Reviews, would be detrimental to community cohesion, would result in the creation of an anomalous boundary within the community of Trowbridge, would result in neighbours being in different parishes and fails to reflect the 'no-man's land between settlements or the most clearly identifiable natural boundaries.

c) West Ashton Parish Council

RECOMMENDATION: That Trowbridge Town Council considers the proposal from West Ashton Parish Council is contrary to the government guidance on Community Governance Reviews, would be detrimental to community cohesion, would result in the creation of an anomalous boundary within the community of Trowbridge, would result in neighbours being in different parishes and fails to reflect the 'no-man's land between settlements or the most clearly identifiable natural boundaries.

9. INDICES OF MULTIPLE DEPRIVATION (Report item 1.5)

To consider the Town Clerk's

RECOMMENDATION: That the Town Council consider if Wiltshire Council should be asked to confirm what particular and specific activity is it undertaking or seeking to implement in the only community in Wiltshire which is in the most deprived 10% of communities in England, which is different from and additional to the activity which it is undertaking in all other communities?

10. COUNCILLORS' EMAILS (Report item 1.7)

To consider the Town Clerk's

RECOMMENDATION That the town council proceeds with Oakford Technology to provide an Office 365 Business Essentials License at an annual cost of £1003.20

11. GRANTS POLICY (Report item 2.3.1)

To consider the revised Grants Policy, revised application form and processes (to follow).

12. ADDITIONAL COUNCIL TAX FROM AREAS TRANSFERRED IN 2017 (Report item 2.3.2)

- Following the last Community Governance Review, areas were transferred to the town and a consultation was undertaken indicating to residents that additional Council Tax raised from them over a four-year period could be earmarked for spending on services and facilities in those areas. The totals are: Paxcroft Mead £153,014; Old Farm £48,188 and; Shore Place £10,044. The town council has been asked to commit to this expenditure. The Neighbourhood Services Committee considered this matter at their September meeting and asked the Policy & Resources Committee to consider the matter. It was reported to the committee that £39,593.46 will have been spent in Paxcroft Mead, including play area maintenance and repairs, bus shelters, street furniture, footway improvements and street sweeping. Also that £50,000 is allocated from S106 funds for improvements in that area. At the time it was anticipated that the Paxcroft Brook Open Space would have been transferred from Wiltshire Council, but this has still not taken place.

RECOMMENDATION: That the Town Council commits to spending the amounts indicated on services and facilities in the areas transferred to the town in 2017 and if not all spent by 31st March 2021 allocates an earmarked reserve of any amounts unspent for future expenditure.

13. ACCESS BY DOGS (Report item 3.2.3)

To consider a request from Cllr Cavill regarding access to The Civic by owners with their dogs following a recent letter in the Wiltshire Times.

RECOMMENDATION That Trowbridge Town Council continues to only allow assistance dogs into the Civic Centre.

14. TROWBRIDGE TOWN HALL TRUST (Report item 7.10)

To consider the Town Clerk's

RECOMMENDATION: That the Town Council acknowledges that Councillor Stewart Palmen and Councillor David Cavill as Trustees of the Town Hall Trust are the link between the Town Council and the Trust. And that as such if either or both members apply for a Dispensation the Committee should recommend to Full Council that such a dispensation request should be granted.

15. NALC - LARGER COUNCILS COMMITTEE FOR CANDIDATES TO 2020/21 (Report item 8.5.1)

There is a vacancy on the committee and the town council has votes to cast. Details here: [NALC](#)
Online voting will close at 17:00 on Friday 15 November 2019. Results will be published online on 18 November 2019.

RECOMMENDATION: That the Council casts its votes for councillors to fill the vacancies on the NALC Larger Council's Committee.

16. RISK & AUDIT PANEL (Report Item 2.4 & 2.4.1)

a) **To note** the notes of the Risk & Audit Panel meeting held on Tuesday 29th October 2019 and any recommendations therein (copy to follow)

RECOMMENDATION to POLICY & RESOURCES COMMITTEE: That the town council exercises an 'Option To Tax' (VAT) on the land adjacent to Doric Park.

17. 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 Bridges & Drewett in signing the Cash Payments and Receipts Records.

	<u>Payments</u>	<u>Receipts</u>
August	£428,820.02	£73,232.36
September	£219,795.64	£983,078.79

18. POLICIES (Report Item 1.6)

To consider for approval, the following (copies attached)

- a) Sickness and Absence Policy & Procedure
- b) Disciplinary Procedure
- c) Capability Procedure
- d) E-mail, Internet, Social Media & Computer Use Policy
- e) Flexible Working, Work Life Balance & Home Working

19. MANAGEMENT ACCOUNTS (Report Item 2.2)

To consider the 2nd quarter Accounts (copy attached)

20. EXCLUSION OF PUBLIC & 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.

21. DORIC PARK PROJECT (Report item 4.2.2) (Business Plan to follow)

To consider the Business Plan and

RECOMMENDATION: That the Policy & Resources Committee includes the commitment to fund the 3GATP at Doric Park, including borrowing of up to £1.8million in the 2020/21 budget and **RECOMMENDS** this to the Full Council so that this commitment can be confirmed in the Council's application to the Football Foundation for grant funding.

22. DRAFT BUDGET 2020/21 (Report item 2.3)

To consider this committee's draft Budget for 2020/21 (to follow)

23. PRESS RELEASES

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

24. DATE OF NEXT MEETING

Tuesday 14th January 2020 at The Civic, St Stephen's Place, Trowbridge.