

MINUTES

At a meeting of the Policy & Resources Committee in the Council Chamber, Civic Centre, St Stephen's Place, Trowbridge on Tuesday 5th November 2019

Present: Councillors: Brice, Bridges, Cavill, Drewett, Fuller (Chair), Halik, Hoar, Palmen (substituting for Cllr Oldrieve) and Whiffen.

In attendance: Cllr Kirk, C Maddox

Officers: Mr L Allan (Town Clerk/RFO), Mrs T Carpenter (Minutes), Mrs J Weimar (Head of Resources & Venues)

Others: 0 Public, 0 Press

3102 **APOLOGIES**

RESOLVED to *approve apologies with reasons from Councillor Oldrieve.*

3103 **MINUTES**

a) **RESOLVED** to *approve as a correct record the Minutes of the meeting held on 3rd September 2019.*

b) There were no questions.

3104 **DECLARATIONS OF INTEREST**

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

3105 **ELECTION OF VICE CHAIRMAN**

Councillor Brice was nominated and seconded. There being no other nominations it was

RESOLVED to *appoint Councillor Brice as Vice Chairman of the Policy & Resources Committee.*

3105 **CHAIR'S ANNOUNCEMENT**

The Mayor agreed to bring forward Agenda Item 22 – Draft Budget 2020/21 to follow agenda item 19.

The Mayor reminded members of the Remembrance Service this Sunday 10th November at 9.45am at St James' Parish Church.

3106 **OPEN FORUM**

There were no questions from those present.

3107 **TOWN CLERK'S REPORT**

2.5.1 IIP – The town council achieved Gold status. Members congratulated the Town Clerk and staff. The Clerk reported that an action plan will be put together and implemented. The Clerk recorded thanks to Juliet, her team and all staff who participated.

ACTION: circulate report to members.

3.1.2 Street Sweeper - positive feedback being received from the public.

3.2.1 Longfield Community Centre - Lease with DVSA ready to be signed at Full Council on 19th November, hopefully to commence 1st December.

3.3.2 Freedom of Information - Can we initiate a charge – not for information already supplied.

4.1 Museum project – one week delay to overall project. The Landlords agreed to pay the charge. It was suggested that in order to reduce our carbon footprint that the council could consider installing solar panels on the roof. The Town Clerk confirmed these could be retro fitted at some stage, and that the licence with the landlord allows us to do so. It was noted that this could also be considered for the Park Storage facility in the park.

4.2.1 Woodmarsh – we have received the S106 monies from Wiltshire Council of £18,644 today. It was noted that Trowbridge Town Football Club have purchased some new goals.

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

4.2.4 Paxcroft Mead Cricket Ground – the Cricket Club could lose the S106 monies as it is time limited unless Wiltshire Council progress the matter.

5.3.1 Leer – Cllr Brice reported that it had been a good visit to Leer. It was noted that Doug Ross has been admitted to hospital and is to have stents fitted this week.

ACTION: The Council Secretary to purchase a get well card for councillors to sign.

6.3 Wiltshire Housing Sites Allocation Plan(WHSAP) – The Town Clerk expressed the council's concern re the proposed site between North Bradley village and White Horse Business Park; the revised policy still did not identify clearly which part was to be developed and which not. The Town Clerk has objected on behalf of the council.

6.6 Trees – free trees available, just need to say where we want them. Cllr Whiffen brought this up at Town Development. Area of land by Silver Birch Grove, he hopes the council will take over this land and plant trees on it.

6.7 Future High Streets Fund - contractor appointed to lead bidding process.

8.1.4 Waiting Restrictions - Cabinet member put in report on what to sign off. Members are encouraged to put their thoughts in now.

8.4 Wiltshire Police - Area Board focussing on homelessness at 7pm Thursday at County Hall.

8.4.1 Begging – Liam Cripps, Wiltshire Council's Community Area Manager met Inspector Andy Fee to discuss the issue and circulated information to the Chairman of Area Board about what came out of that meeting, in particular a number of tasks for various organisations.

Cllr Kirk reported that he had recently met with Alabare and having met some of the homeless and heard their stories, his views had changed. He encouraged members to attend the Area Board meeting on Thursday. Cllr Halik noted that Breakthrough operate until midday Mondays & Tuesdays in the Salvation Army Citadel in Castle Street, helping the homeless and lonely.

3108 **COMMUNITY GOVERNANCE REVIEW (CGR) (Report Item 1.2)**

a)North Bradley

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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.

3109 **INDICES OF MULTIPLE DEPRIVATION (Report item 1.5)**

RESOLVED: That the Town Council asks Wiltshire Council 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?

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

- 3110 COUNCILLORS' EMAILS (Report item 1.7)**
RESOLVED That the town council proceeds with Oakford Technology to provide an Office 365 Business Essentials License at an annual cost of £1003.20.
- 3111 GRANTS POLICY (Report item 2.3.1)**
RESOLVED to approve the revised application forms and processes, together with the Grants Policy, to include consideration in the Budget 2020/21 to allocate Core Funding as indicated with an increase for Wiltshire Mind to £1000 (from £500).
- 3112 ADDITIONAL COUNCIL TAX FROM AREAS TRANSFERRED IN 2017 (Report item 2.3.2)**
RESOLVED: 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.
- 3113 ACCESS BY DOGS (Report item 3.2.3)**
A discussion took place during which consideration was given to an amendment to the recommendation, as follows:
That the town council continues only to allow assistance dogs into the Civic Centre but will allow all well behaved dogs into the TIC for a one year trial. The amendment was moved and seconded and it was
RESOLVED That the town council continues only to allow assistance dogs into the Civic Centre but will allow all well behaved dogs into the TIC for a one year trial.
- 3114 TROWBRIDGE TOWN HALL TRUST (Report item 7.10)**
RESOLVED: 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.
- 3115 NALC - LARGER COUNCILS COMMITTEE FOR CANDIDATES TO 2020/21 (Report item 8.5.1)**
RESOLVED: That the Council casts its votes for councillors to fill the vacancies on the NALC Larger Council's Committee.
- 3116 RISK & AUDIT PANEL (Report Item 2.4 & 2.4.1)**
RESOLVED That the town council exercises an 'Option To Tax' (VAT) on the land adjacent to Doric Park.
- 3117 PAYMENT OF ACCOUNTS**
RESOLVED to approve 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

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

3118 POLICIES (Report Item 1.6)

RESOLVED to approve en bloc

- 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**

3119 MANAGEMENT ACCOUNTS (Report Item 2.2)

The Chair thanked the staff for keeping within budget.

Cllr Bridges suggested that the honorarium for the Town Crier should be increased by a further £200 per annum in the Budget 2020/21.

RESOLVED to note the 2nd quarter Accounts

3120 DRAFT BUDGET 2020/21 (Report item 2.3)

RESOLVED to recommend this committee's draft Budget for 2020/21 to Full Council at their meeting on 19th November 2019

3121 EXCLUSION OF PUBLIC & PRESS

RESOLVED 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.

3122 DORIC PARK PROJECT (Report item 4.2.2) (Business Plan to follow)

RESOLVED: 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.

3123 PRESS RELEASES

RESOLVED not to make any press releases.

3124 DATE OF NEXT MEETING

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

The meeting closed at 21.45hrs.

To all other councillors for information.

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

POLICY & RESOURCES COMMITTEE MEETING 5TH NOVEMBER 2019 ACTION LIST

RESOLVED to appoint Councillor Brice as Vice Chairman of the Policy & Resources Committee.	All to note	
ACTION: circulate IIP report to members.	LA	
ACTION: The Council Secretary to purchase a get well card for Doug Ross for councillors to sign.	TC	Done
<p><u>COMMUNITY GOVERNANCE REVIEW (CGR)</u></p> <p>a) North Bradley RESOLVED: 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.</p> <p>b) Southwick Parish Council RESOLVED: 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.</p> <p>c) West Ashton Parish Council RESOLVED: 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.</p>	LA	
<p><u>INDICES OF MULTIPLE DEPRIVATION</u></p> <p>RESOLVED: That the Town Council asks Wiltshire Council 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?</p>	LA	
<p><u>COUNCILLORS' EMAILS</u></p> <p>RESOLVED That the town council proceeds with Oakford Technology to provide an Office 365 Business Essentials License at an annual cost of £1003.20.</p>	HB/KB	

<p><u>GRANTS POLICY</u> RESOLVED to approve the revised application forms and processes, together with the Grants Policy, to include consideration in the Budget 2020/21 to increase the Core Funding for Wiltshire Mind to £1000 from £500.</p>	<p>JW/TC LA</p>	
<p><u>ADDITIONAL COUNCIL TAX FROM AREAS TRANSFERRED IN 2017</u> RESOLVED: 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.</p>	<p>LA</p>	
<p><u>ACCESS BY DOGS</u> RESOLVED That the town council continues only to allow assistance dogs into the Civic Centre but will allow all well behaved dogs into the TIC for a one year trial.</p>	<p>All to note</p>	
<p><u>TROWBRIDGE TOWN HALL TRUST</u> RESOLVED: 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.</p>	<p>All to note LA</p>	
<p><u>NALC - LARGER COUNCILS COMMITTEE FOR CANDIDATES TO 2020/21</u> RESOLVED: That the Council casts its votes for councillors to fill the vacancies on the NALC Larger Council's Committee.</p>	<p>All cllrs to note</p>	
<p><u>RISK & AUDIT PANEL</u> RESOLVED That the town council exercises an 'Option To Tax' (VAT) on the land adjacent to Doric Park.</p>	<p>LA</p>	
<p><u>POLICIES</u> RESOLVED to approve en bloc f) Sickness and Absence Policy & Procedure g) Disciplinary Procedure h) Capability Procedure i) E-mail, Internet, Social Media & Computer Use Policy j) Flexible Working, Work Life Balance & Home Working</p>	<p>JW/TC</p>	
<p><u>MANAGEMENT ACCOUNTS</u> Cllr Bridges suggested that the honorarium for the Town Crier should be increased by a further £200 per annum in the Budget 2020/21. RESOLVED to note the 2nd quarter Accounts</p>	<p>LA</p>	
<p><u>DRAFT BUDGET 2020/21</u> RESOLVED to recommend this committee's draft Budget for 2020/21 to Full Council at their meeting on 19th November 2019</p>	<p>LA</p>	

<p><u>DORIC PARK PROJECT</u> confirmed in the Council's RESOLVED: 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.</p>	LA/TC	
<p><u>PRESS RELEASES</u> RESOLVED not to make any press release/social media releases:</p>		