

MINUTES

At a meeting of the Policy & Resources Committee in the Council Chamber, Civic Centre, St Stephen’s Place, Trowbridge on Tuesday 14th January 2020

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

In attendance:

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

Others: Cllr Piazza, 1 Public, 1 Press

3125 APOLOGIES

RESOLVED to approve apologies with reasons from Councillor Brice.

3126 MINUTES

a) **RESOLVED to approve as a correct record the Minutes of the meeting held on 5th November 2019, with an amendment to minute no: 3105 to substitute ‘The Mayor’ with ‘The Chair’.**

b) There were no questions.

3127 DECLARATIONS OF INTEREST

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

3128 CHAIR’S ANNOUNCEMENT

a) The Chair welcomed Mara Fuss, from Leer, who is undertaking 2 months’ work experience with the town council, studying Community Governance as part of her university studies.

b) The Chair also welcomed newly elected Cllr Antonio Piazza, who was in attendance.

c) The Chair reported that the Payments of accounts had been omitted from the Agenda and reported the figures as follows:

	Payments	Receipts
October	£498,849.76	£194,025.14
November	£700,923.45	£426,773.97

The Chair thanked Councillors Blackmore & Whiffen for signing the Cash Payments and Receipts Records.

The Chair referred to the Head of Venues & Resources who reported on the following.

“During our end of quarter bank reconciliation today, a transaction was flagged as unauthorised by TTC. On further investigation I found that one of our business charge cards has been compromised. A payment of £454.13 was made to, a company who supply car accessories for 4x4 vehicles. Having spoken with the Managing Director of the company today, he confirmed that a spoiler bar for a Toyota vehicle was ordered and delivered to an address in Ilford, Essex using our charge card, with a different telephone number and email address. I immediately reported this to Lloyds Bank Charge Card Fraud Unit. They confirmed the fraudulent transaction and compromised card and immediately cancelled the card. They confirmed that the full amount of £454.13 will be refunded back to TTC bank account within 2 to 3 business days. Lloyds bank have said that this is no fault of TTC or the supplier but likely to be the results of a data breach by a company or website where we have previously purchased goods. Lloyds Fraud team will now take over and look into the transaction. I have spoken with our Facilities Manager, who has confirmed our anti-virus software is completely up to date.

Every transaction made by our charge card, is authorised by 3 signatures prior to being made and a receipt is printed. This ensures we can reconcile monthly to the statements. Having gone through this process, it confirms to me that our procedures are thorough and provide us the reassurance that we are protecting ourselves as much as possible.”

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

3129 OPEN FORUM

The Chair invited Mr Andy Milroy of Bellefield Crescent to speak, who reported as follows:

"I am speaking today because it looks as if on Thursday the new Clinical Commissioning Group may decide to close the Trowbridge Birthing Unit. It will be remembered that the Maternity Transformation Consultation was a highly publicised attempt by the Wiltshire CCG to persuade people that the Trowbridge Birthing Unit should close. A Transformation group travelled around the entire area, spreading the word about how great it would be, with a new birthing unit in the RUH. The WCCG were surprised at the sheer number of responses. This caused them to think very hard.

62% of the respondents - 1200 out of the 1800, disagreed or strongly disagreed with the proposal to close the Unit. So the public decisively backed the campaign to keep the Trowbridge Birthing Unit open. Now the CCG have come up with an anonymous bunch of experts to attempt to overrule this public vote. On Thursday the now BSWCCG are proposing to go ahead with closure anyway. The fact this is now a BANES/Swindon/Wiltshire CCG decision is significant. The merger between the three CCGs has been likely for some time. It is a strong indicator of the future. Not only will Trowbridge Birthing Unit close, all maternity services in Trowbridge are threatened. Moreover maternity beds in Chippenham will be slashed. But, significantly and predictably a new birthing unit will be built in Bath at the RUH!

The decision to reject the East Wing site for the Trowbridge Urgent Primary Care Centre, is this part of the same process? But when you look closely at the constitution of this new BSWCCG, it becomes even more worrying. Funding from the three bodies can be pooled and used by just one. This has been confirmed by Cllr Chuck Berry, chair of WC Health Scrutiny. So funding earmarked for Wiltshire can be siphoned off for use in Swindon or Bath! Seemingly the BSWCCG is not accountable. Councils have no economic or political power over them. Councillors, you were elected as the leaders of Trowbridge. Residents look to you to stand up for them and to defend their interests. But you have no economic or political leverage over the Clinical Commissioners. However what you do have is moral leverage.

By publicly holding them to account in the media, by publicising the issues widely, you hold them accountable to public opinion! They are elected by doctors' surgeries. Doctors neither want nor need the negative publicity. Councillor David Cavill and I sent out a press release to every Wiltshire and Somerset media outlet, pointing out the fragility of the BSW CCG position, so strongly rejected by those consulted on the issue. Arguably it is a huge public relations disaster for the BSW CCG. This also inter-connects with the Urgent Primary Care Centre, the only new health facility planned for Wiltshire, despite its growing population and its struggling doctors surgeries.

I would ask Trowbridge Town Council to be proactive and vociferous if we are to protect, let alone expand Wiltshire's health provision."

The Chair thanked Mr Milroy for his work in fighting on behalf of the town and proposed bringing forward item 8.2 Health Services on the Town Clerk's report.

It was noted that the Town Clerk and Cllrs Brice, Cavill, Fuller and Kirk are meeting with the CCG on 14th Feb to discuss replacement of other services at the hospital, and that Mr Milroy's comments would be discussed then.

RESOLVED That the Town Clerk writes to Dr Andrew Murrison and the CCG and copies in the Joint Chief Executives at Wiltshire Council.

3130 TOWN CLERK'S REPORT

1.5 Indices of Multiple Deprivation - still not received substantive reply.

RESOLVED that the Leader, Cllr Fuller to send a letter to the Leader of Wiltshire Council, Cllr Philip Whitehead.

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

3.3 Leisure & Information Services – Cllr Whiffen asked the Town Clerk for the full cost of Active Trowbridge and the full income. The Town Clerk referred members to the Budget 265 – Active Trowbridge. Cllr Bridges asked why we were increasing the hours, however the Town Clerk confirmed this was not the case but that the increased staff costs were due to the national pay review.

4.2.3 Ashton Park – Cllr Oldrieve suggested this item should be clarified as referring to the open green space. He also suggested that the plans to build a secondary school as not completely accurate as he felt it was likely to be more of a secondary provision.

4.2.5 – Paxcroft Mead Cricket Ground – the Town Clerk has met with WC and Wiltshire Cricket. WC now pursuing land to Wiltshire Cricket to use as a cricket club.

6.2 Housing sites - Chair of TD and the Town Clerk attended a presentation at North Bradley. Two developers putting forward proposal. 3 separate ownerships. We have always opposed this as it provided the gap between Trowbridge and the village. Development will be right in the middle of the gap. Developers would welcome some comments from us. The Town Clerk reported he has drafted a report for the next Town Development committee meeting to enable members to look at the proposals in more detail. See website <https://www.homes4wiltshire.co.uk/>

Cllr Halik reported that there is a report being published on bats which will have a major effect on development. It could, however, result in a larger gap between the town and North Bradley.

Cllr Palmen reported that a local professional graffiti artist, Miller, has been working on the Stallards skatepark which is much improved, and suggested he might be available to carry out other work within the town if required. Members agreed this could be useful.

ACTION: Cllr Palmen to follow up with him and liaise with the Neighbourhoods Officer.

3131 BRITISH TELECOM PROPOSED PAYPHONES REMOVAL CONSULTATION (Report Item 1.1)

RESOLVED: That the payphones at Town Bridge and at The Lamb are retained as they are used more than once per day on average.

3132 CARBON REDUCTION STRATEGY (Report Item 1.4)

Members considered the following list of priorities:

- Staff training (achievable within budget, possible September Staff day session)
- Ensure the Website & social media reflect the Council's commitment to climate emergency & use community news to promote carbon reduction ideas (achievable within budget)
- Community tree planting initiative working with other groups (achievable see below)
- Procurement: renewable only electricity tariffs, solar panels, replacement machinery and vehicles (longer term aim, impact on budget but will be considered when appropriate in 2020/21).
- Planting and grass cutting for sustainability and biodiversity (medium term with new contract)
- Working in partnership with others (achievable within budget)

The Town Clerk reported he had spoken to the people who carried out the carbon audit for Stroud Town Council and found that it was around £5000.

- An audit of the Council's current carbon footprint (Experience suggests not difficult or expensive)
- Environmental Impact Assessments for major decisions (unknown, may be expensive)

Cllr Hoar highlighted his concern, stating that the council has a moral duty, and should be adopting 100% renewable energy now and that it should not be governed by its impact on the budget. In summary it was noted that this issue needs to involve councillors and officers and via the liaison group, with other members of the public.

He proposed the following amendment to item i) of the recommendation:

i) That the Town Council approves all of the above elements in the above list which are achievable in the short term and within the 2020/21 budget, including a commitment that the council will ensure future electricity contracts are 100% renewable energy.

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

A vote in favour took place on the amendment to item i) and the recommendation as a whole as follows.

RESOLVED :

i) That the Town Council approves all of the above elements which are achievable in the short term and within the 2020/21 budget, including a commitment that the council will ensure future electricity contracts are 100% renewable energy.

ii) That the Town Council sets-up a liaison committee with interested groups to inform and co-ordinate climate change mitigation activities within the Town and implement all other elements as soon as possible..

iii) That the Town Council works with partners to increase tree planting including sources of trees, funding and identifying locations for tree planting.

iv) That the Town Council takes over responsibility for the public speaking competitions from Trowbridge In Bloom from 2021, working with the local partners to build upon the environmental theme of the competitions and provides a small contribution towards the competition costs in 2020.

v) That the Town Council incorporates a comprehensive Carbon Reduction strategy as part of the Town Council Strategy review in 2021 for the period 2021-2025.

<https://edition.pagesuite-professional.co.uk/html5/reader/production/default.aspx?pubname=&pubid=bea455b0-7748-4538-b649-39664a5648e4>

ACTION: to recognise the work of Trowbridge In Bloom.

Cllr Cavill reported that a survey had been carried out by Wiltshire, finding ideal locations for the planting of trees, however Wiltshire Council is unsure if they wish for trees to be planted on land that may become an asset transfer.

ACTION: Cllr Cavill agreed to lobby Wiltshire Council.

3133 TOWN CENTRE CCTV

The committee noted the Leisure Services Committee Options discussed at their meeting held on 3rd December 2019 and their recommendation to Full Council to opt for Option 3 followed by Option 2 and report to the Policy & Resources Committee at their meeting on 14th January 2020 to consider if there are any implications to the budget.

Option 1 - Should Virginmedia agree a purchase price for the network at a %age of the balance owned, should the council purchase?

Option 2 - Should the council invest into getting a consultant on board to provide alternative arrangements and proposals?

Option 3 - Should the council insist on getting funding from the main user (Wiltshire Police) and without such funding (committed on an annual basis) state the system can no longer be supported

Option 4 - Should the above take place, how would the council handle public response to it?

Option 5 - continue funding the replacement/maintenance at the tax payers expense?

A vote took place and it was

RESOLVED THAT Option 3 followed by Option 2 (if Option 3 is not successful) is pursued and consideration is given to any implications for the budget.

3134 REDUCING PAPER

RESOLVED: That the Town Council explores further the possibility of implementing IBABS <https://www.ibabs.co.uk/> for implementation from the new financial year, subject to the costs being less than £5,000 in year one and £4,000 per annum thereafter.

3135 GRANTS POLICY

RESOLVED to approve the revised Grants Policy.

Cllr Drewett left the meeting at 20.30hrs.

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

3136 **BUDGET 2020/21**

The Town Clerk circulated a short Budget 2020/21 report to those present at the meeting, with the following **RECOMMENDATION**:

That in order to meet; the budget expenditure recommended by the committees; the requirement to fund an increase in General Reserves and; in anticipation of additional services being transferred from Wiltshire Council over the next four years, with an expectation from the community that the town council will take full responsibility for those additional services and deliver a quality of service better than that experienced in recent years (whilst they have been the responsibility of Wiltshire Council), the Council Tax Charge for Trowbridge Town Council for 2020/21 should be increased by an amount greater than CPI inflation and that any additional receipts should be allocated in the budget as a contribution to General Reserves.

That the Committee approves the following RECOMMENDATION to Council:

- | | | |
|----|--|------------|
| a. | That the Council approves the department Budgets for 2020/21 as detailed on the budget spreadsheets, totalling | £1,939,950 |
| b. | That the Council approves that the contribution to General Reserves for 2020/21 be | £62,500 |
| c. | That the Committee recommends to Council therefore a total budget requirement for 2020/21 of | £2,002,450 |

And that this is funded in part through estimated income for 2020/21 from Community Infrastructure Levy of	(£65,500)
Leaving a net precept requirement for 2020/21 of	£1,936,950
Which results in an increase of £11.00 on the Trowbridge Town Council 'Band D' Council Tax Charge, to	£164.98

Which is less than £3.20 per week.

The RECOMMENDATION was proposed and seconded.

Cllr Fuller proposed an amendment and a vote took place with 4 in favour and 4 against. The Chair made a casting vote in favour of the amendment. The amendment was therefore carried and it was

RESOLVED:

- | | | |
|----|--|------------|
| a. | That the Council approves the department Budgets for 2020/21 as detailed on the budget spreadsheets, totalling | £1,899,950 |
| b. | That the Council approves that the contribution to General Reserves for 2020/21 be | £62,500 |
| c. | That the Committee recommends to Council therefore a total budget requirement for 2020/21 of | £1,962,450 |

And that this is funded in part through estimated income for 2020/21 from Community Infrastructure Levy of	(£65,500)
Leaving a net precept requirement for 2020/21 of	£1,896,950
Which results in an increase of £7.60 on the Trowbridge Town Council 'Band D' Council Tax Charge, to	£161.58

Which is less than £3.20 per week.

ACTION: The Town Clerk to send Cllr Halik a copy of the Museum Project budget.

3137 **MEDIA RELEASES**

RESOLVED not to make any press/media releases.

3138 **DATE OF NEXT MEETING**

NOTED Tuesday 3rd March 2020 at The Civic, St Stephen's Place, Trowbridge.

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

POLICY & RESOURCES COMMITTEE MEETING 14th JANUARY 2020 ACTION LIST

<p><u>BRITISH TELECOM PROPOSED PAYPHONES REMOVAL CONSULTATION</u> RESOLVED: <i>That the payphones at Town Bridge and at The Lamb are retained as they are used more than once per day on average.</i></p>	<p>LA</p>	
<p><u>CARBON REDUCTION STRATEGY</u> RESOLVED : <i>i) That the Town Council approves all of the above elements in the above list which are achievable in the short term and within the 2020/21 budget, including a commitment that the council will ensure future electricity contracts are 100% renewable energy.</i> <i>ii) That the Town Council sets-up a liaison committee with interested groups to inform and co-ordinate climate change mitigation activities within the Town.</i> <i>iii) That the Town Council works with partners to increase tree planting including sources of trees, funding and identifying locations for tree planting.</i> <i>iv) That the Town Council takes over responsibility for the public speaking competitions from Trowbridge In Bloom from 2021, working with the local partners to build upon the environmental theme of the competitions and provides a small contribution towards the competition costs in 2020.</i> <i>v) That the Town Council incorporates a comprehensive Carbon Reduction strategy as part of the Town Council Strategy review in 2021 for the period 2021-2025.</i></p>	<p>LA</p>	
<p>ACTION: to recognise the work of Trowbridge In Bloom. Cllr Cavill reported that a survey had been carried out by Wiltshire, finding ideal locations for the planting of trees, however Wiltshire Council is unsure if they wish for trees to be planted on land that may become an asset transfer. ACTION: Cllr Cavill agreed to lobby Wiltshire Council.</p>	<p>LA Cllr Cavill</p>	
<p><u>TOWN CENTRE CCTV</u> RESOLVED: THAT <i>Option 3 followed by Option 2 (if Option 3 is not successful) are pursued and consideration is given to any implications for the budget.</i></p>	<p>LA/HB/KB</p>	
<p><u>REDUCING PAPER</u> RESOLVED: <i>That the Town Council explores further the possibility of implementing IBABS https://www.ibabs.co.uk/ for implementation from the new financial year, subject to the costs being less than £5,000 in year one and £4,000 per annum thereafter.</i></p>	<p>LA</p>	
<p><u>GRANTS POLICY</u> RESOLVED <i>to approve the revised Grants Policy.</i></p>	<p>LA/JW/GS</p>	

<p>BUDGET 2020/21 RESOLVED: a) that the Council approves the department Budgets for 2020/21 as detailed on the budget spreadsheets, totalling</p> <p>b. That the Council approves that the contribution to General Reserves for 2020/21 be</p> <p>c. That the Committee recommends to Council therefore a total budget requirement for 2020/21 of</p> <p>And that this is funded in part through estimated income for 2020/21 from Community Infrastructure Levy of</p> <p>Leaving a net precept requirement for 2020/21 of</p> <p>Which results in an increase of £7.60 on the Trowbridge Town Council 'Band D' Council Tax Charge, to</p> <p style="text-align: center;">£161.58</p> <p><i>Which is less than £3.20 per week.</i></p>	<p>LA/JW/GS</p>	
<p>ACTION: The Town Clerk to send Cllr Halik a copy of the Museum Project budget.</p>	<p>LA</p>	