

The Civic Centre  
St Stephen's Place  
TROWBRIDGE  
Wiltshire  
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1<sup>st</sup> July 2020

## SUMMONS

**To members of the Policy & Resources Committee: Councillors: Bates, Brice (VC), Bridges, Cavill, Drewett, Fuller, Halik, Hoar, Palmen (Chair) and Whiffen.**

Dear Councillor

You are hereby summoned to a meeting of the **Policy & Resources Committee** which is to be held on **Tuesday 7<sup>th</sup> July 2020 at 19.00hrs**, on MS TEAMS.

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](mailto:info@trowbridge.gov.uk)

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## 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 3<sup>rd</sup> March 2020.
- b) **To approve as a correct record** of decisions from weekly briefing on 5<sup>th</sup> May 2020.
- c) **To receive** any questions arising from those minutes.
- d) **To receive** as a correct record the Minutes of the Civic Board meeting held on 26<sup>th</sup> May 2020.

### 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. **CHAIR'S ANNOUNCEMENTS**

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

### 5. **OPEN FORUM**

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

### 6. **TOWN CLERK'S REPORT**

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

7. **COMMUNITY GOVERNANCE REVIEW (Report Item 1.1)**  
**RECOMMENDATION:** That Trowbridge Town Council supports all of the transfers from North Bradley Civil Parish to Trowbridge Civil Parish contained in Recommendation 11 of the Wiltshire Council Community Governance Review including the warding arrangements and the number of councillors in each ward.
8. **ENVIRONMENT WORKING GROUP (Report Item 1.2)**  
To receive a group report from Councillor Hoar.
9. **TOWN CENTRE CCTV (Report Item 1.3)**  
**RECOMMENDATION:** That the Council negotiates a one year extension to the monitoring service with the Shires to enable a decision to be made during 2021 with regards to the future of CCTV.
10. **PUBLIC SECTOR EQUALITIES DUTY, REPORTING & RECORDING OF PROPOSALS (Report item 1.4)**  
**RECOMMENDATION:** That the town council works to implement the following list of considerations to be itemised against recommendations and motions considered by Council and committees, in line with the implementation of software to support the administration of meetings and councillor e-mail addresses, so that they are all implemented in time for the 2021 elections.
- Equalities
  - Finance
  - Climate
  - Ecology
  - Staff
  - Legal
  - Risk
  - Benefit to Trowbridge
11. **PUBLIC TOILETS WORKING PARTY (Report Item 1.5)**  
To receive a report from Cllrs Bryant, Drewett and King.
12. **CAPITAL FINANCING (Report Item 2.1.7)**  
**RECOMMENDATION:** That the Council adopts an options appraisal for consideration of the financing of significant projects based upon the following: Option 1 - Funded in full over one year. Option 2 - Funded over four years. Option 3 - Funded with a loan over a longer period, with justification for the period being considered. With the assessment demonstrating the impact on the Council Tax Charge of each option.
13. **CIVIC DINNER 2021 (Report Item 5.3)**  
**RECOMMENDATION:** That the Committee considers the charging arrangement for all internal charges levied on the Civic Dinner.
14. **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 Kirk & Palmen in signing the Cash Payments and Receipts Records.

	<b><u>Payments</u></b>	<b><u>Receipts</u></b>
February	£548,787.56	£69,274.20
March	£569,623.54	£99,328.19
April	£397,235.18	£1,231,563.18
May	£227,638.87	£840,494.51

**15. MANAGEMENT ACCOUNTS (Report Item 2.1.2)**

**To consider** the Q4 Accounts (copy attached)

**16. POLICIES**

**To review and approve** Data Breach Policies (previously circulated).

**17. MEDIA RELEASES**

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

**18. DATE OF NEXT MEETING**

Tuesday 1<sup>st</sup> September 2020 on Microsoft MS TEAMS.