

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

SUMMONS

25th August 2020

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 1st September 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 01225 765072 or 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 7th July 2020.
- b) **To receive** any questions arising from those minutes.
- c) **To consider** the Minutes of the Civic Board meeting held on 18th August 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. ENVIRONMENT WORKING GROUP (Report Item 1.2)

To receive a report from Councillor Hoar, chair of the Environment Working Group.
RECOMMENDATION: That the committee notes the report.

8. **PUBLIC TOILETS WORKING GROUP (Report Item 1.4)**

To receive a report and **RECOMMENDATION** from the Working Group – Cllrs Drewett, Bryant and King. Following consideration over a number of weeks and a series of meetings, informed by the results of the survey, the Group recognises that the previous facilities which were demolished were not fit for purpose, were poorly located and failed to provide a full range of facilities. The Group also appreciates that there is a need for better facilities and these are not adequately provided for by others in the vicinity such as Castle Place Shopping Centre and therefore the council should consider the best way of providing better facilities in the short and medium term. Whilst these are unlikely to be able to be provided without any impact on the Council Tax the Group believes that the recommendation will deliver better facilities with minimal additional impact on the Council Tax.

RECOMMENDATION: That the council adopts the following:

- A. In the short term, during 2021 a public toilet facility is developed within the Civic Centre Building adjacent to the Avenue Entrance, with a new external door and conversion of the existing disabled toilet on the ground floor, with the option, subject to funding, of including a Changing Places facility. The existing cleaner's cupboard would be converted to be used as the internal disabled toilet.
- B. In the medium term the council works with Wiltshire Council to secure funding from the Future High Streets Fund and other partnership funding to provide a new public toilet facility in the Park as part of a multi-use Pavilion in the vicinity of the tennis courts, MUGA, bowling green and crazy-golf, incorporating a replacement bowls club, changing rooms and refreshment kiosk. (This is preferable to the provision of a new and better facility provided within the redeveloped Castle Place, but this would be a minimum within such a redevelopment if the Pavilion was not progressed).
- C. A Community Toilet Scheme involving those commercial establishments which are willing to offer their own facilities to the public without a fee, to promote such a scheme through social media, signage and publicity.
- D. A comprehensive signage system for the town centre, potentially as part of the Future High Streets Fund, so that the public can more easily identify the locations of a range of facilities, including public toilets, across the town.

9. **WILTSHIRE ARMED FORCES**

- A) To consider a verbal report from Councillor Whiffen on the proposed winding up and asset disposal of WAF&V
- B) To consider how Trowbridge Town Council may be able to assist in saving this event and to take a recommendation to full council at its next meeting

10. **GRANTS POLICY (Report Item 2.1.1)**

To consider the adoption of the 2021/2022 Grants Policy in order to inform the budget.

RECOMMENDATION: That the committee adopts the Grants Policy 2021/2022

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

To consider the Summary Management Accounts 2020/2021 Quarter 1.

RECOMMENDATION: That the committee notes the report.

12. **RISK & AUDIT PANEL (Report Item 2.1.3)**

To consider the notes from the Risk & Audit Panel held on 18th August and any recommendations contained in those notes. **Copy available at meeting**

13. **FREE PARKING DAYS (Report Item 8.1.5)**

RECOMMENDATION: That the Council allocates free parking in Wiltshire Council Car-Parks on the five Saturdays before Christmas as follows:

		Sat 21 Nov	Sat 28 Nov	Sat 5 Dec	Sat 12 Dec	Sat 19 Dec	TOTAL
Bradford Road	24	24	24	24	24	24	
Broad Street	33	0	0	0	0	0	
Church Street	36	36	36	36	36	36	
Court Street	78	78	78	78	78	78	
Lovemead	165	165	165	165	165	165	
St Stephen's Place	438	0	0	0	0	0	
Total (x 2 = allowance)	1548	303	303	303	303	303	1515

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 in signing the Cash Payments and Receipts Records (Signing to be conducted at a later date).

	<u>Payments</u>	<u>Receipts</u>
June	To be advised	To be advised
July	To be advised	To be advised

15. POLICIES

- a) To review and approve Data Breach Policies (previously circulated).
- b) To review and approve Dealing with Unreasonable Behaviour Policy (previously circulated).

16. MEDIA RELEASES

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

- a) Free Parking Days.

18. DATE OF NEXT MEETING

Tuesday 3rd November 2020 on Microsoft MS TEAMS.