

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

SUMMONS

28th October 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 3rd November 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 1st September 2020 (copy attached).
 - b. **To receive** any questions arising from those minutes.
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**

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. **COVID PANDEMIC (Report Item 1.2 and APPENDIX C)**

To consider the report of the review into the council's response during lockdown.
RECOMMENDATION: That the committee notes the report and approves the actions suggested.

8. **PUBLIC TOILETS**

To consider the following Recommendation and to note that; Further to the previous resolution, in order to progress the matter, so that the council will be in a position to move forward with the project during 2021, it would be appropriate to undertake some preliminary work now:

RECOMMENDATION: To approve that the council allocates £1950 from reserves to commission Healthmatic to undertake a survey, to issue designs and the specification for the construction of Public Toilets within the allocated area at The Civic Centre as approved at the Policy and Resources Committee Meeting on 1st September 2020 which can then be used to obtain quotations for the work from builders following the council's procurement processes.

9. **MANAGEMENT ACCOUNTS (Report Item 2.1.3 and APPENDIX A)**

To consider the Summary Management Accounts 2020/2021 Quarter 2 and the detailed committee accounts (attached).

RECOMMENDATION: That the committee notes the report.

10. **BUDGET 2021/2022 (Report item 2.1.5 and APPENDIX B)**

To consider the draft budget for the committee areas of responsibility for 2021/2022

RECOMMENDATION: That the committee notes the draft budget which will be adjusted prior to further consideration at the January meeting.

11. **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 Brice and Blackmore in signing the Cash Payments and Receipts Records.

	<u>Payments</u>	<u>Receipts</u>
August	333,171.88	127,411.35
September	560,699.35	1,019,085.63 (includes precept)

RECOMMENDATION: That the committee approves the payments and receipts for August and September.

12. **STANDING ORDERS**

To review and approve revised Standing Orders (copy attached) and make a recommendation to full council that they be adopted. Proposals to revise the Standing Orders of the council have been made in three respects:

- a. **Recording of meetings** – clarification on misrepresentation resulting from editing of recordings has been added.
- b. **Motions requiring notice** – clarification on the days excluded from the definition of Clear Days, to be the same as the definition of Clear Days for the issue of the meeting summons and agenda.
- c. **Code of Conduct** – the arrangements for reporting of complaints to the council have been revised, so that only some complaints will be considered by the council.

RECOMMENDATION: That the committee recommends to Council that the changes to Standing Orders are approved.

13. **MEDIA RELEASES**

To consider if

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

14. **DATE OF NEXT MEETING**

Tuesday 5th January 2021 on Microsoft MS TEAMS.