

Civic Centre  
St Stephen's Place  
TROWBRIDGE  
Wiltshire  
BA14 8AH  
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21<sup>st</sup> February 2018

## SUMMONS

To all members of the Direct Services Committee.

Dear Councillor,

You are hereby summoned to a meeting of the Direct Services Committee: Councillor Drewett Chair, Vice-Chair, Councillor King, Councillors Brice, Bryant, Cavill, Fuller, David Halik, Oldrieve, Palmen and Whiffen **to be held in the Pitman Committee Room, The Civic Centre, St Stephen's Place, on Tuesday 27<sup>th</sup> February 2018 at 19:00hrs**

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

**The meeting will be preceded by a 'Winter Illuminations Project' demonstration by the Chairman of the Friends of Trowbridge Park, near the Band Stand at 6:30 PM**

### 1. APOLOGIES

- a) **To receive** apologies from those members unable to attend.
- b) **To consider for acceptance** those apologies received with reasons.

### 2. MINUTES

- a) **To approve** as a correct record the Minutes of the Direct Services Committee meeting held on Tuesday 28<sup>th</sup> November 2017 (previously sent out).
- b) **To consider** any questions arising from those minutes.
- c) **To receive** the minutes of the Civic Board meeting held on Tuesday 13<sup>th</sup> February 2018 (copy attached).
- d) **To consider** any questions arising from those minutes.
- e) **To consider** any questions arising from those minutes.

### 3. DECLARATIONS OF INTEREST

**To receive** Declarations of Interest from members and officers not already included on the Register as appropriate in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and with the provisions of the Localism Act 2011 in respect of members.



4. **CHAIR'S ANNOUNCEMENTS**

To receive and note any announcements from the Chair of the meeting.

5. **OPEN FORUM**

To receive questions from the public which may be answered but not debated.

6. **THE HEAD OF DIRECT SERVICES REPORT**

To consider the Head of Direct Services' report (copy attached).

7. **LITTER BINS (Report item 5.7)**

To consider the HODs report and  
**RECOMMENDATION**

To adopt a policy and procedure to enable provision and refurbishment of litter bins and litter bin collection services.

8. **CHRISTMAS LIGHTS SWITCH ON EVENT (Report Item 6.1)**

To consider the HODs

**RECOMMENDATION** that the Town Council relocates the Christmas Lights Switch On event to outside the Civic Centre in Trowbridge Park.

9. **LAMBROK PLAYING FIELDS – STUDLEY GREEN (Report Item 7.9)**

To consider the HODS

**RECOMMENDATION** that the town council proceeds with Option 3 (without the need for planning permission) to erect a permanent 2.40m high and stoned up compound in which to house the new goals including the replacement of 3 nr trees.

10. **QUARTERLY MANAGEMENT ACCOUNTS (Report Item 2.2)**

a) To consider the 3<sup>rd</sup> Quarter accounts (copy attached)

b) To note the Civic Board 3<sup>rd</sup> Quarter accounts (copy attached)

11. **EXCLUSION OF PUBLIC & PRESS**

To consider 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.

12. **CLEANING SERVICES CONTRACT FOR TROWBRIDGE TOWN COUNCIL – (Report Item 4.2)**

The new tender document for contract cleaning is now in its final stages of preparation.

To consider the HODS

**RECOMMENDATION:** That the committee approves the new tender to be provided for all TTC contract cleaning.

13. **GROUNDS MAINTENANCE CONTRACT FOR ADDED TRANSFER ASSETS FROM WILTSHIRE COUNCIL IE PLAYAREAS (Report item 4.3)**

To consider the HODS

**RECOMMENDATION** to proceed with Option 3: 14 cuts + 26 bins emptied per annum.

14. **DATE OF NEXT MEETING**

To note the next meeting to be held on Tuesday 29<sup>th</sup> May 2018 in the Pitman Committee Room, The Civic Centre, St Stephens Place, Trowbridge at 19:00hrs.

**15. PRESS RELEASE**

**To consider** if the Council should make a press or social media releases regarding any of the issues considered by this meeting.