

The Civic Centre
St Stephen's Place
TROWBRIDGE
Wiltshire
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29th August 2018

SUMMONS

To members of the Policy & Resources Committee: Councillors: Brice, Blakemore, Bridges, Drewett, Fuller(Chair), David Halik, Kirk (Vice Chair), Oldrieve, Payne and Whiffen.

Dear Councillor

You are hereby summoned to a meeting of the **Policy & Resources Committee which is to be held on Tuesday 4th September 2018 at 19.00hrs**, in the Pitman Room, Civic Centre, St Stephen's Place, Trowbridge.

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

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 26th June 2018.
 - 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**
 - 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. WILTSHIRE ARMED FORCES AND VETERANS CELEBRATIONS (Report item 2.1.3)

To consider the Town Clerk's

RECOMMENDATION: That Trowbridge Town Council will offer a grant to WAFVC to organise a weekend event in Trowbridge Park on Saturday 22nd and Sunday 23rd June 2019 to supplement the significant funding offered by Wiltshire Council (£25,000) for WAFVC to run an event on this weekend as part of the overall celebrations across Wiltshire, culminating in the National Armed Forces Day event taking place in Salisbury on Saturday 29th and Sunday 30th June 2019. And that if WAFVC decide not to hold their event in Trowbridge on 22nd and 23rd June then no grant will be made available by either Wiltshire Council or Trowbridge Town Council for 2019.

8. NEIGHBOURHOOD PLAN - COMMISSIONING OF HERITAGE APPRAISAL (Report Item 6.4.6)

To consider the Town Clerk's

RECOMMENDATION to appoint Armour Heritage Ltd to undertake a Heritage Appraisal at a total cost of £3725 + VAT.

9. TROWBRIDGE TOWN HALL ARTS TASK & FINISH GROUP (Report Item 7.8)

a) To receive nominations from 6 councillors, as per the resolution at Full Council on 17th July 2018, to report to Policy & Resources Committee on a number of issues; these to include:

1. To assess the resilience and achievability of the existing TH Arts budget and projections.
2. The ability to identify new income streams both commercially and in grant form for TH Arts
3. To encourage ways in which the Friends of Trowbridge Town Hall and TH Arts can be reunited to work together towards a common goal.
4. To identify ways in which greater community use of the Town Hall could be achieved thereby retaining the Town Hall, in public ownership, as Sir Roger Brown intended.
5. To produce a written report to P & R so that a recommendation be made to council (before the budget for 2019/20 is finalised) as to whether or not longer term grant support be considered and at what level.

b) that the Task & Finish Group establish terms of reference and identify a strict timetable for reporting back

10. RISK & AUDIT PANEL (Report Item 2.1.2)

a) To consider the agenda and supporting papers of the meeting held on Tuesday 28th August 2018 (copy attached).

b) To appoint up to 2 further councillors to the Risk & Audit Panel.

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 Blackmore & Palmen in signing the Cash Payments and Receipts Records.

	Payments	Receipts
May	£274,877.28	£956,744.15
June	£248,858.90	£295,635.04
July	To be reported	

12. QUARTERLY MANAGEMENT ACCOUNTS (Report Item 2.1.1)

To consider the 1st Quarter Accounts (copy attached).

13. DEFERRED GRANT APPLICATIONS

- a) Julian House Bike Workshop
- b) Collaborative Schools Ltd

14. POLICIES (Report Item 1.3)

- a) Redundancy Policy - JW
- b) Home Working Policy
- c) Vehicle Policy
- d) Equal Opportunities Policy Part B Disclosure & Barring Services Checking Policy & Procedure

15. PRESS RELEASES

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

16. DATE OF NEXT MEETING

Tuesday 6th November 2018 at the Civic Centre, St Stephen's Place, Trowbridge.