

The Civic Centre  
St Stephen's Place  
TROWBRIDGE  
Wiltshire  
BA14 8AH  
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27<sup>th</sup> February 2019

## **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 5<sup>th</sup> March 2019 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](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 8<sup>th</sup> January 2019.
- b) **To receive** any questions arising from those minutes.
- c) **To receive the minutes of the Civic Board** held on 5<sup>th</sup> February 2019.

### **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. **REVIEW OF WILTSHIRE COUNCIL ELECTORAL DIVISIONS (Report Item 1.1)**  
To consider the Town Clerk's  
**RECOMMENDATION:** That the Council supports LGBCE's draft recommendations for Electoral Divisions and retention of three town councillors for each of the seven town wards and subject to the views of North Bradley Parish Council may request a revision to the proposed Drynham Division to exclude the area between White Horse Business Park and North Bradley Village as per the following map.
8. **MUSEUM PROJECT (Report Item 4.1)**  
To consider the Town Clerk's  
**RECOMMENDATION:** That we appoint the main contractors for the Museum Expansion Project, subject to satisfactory negotiations to achieve an acceptable contract price.
9. **DORIC PARK (Report Item 4.2.1)**  
To consider the Town Clerk's  
**RECOMMENDATION:** That the Town Council signs a Memorandum of Understanding with Wiltshire College to take forward consideration of a partnership for the development and use of the Doric Park 3G facilities.
10. **WILTSHIRE HOUSING SITES ALLOCATION PLAN (WHSAP) (Report Item 6.3)**  
To consider the Town Clerk's  
**RECOMMENDATION:** That the Town Council supports the position indicated in the North Bradley Neighbourhood Plan Consultation Draft with regard to WHSAP site H2.2, including the allocation of those parts of the site which are closest to the village of North Bradley, whilst retaining a strategic Landscape Buffer between the village, the growing town and White Horse Business Park. Therefore, the Town Council no longer objects to the allocation of this site in the WHSAP and reports this change of position to the Inspector Steve Lee.
11. **TRANSFORMING TROWBRIDGE (TT) (Report Item 7.1)**  
The Town Council is the accountable body for TT. Transforming Trowbridge is considering winding-up and redistributing remaining funds either back to the original funders or to the Town Hall. The Town Council's share of residual funds is around £1500.  
**RECOMMENDATION:** That the Committee decide to do one of the following:
  - a. Request that the Town Council's share be returned to General Reserves or,
  - b. Request that the Town Council's share is passed to Trowbridge Town Hall Trust.
12. **CASTLE PLACE MULTI-STOREY CAR PARK – (Report Item 8.1.4)**  
To consider the Town Clerk's  
**RECOMMENDATION:** That the Town Council advises Wiltshire Council that the Town Council does not wish to pursue the potential of purchasing the Multi-Storey Car-Park.
13. **SERVICE DELEGATION & ASSET TRANSFERS - BUS SHELTERS (Report Item 8.1.8)**  
To consider the Town Clerk's  
**RECOMMENDATION:** That the town council accepts responsibility for the repair, maintenance and replacement (where deemed appropriate) of all bus shelters in the town except those which are owned by operators.
14. **FREE PARKING DAYS (Report item 8.1.10)**  
To consider the Town Clerk's  
**RECOMMENDATION** That the Committee approves Saturday 29th June 2019 (Armed Forces Day), Saturday 13th July 2019 (Active Festival), Saturday 7<sup>th</sup> September 2019 (Carnival Country Fayre) and Friday 18<sup>th</sup>/Sat 19<sup>th</sup> October (Carnival) as free parking days in the Bradford Road, Broad Street, Church Street, Court Street and Lovemead car-parks, making all council car-parks free of charge on these days.

**15. POLICIES (Report Item 1.3)**

- a) Recruitment Procedure (Casual Employees)
- b) Maternity Scheme
- c) Annual Performance Review Policy (formerly Appraisals Procedure)

**16. RISK & AUDIT PANEL (Report Item 2.2)**

- a) **To note** the notes of the Risk & Audit Panel meeting held on Tuesday 26<sup>th</sup> February 2019 (copy attached).

**17. 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 & Whiffen in signing the Cash Payments and Receipts Records.

	<b><u>Payments</u></b>	<b><u>Receipts</u></b>
December	£292,697.19	£139,528.18
January	£238,901.13	£119,510.08

**18. QUARTERLY MANAGEMENT ACCOUNTS (Report Item 2.3)**

**To consider** the 3<sup>rd</sup> Quarter Accounts (copy attached)

**19. PRESS RELEASES**

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

**20. EXCLUSION OF PUBLIC & PRESS**

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.

**21. CIVIC AWARD 2019**

**To consider** nominations received for the annual Civic Award..

**22. DATE OF NEXT MEETING**

Tuesday 7<sup>th</sup> May 2019 at the Civic Centre, St Stephen's Place, Trowbridge.