

MINUTES

At the Annual Council Meeting held in the Council Chamber, the Civic Centre, St Stephen's Place, Trowbridge on Tuesday 15th May 2018 at 19.00hrs.

Present:

Councillors: Bateman-Gay, Bazan, Blackmore, Blakemore, Brice, Bridges, Bryant, Cavill, Cooper, Drewett, Fuller, David Halik, Deb Halik (In the Chair), Kemp, King, Kirk, Oldrieve, Palmen, Payne and Whiffen.

Officers: Mr L Allan and Mrs T Carpenter (Minutes)

Public & Press: 13 members of the public, 1 press

3112 ELECTION OF MAYOR

Cllr Deb Halik in the Chair

a) Cllr Drewett was nominated and seconded. As there were no other nominations Cllr Drewett was duly elected to the role of Chairman of the Council and Mayor of Trowbridge for the Civic Year 2018-2019.

b) Cllr Drewett signed his statutory Declaration of Acceptance of Office as Chairman of Trowbridge Town Council and Mayor of Trowbridge, which was countersigned by the Clerk.

c) Cllr Deb Halik then invited Carolyn Beale, of Wiltshire Mind, the Mayor's charity for 2017/18 to receive a cheque for £5,354.05, representing monies raised at various fund raising events held throughout the year. Carolyn Beale gave a few words of thanks.

d) Cllr Deb Halik then presented the Mayor's Engagement list 21st March – 15th May 2018 which had previously been circulated with the Agenda, thanking Cllr Dennis Drewett and Cllr Fuller for standing in on engagements in her absence.

e) Councillor Drewett called on Councillor Fuller, Leader of the Council, to give a vote of thanks to retiring Mayor Cllr Deb Halik and invited Emy Cox, Customer Services Assistant to present her with the Mayor's Book for 2017/18.

3113 ELECTION OF DEPUTY MAYOR

a) **Cllr Cavill was nominated and seconded. Councillor Palmen was also nominated and seconded. A vote took place in which votes in favour of Cllr Cavill were 11, votes for Cllr Palmen were 9. Cllr Cavill was therefore duly elected to the role of Deputy Mayor of Trowbridge for the Civic Year 2018-2019.**

b) Cllr Cavill signed his Declaration of Acceptance of Office as Deputy Mayor, which was countersigned by the Clerk.

3114 CODE OF CONDUCT

RESOLVED That the council re-adopts the council's Code of Conduct.

3115 STANDING ORDERS

RESOLVED That the council adopts the revised Standing Orders of the Council, to include the Financial Regulations.

3116 GENERAL POWER OF COMPETENCE

RESOLVED That; in accordance with The Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012; Trowbridge Town Council confirms that it meets the criteria necessary for it to adopt the General Power of Competence:

i) **The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;**

ii) **The clerk to the council holds the Certificate in Local Council Administration; and**

iii) **The clerk to the council has completed the relevant training;**

And therefore, the council re-adopts the General Power of Competence.

Initials.....dated.....

3117 **ELECTION OF LEADER OF THE COUNCIL**

Councillor Fuller was nominated and seconded. There being no other nominations;

RESOLVED to re-elect Councillor Fuller to the role of Leader of the Council for the Civic Year 2018/19.

3118 **COMMITTEES, BOARDS & PANELS**

a) **RESOLVED to approve the following structure of standing committees be established for 2018/19 (as per SO15.1), including the number of members on each committee, with the remit of committees as contained in SO Part 3 'Powers and Duties of the Council and its Committees and sub-Committees':**

- i) **Museum Committee, Leader of the Council and 9 others**
- ii) **Leisure & Information Services Committee, Leader of the Council and 9 others**
- iii) **Town Development Committee, Leader of the Council and 9 others**
- iv) **Neighbourhood Services Committee Leader of the Council and 9 others**
- v) **Policy & Resources Committee, Leader of the Council, Chair of each of the other four committees and 5 others.**

b) The Town Clerk reported that certain committee names have been changed to reflect their services. There being no amendments or changes put forward to the current committee membership, chairs and vice-chairs it was **RESOLVED to elect members of committees and chairs and vice-chairs of each committee the same as 2017/18 en bloc:**

Museum Committee

- i) Bateman-Gay, Blakemore, Blackmore, Brice, Bridges, Cavill, Fuller, David Halik, Deb Halik & Kemp
- ii) Chair Cllr Bridges and Vice Chair Cllr Cavill
To note that the date of the next meeting has been changed from 12th June to 10th July 2018

Leisure Services Committee

- iii) Bateman-Gay, Bazan, Blackmore, Brice, Cooper, Drewett, Fuller, David Halik, Deb Halik and Palmen
- iv) Chair Cllr David Halik and Vice Chair Cllr Cooper
To note that the next meeting of the committee has been changed from 12th June to 5th June 2018.

Town Development Committee

- v) Bazan, Bryant, Beaver, Bridges, Cooper, Fuller, Kemp, Kirk, Palmen & Whiffen
- vi) Chair Cllr Whiffen and Vice Chair Cllr Bryant

Direct Services Committee

- vii) Brice, Bryant, Cavill, Drewett, Fuller, David Halik, King, Oldrieve, Palmen & Whiffen
- viii) Chair Cllr Drewett and Vice Chair Cllr King.

Policy & Resources Committee

- ix) Blakemore, R Brice, Bridges, Drewett, Fuller, David Halik, Kirk, Oldrieve, Payne & Whiffen
- x) Chair Cllr Fuller and Vice Chair Cllr Kirk. Cllr Fuller being the Chair ex officio as Leader of the Council.
- xi) Election by the members of the committee of the following sub-committees will be undertaken at the first meeting of the committee on 26th June 2018;
 - Risk and Audit Panel (5 members)

Initials.....dated.....

c) Civic Centre Management Board

Membership R Brice, Cavill, Drewett, Fuller, Palmen and Whiffen.

The Town Clerk, Head of Resources & Venues, and Civic Centre Manager, are also members of the Board.

d) Town Clerk's Review Panel

xii) **Membership:** Cllr Brice, Cllr Fuller, Cllr Deb Halik and Cllr Oldrieve.

xiii) **Confirmed** the date of the Town Clerk's Annual Review 25th May.

3119 REPRESENTATIVES ON OUTSIDE BODIES AND TRUSTEE APPOINTMENTS

a) **RESOLVED** to approve en bloc with the following amendments:

- **Trowbridge Town Trust – Cllrs David Halik & Fuller to serve a further 4 years.**
- **CNW Blair Charity – Cllrs Whiffen & Bridges to serve a further 4 years**
- **Seymour Community Hub – Cllr Kirk appointed**
- **Trowbridge French Twinning – Cllr Deb Halik appointed**
- **Trowbridge in Bloom – Cllr David Halik appointed**

b) **To consider reports** from representatives on outside bodies.

Councillor Bridges reported that the Trowbridge Almshouses Trust have now acquired No: 3 Yerbury Street which has subsequently been let out.

3120 APOLOGIES

RESOLVED to accept apologies received with reasons for absence from Councillor Beaver.

3121 MINUTES OF PREVIOUS MEETING

a) **RESOLVED** to approve as a correct record the Minutes of the Council meetings held on 20th March 2018.

b) The Town Clerk reported to Councillor Deb Halik that he is progressing with her proposal for a Community Covenant.

3122 MINUTES OF COMMITTEES

RESOLVED to receive reports, minutes and recommendations of Committees, as follows:

- a) **Museum & Tourism Committee** meeting held on 27th March 2018.
- b) There were no questions to Cllr Bridges.
- c) **Leisure & Information Services Committee** meeting held on 27th March 2018.
- d) There were no questions to Cllr David Halik.
- e) **Town Development Committee** meetings held on 3rd April and 24th April 2018.
- f) There were no questions to Cllr Whiffen.
- g) **Policy & Resources Committee** held on 1st May 2018.
- h) Cllr Payne referred to a proposal within an 8,671 page document which had not been picked up within the Wiltshire Council's Housing Site Allocations Plan (HSAP), to move the Queen Elizabeth Field (the result of an Olympic legacy) at Elmgrove Farm. He proposed this element of the HSAP, which had formed a proposal for the Community Asset Transfer, is revisited to enable the town council to respond with its view point. The Town Clerk updated the council on a Wiltshire Council Cabinet meeting he had attended today which had approved the HSAP to go to WC's Full Council next week. Cllr Payne was supported by several members who expressed the need for the town council to submit a proposal from the people of Trowbridge. **RESOLVED** to hold an Extra Policy & Resources Committee meeting to consider a response to the Housing Site Allocations Plan which would include the concerns regarding the potential relocation of the Queen Elizabeth Field at Elm Grove Farm.

Initials.....dated.....

The Town Clerk updated members on the recent management restructure which had been discussed at the Extraordinary meeting of the Policy & Resources committee on 27th March 2018 and the conclusions which had been made within the restrictions agreed:

3 Head of Services roles – Hayley Bell (Leisure & Facilities), Juliet Weimar (Resources & Venues) and Clare Lyall (Cultural & Neighbourhoods).

Karl Buckingham, Facilities Manager reporting to Hayley Bell

Carl Maddox, Neighbourhoods Supervisor reporting to Clare Lyall

Paul Weimar, Civic Centre Manager reporting to Juliet Weimar

Becci Mees has also been appointed Deputy Civic Centre Manager

3123 **DECLARATIONS OF INTEREST**

a) There were no Declarations of Interest.

b) There were no Dispensation Requests received by the Town Clerk.

3124 **COMMUNICATIONS BY THE MAYOR**

- Mayor's Charity/Charities for 2018/19 – to be announced shortly.
- Members were reminded of the protocol and dress code for Full Council meetings
- A photocall for the Mayor and Deputy Mayor has been arranged on Wednesday 16th May at 9.30am outside the Civic Centre, with Wiltshire Times photographer, Trevor Porter
- **UPDATE: Civic Service** – Sunday 22nd July 2018 in Trowbridge Museum during the afternoon – timings to be confirmed

3125 **PUBLIC OPEN FORUM**

Mr Brian Mitchell noted there had been a lack of reporting on Trowbridge in the local press and he urged the town council to submit more press releases on the good things happening in Trowbridge at the moment.

3126 **POLICE MATTERS**

Inspector Fee reported he had now been in post for a year and that it had been a very busy year in West Wiltshire. He introduced PC Lee Pelling who was also in attendance, who is the key police officer co-ordinating for West Wilts, with the important role of receiving data, looking ahead and planning where their resources are best applied. Inspector Andy Fee's report had been previously circulated with the agenda and he updated on progress on the three items which he had been specifically requested to do as follows:

- BA14 Crew – from information seen on a regular basis there does not appear to be a particular danger to indicate a gang culture.
- Violent Crime – there had been an upsurge in April in the town centre with 23 ASBs reported. A dispersal order was issued. Operation Albatross was set up which has made a massive difference and is being used as a template across West Wiltshire, concentrating on improving visibility, actively policing, using PSPO, and working with other agencies dealing with young people, visiting their parents and showing them video clips of incidences involving their children, which has received positive action from parents, resulting in a reduction in ASBs from 23 to 3. It highlights the need for proper intervention, working with the Youth Offending Team. The police now feel they are on top of the ASB situation and have identified hotspots.

Cllr Kirk reported that he supported limited tolerance, suggesting the police should issue more fines for litter dropping, which would enforce long term a change in their behaviour.

Initials.....dated.....

- 101 reporting – there has been a big drive to improve the service. Recruitment in Feb – 16 into contact centre, April – 16 also. A further 15/17 are due to be recruited in July. There was a peak demand last summer. Inspector Fee reported his awareness of this ongoing issue raised by the public and shift patterns have also been reviewed, with an improvement now being noticed. It was noted that the 15p cost of the call is a national costing and is not set by Wiltshire Police. The police are also looking at innovative online reporting.

ACTION: Inspector Fee agreed to forward Cllr David Halik a graph of statistical information.

Cllr King enquired if the new drone is up and running yet. Inspector Fee confirmed the police are currently recruiting staff to drive it. It is a very sophisticated tool which needs 24/7 coverage. Police officers are currently on a course and once completed the drone will be out working in West Wiltshire.

Cllr Payne reported on the drug offences in Drynham, noting they can lead to mental health problems. Inspector Fee confirmed there is a safeguarding plan in place to tackle drug abuse, including lesser drugs.

3127 **SEALING OF DOCUMENTS**

RESOLVED to approve the actions of the Town Clerk in sealing and signing the lease for Woodmarsh Football Ground to the Trowbridge Town Football Club as previously agreed.

3128 **MUSEUM PROJECT – BORROWING APPROVAL**

RESOLVED to approve: That the Council seeks borrowing approval of up to £900,000 from MHCLG for the Museum Project, such borrowing to be spread across 2018/19 and 2019/20.

3129 **PARK STORAGE PROJECT – BORROWING APPROVAL**

RESOLVED to approve: That the Council seeks borrowing approval of up to £300,000 from MHCLG for the Park Storage Project.

3130 **BANK MANDATE**

RESOLVED to approve that the Bank Mandate is amended to record any changes of Mayor, Deputy Mayor and Chairs of the Committees all of whom together with the Town Clerk/Responsible Finance Officer and the Head of Resources will be signatories but always requiring that 2 Councillors and one officer sign all cheques and other orders for payment except in exceptional circumstances where subsequent signatures may be necessary. Current signatories are: Cllrs: Blackmore, Brice, Bridges, Cavill, Drewett, Fuller, David Halik, Deb Halik and Whiffen.

3131 **EARMARKED RESERVES**

RESOLVED to approve: That the following action is taken with regard to Earmarked Reserves and underspends from 2017/18:

Community Infrastructure Levy receipts, which for the financial year totalled £35,889.53 and of which £1,980 was spent during the year leaving a balance of £33,910 is allocated as follows to specified Earmarked Reserves:

Play Areas	£13,910
Other Street Assets	£10,000
Sports Pitches	£10,000

Councillor Oldrieve left the meeting at 20.20hrs.

Initials.....Dated.....

3132 WILTSHIRE COUNCIL CAR PARKS

Further to the publication of the Orders relating to the changes and increases in car-parking charges in Wiltshire Council paid for car-parks in Trowbridge the Policy & Resources Committee had requested that the matter should be considered by Full Council at the earliest opportunity.

Councillor Payne proposed an amendment to the recommendation as follows:

That Wiltshire Council be asked to explain their reasoning in announcing an increase in Parking Charges at car parks with a low occupancy rate (in some instances 3%) and That Wiltshire Council be requested to advertise more widely the free car parking available at evenings and weekends at the County hall staff car parks in Trowbridge.

A vote took place in favour of the amendment. It was

RESOLVED

- A. **That Trowbridge Town Council should seek a Community Asset Transfer of the Bradford Road Car-Park from Wiltshire Council to Trowbridge Town Council.**
- B. **That Trowbridge Town Council should seek a transfer either through a Community Asset Transfer or otherwise of the Broad Street Crescent Car-Park and the Upper Broad Street Car-Park from Wiltshire Council to Trowbridge Town Council.**
- C. **That Wiltshire Council be asked to explain their reasoning in announcing an increase in Parking Charges at car parks with a low occupancy rate (in some instances 3%) and**
- D. **That Wiltshire Council be requested to advertise more widely the free car parking available at evenings and weekends at the County hall staff car parks in Trowbridge.**

3133 POLICIES

RESOLVED to approve the following:

- a) **Data Protection – GDPR (General Data Protection Regulation) Policy**

3134 ANNUAL TOWN MEETING

RESOLVED to note that no resolutions or recommendations were passed at the meeting held on the 8th May 2018.

3135 LIST OF ATTENDANCES

RESOLVED to note the list of attendances for the past year, copies of which were distributed with the Agenda.

3136 DATES OF MEETINGS 2018/19

RESOLVED to note the revised dates of meetings of Council and committees for 2018/19, updated copies of which were circulated at the meeting.

3137 DATE OF NEXT MEETING

NOTED Extra Full Council – 26th June 2018, to approve the Annual Return and sign off the 2017/18 accounts, at the Civic Centre. Full Council – 17th July 2018 at the Civic Centre.

3138 MEDIA RELEASES

RESOLVED to make the following press releases:

- a) **Appointment of Mayor, Deputy Mayor and Leader.**
- b) **Housing site Allocations Plan**
- c) **Car Parks**

It was noted that the Terms of Reference for a Neighbourhood Plan were circulated by the Town Clerk at the meeting and will be considered at the next Town Development meeting on 22nd May 2018.

The meeting closed at 20.40hrs.

Signed.....Dated.....

FULL COUNCIL MEETING 15th MAY MARCH 2018

ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
RESOLVED THAT the council re-adopts the council's Code of Conduct.	All to note	
RESOLVED THAT the council re-adopts the Standing Orders of the Council, to include the Financial Regulations.	All To note	
<u>REPRESENTATIVES ON OUTSIDE BODIES AND TRUSTEE APPOINTMENTS</u> RESOLVED to approve en bloc with the following amendments: <ul style="list-style-type: none"> • Trowbridge Town Trust – Cllrs David Halik & Fuller to serve a further 4 years. • CNW Blair Charity – Cllrs Whiffen & Bridges to serve a further 4 years • Seymour Community Hub – Cllr Kirk appointed • Trowbridge French Twinning – Cllr Deb Halik appointed 	Council Secretary to inform local community organisations	
RESOLVED to hold an Extra Policy & Resources Committee meeting to consider a response to the Housing Site Allocations Plan which would reflect the views of the people of Trowbridge on the relocation of the Queen Elizabeth Field to Elmgrove Farm.	All to note	
101 reporting ACTION: Inspector Fee agreed to forward Cllr David Halik a graph of statistical information.	Inspector Fee	
<u>SEALING OF DOCUMENTS</u> RESOLVED to approve the actions of the Town Clerk in sealing and signing the lease for Woodmarsh Football Ground to the Trowbridge Town Football Club as previously agreed.	LA	
<u>EARMARKED RESERVES</u> RESOLVED to approve: That the following action is taken with regard to Earmarked Reserves and underspends from 2017/18: Community Infrastructure Levy receipts, which for the financial year totalled £35,889.53 and of which £1,980 was spent during the year leaving a balance of £33,910 is allocated as follows to specified Earmarked Reserves: Play Areas £13,910 Other Street Assets £10,000 Sports Pitches £10,000	LA	

<p><u>MUSEUM PROJECT – BORROWING APPROVAL</u> RESOLVED to approve: That the Council seeks borrowing approval of up to £900,000 from MHCLG for the Museum Project, such borrowing to be spread across 2018/19 and 2019/20.</p>	<p>LA</p>	
<p><u>PARK STORAGE PROJECT – BORROWING APPROVAL</u> RESOLVED to approve: That the Council seeks borrowing approval of up to £300,000 from MHCLG for the Park Storage Project.</p>	<p>LA</p>	
<p><u>BANK MANDATE</u> RESOLVED to approve that the Bank Mandate is amended if required to record any changes of Mayor, Deputy Mayor and Chairs of the Committees all of whom together with the Town Clerk/Responsible Finance Officer and the Head of Resources will be signatories but always requiring that 2 Councillors and one officer sign all cheques and other orders for payment except in exceptional circumstances where subsequent signatures may be necessary. Current signatories are: Cllrs: Blackmore, Brice, Bridges, Cavill, Drewett, Fuller, D Halik, Deb Halik and Whiffen.</p>	<p>Juliet Weimar</p>	
<p>Car parking RESOLVED a) That Wiltshire Council be asked to explain their reasoning in announcing an increase in Parking Charges at car parks with a low occupancy rate (in some instances 3%) and b) That Wiltshire Council be requested to advertise more widely the free car parking available at evenings and weekends at the County hall staff car parks in Trowbridge.</p>	<p>LA LA</p>	
<p><u>POLICIES</u> RESOLVED to approve the following: Data Protection – GDPR (General Data Protection Regulation)</p>	<p>Juliet Weimar to note Council Secretary to arrange to place on website and update files</p>	
<p>RESOLVED to make the following press releases:</p> <ul style="list-style-type: none"> • Appointment of Mayor, Deputy Mayor and Leader. • Housing site Allocations Plan • Car Parks 	<p>LA</p>	