

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

SUMMONS

24th February 2021

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 2nd March 2021 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 5th January 2021 (copy attached).
- b. **To receive** any questions arising from those minutes.
- c. **To consider** the Minutes of the Civic Board meeting held on 2nd February 2021.
- d. **To consider** the Minutes of the Risk & Audit Panel held on 2nd February 2021.

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. MOTION: 2101072219 CIVIC CENTRE TOILET FACILITIES

To consider a **MOTION** which was referred by Full Council, as proposed by Cllr Kirk, seconded by Cllr Cooper;

MOTION: That when the Civic Centre is permitted to reopen and the staff return to their Offices, included within the flexible working arrangement is the requirement to do a few hours of their work in the Civic Centre foyer on the weekend to enable the toilet facilities to be accessible to the public.

Town Clerk's Response: Staff who are based in other departments cannot work in the Venue Services Office on a weekend without a significant impact on productivity. Staff have proved to be flexible during the pandemic, but this does not include working on weekends when they do not have access to their colleagues. When the Civic Centre was built it also included expansion of venue facilities including the Usher Suite, the Bar, the Council Chamber and the Bowyer Room, the provision of a new Information Centre and additional office accommodation which is now occupied by the Avon and Wiltshire Mental Health Partnership as well as refurbishment of the existing Lansdown Hall.

8. MOTION: 2101072252a ARMED FORCES EVENT

To consider a **MOTION** which was referred by Full Council, as proposed by Cllr Piazza, seconded by Cllr Kirk.

MOTION: That Trowbridge Town Council uses the £3,000 funding originally budgeted for the Mayor's Dinner in March 2021 and allocates it to our new version of Wiltshire Armed Forces, bringing the total closer to the £7,000 original grant. If the event does not go ahead in 2021 due to the pandemic, we will rollover the amount to the following year. The Mayor's Dinner will instead be sponsored or simply not go ahead.

9. LITTER BIN SERVICES

RECOMMENDATION: That the committee recommends to Council: That further to the resolution of the Council on 21st July 2020 the consultation has been completed and Trowbridge Rugby Football Club has approved the deal; we still await planning permission and tenders and therefore if planning permission and tenders are received before the 6th May the borrowing approval application will be submitted and if not, then the Council will consider the project approval including borrowing approval application following the election.

10. END OF YEAR BALANCES (Report Item 2.1.4)

To consider the Town Clerk's report

Trowbridge Town Council has incurred worse than budget financial results on a number of departments this financial year and has also achieved better than budget results on a number of other departments, mainly due to events and other activities being cancelled due to the pandemic. The committee needs to consider if it will allocate any of the better than budget balances to earmarked reserves, potentially to boost potential events which may be arranged during the latter part of 2021/22 or to bolster the budget for those activities which may need additional financial support in 2021/22. This may have an impact on General Reserves.

and:

RECOMMENDATION That the committee delegates to the Town Clerk to prepare a schedule of proposed end of year allocations to earmarked reserves from 2020/21 to 2021/22 to be considered at the June meeting of the Policy & Resources Committee prior to completion of the end of year accounts.

11. OPTICIANS REIMBURSEMENT POLICY

To consider and approve the new Opticians Reimbursement Policy together, in line with The Health and Safety (Display Screen Equipment) Regulations 1992.

P:\TTC_Town_Council\18_TTC_Strategies_Policies_&_Procedures\Staff_Handbook_Policies_and_Procedures\30_Opticians_Reimbursement_Policy.docx

12. DORIC PARK 3GATP (Report Item 4.2.2)

To consider the Town Clerk's report and:

RECOMMENDATION: That the committee recommends to Council: That further to the resolution of the Council on 21st July 2020 the consultation has been completed and Trowbridge Rugby Football Club has approved the deal; we still await planning permission and tenders and therefore if planning permission and tenders are received before the 6th May the borrowing approval application will be submitted and if not then the Council will consider the project approval including borrowing approval application following the election.

13. WILTSHIRE LOCAL PLAN REVIEW (Report Item 6.4.5)

To consider the Town Clerk's report and:

RECOMMENDATION: That Trowbridge Town Council delegates to the Town Clerk to respond to the consultation based upon its concerns about the unsoundness of the current proposals as indicated above and in particular continues to seek a greater acknowledgement from Wiltshire Council of the sustainability of alternative options and the failure of the proposals to be in accordance with the Core Strategy.

14. CODE OF CONDUCT (Report Item 1.3)

To consider proposals for the revision of the Code of Conduct to recommend to Council so that the revised code is approved in advance of the Election, to come into effect immediately following the election.

RECOMMENDATION: That the Policy & Resources Committee recommends the new Code of Conduct to the Council meeting on 16th March 2021, to be adopted and to come into effect on 7th May 2021 immediately following the election and prior to any members making their declaration of acceptance of office. And that it is readopted at the Annual meeting of Council on 18th May 2021.

15. 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 Bates and Blackmore in signing the Cash Payments and Receipts Records.

	<u>Payments</u>	<u>Receipts</u>
December	121,902.81	118,155.63
January	181,054.63	72,326.44

RECOMMENDATION: That the committee approves the payments and receipts for December and January.

16. MEDIA RELEASES

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

17. DATE OF NEXT MEETING

Tuesday 1st June 2021 on Microsoft MS TEAMS.