



The Civic Centre
St Stephen's Place
TROWBRIDGE
Wiltshire.
BA14 8AH
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01225 765072

SUMMONS

12th May 2021

To all members of Trowbridge Town Council: Councillors: Allsworth, Bates, Beaver, Blackmore, Blakemore, Bridges, Bryant, Cave, Cavill, Cooper, Halik, Hill, Hoar, Jacob, Edward Kirk, Emily Kirk, Lincoln, Palmen, Piazza, Trigg and Vigar.

Dear Councillor,

You are hereby summoned to **The Annual Meeting of Trowbridge Town Council** to be held on **Tuesday, 18th May 2021**, at **19:00** in the **Lansdown Hall at Trowbridge Civic Centre BA14 8AH**.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Lance Allan'.

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 business. As a result of the restrictions imposed to control the pandemic, public access will be limited. **Please contact info@trowbridge.gov.uk by 16:00 on 14th May if you wish to attend this meeting in person. Where it is not possible for you to attend due to reaching the capacity limit access will be available online via Microsoft TEAMS: please go to the Town Council Website – Your Council – [Meetings](#) to find the link.**

AGENDA

THIS MEETING WILL BE RECORDED

Mr Fuller in the Chair

I. **ELECTION OF MAYOR**

- a) **To consider nominations** from members and **to elect** a councillor to the role of Chairman of the Council and Mayor of Trowbridge for the Civic Year 2021/22.
- b) **To receive the statutory Declaration of Acceptance of Office** of the Chairman of Trowbridge Town Council and Mayor of Trowbridge.
- c) **To receive** a statement from the retiring Mayor, regarding their civic year.
- d) **To receive** the retiring Mayor's Engagements.
- e) **To give a vote of thanks.**

The Mayor takes the chair and receives the chain of office.

2. **DECLARATIONS OF ACCEPTANCE OF OFFICE**

a) To receive a report from the Town Clerk regarding the receipt of declarations of acceptance of office of councillors.

b) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.

RECOMMENDATION: That if any declarations of acceptance of office have not so far been received they should be received prior to the commencement of the next meeting of Full Council which is due to be held on 15th June 2021.

3. **ELECTION OF DEPUTY MAYOR**

a) To consider nominations from members and to elect a councillor to the role of Deputy Mayor of Trowbridge for the Civic Year 2021/22.

b) To receive a Declaration of Acceptance of Office of the Deputy Mayor.

4. **CODE OF CONDUCT**

a) To consider for re-adoption the council's [Code of Conduct](#).

RECOMMENDATION: That the council re-adopts the Code of Conduct.

5. **STANDING ORDERS**

To consider for adoption, the council's [Standing Orders](#) & [Financial Regulations](#).

RECOMMENDATION: That the council adopts the Standing Orders & Financial Regulations

6. **ELECTION OF LEADER OF THE COUNCIL**

To consider nominations from members and to elect a councillor to the role of Leader of the Council for the Civic Year 2021/22. The Leader will be Chair of the Policy & Resources Committee and ex-officio a member of each committee of the council.

7. **COMMITTEES, BOARDS & PANELS**

a) To approve that the following structure of standing committees be established for 2020/21 (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':

Museum Committee – first meeting 22nd June 18:30

Leisure & Information Services Committee - first meeting 29th June 19:00

Town Development Committee – meetings 25th May and 15th June 19:00 to be held virtually using MS TEAMS with delegated decision making to the Town Clerk.

Neighbourhood Services Committee - first meeting 22nd June 19:15 (following Extra Full Council)

Policy & Resources Committee - first meeting 1st June 19:00

b) To elect members of committees and to appoint chairs of each committee as per prior nominations and en-bloc, unless otherwise determined. **APPENDIX A.**

i) **Museum Committee**, Leader of the Council and 9 others.

Chair

Vice-chair

- ii) **Leisure & Information Services Committee**, Leader of the Council and 9 others
Chair
Vice-chair
 - iii) **Town Development Committee**, Leader of the Council and 9 others.
Chair
Vice-chair
 - iv) **Neighbourhood Services Committee** Leader of the Council and 9 others.
Chair
Vice-chair
 - v) **Policy & Resources Committee**, Leader of the Council, Chair of each of the other four committees and 5 others.
Chair
Vice-chair
- c) **The Town Clerk's Review Panel** will be elected at the Policy & Resources Committee meeting on 1st June.
- d) **The Civic Board** will be elected at the Policy & Resources Committee meeting on 1st June and will hold its first meeting on 8th June at 14.00 on MS TEAMS.
- e) **The Risk & Audit Panel** will be elected at the Policy & Resources Committee meeting on 1st June and will hold its first meeting on 8th June at 15:00 on MS TEAMS.

8. **REPRESENTATIVES ON OUTSIDE BODIES AND TRUSTEE APPOINTMENTS**

- a) **To appoint** representatives on outside bodies and trustees to charities. The Town Council is required to appoint members of the council or members of the public to be trustees of a number of local charities as determined by the Trust Deed of the appropriate charity. **APPENDIX B.**
- b) **To consider reports** from representatives on outside bodies.

9. **GENERAL POWER OF COMPETENCE**

To consider re-adoption of the General Power of Competence.

RECOMMENDATION: 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.**

10. **APOLOGIES**

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

11. MINUTES OF PREVIOUS MEETING

a) **To read and approve** as a correct record the [Minutes of the Council meeting held on 16th March 2021](#). Copies of these Minutes have been circulated and Standing Order A6.5.2 provides that they may therefore be taken as read.

b) **To consider any questions** relating to those minutes.

12. MINUTES OF COMMITTEES

To receive and consider reports, minutes and recommendations of Committees already circulated, enclosed herewith or to be circulated. There have been the following committee meetings since the last meeting of Council.

a) **Museum Committee** - [30th March](#).
Questions to the Chair

b) **Neighbourhood Services Committee** - [30th March](#).
Questions to the Leader

c) **Town Development Committee** - [23rd March](#) & [13th April](#).
Questions to the Vice-chair
DELEGATED DECISIONS [4th May](#).
Questions to the Town Clerk

13. DECLARATIONS OF INTEREST

a) **To receive Declarations of Interest** from members and officers (as per the agenda) 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 the Local Government Act 2000 and the Trowbridge Town Council Code of Conduct in respect of members.

b) **To consider any Dispensation Requests** received by the Town Clerk and not previously considered. It is recommended that those members of the council who have been appointed as Trustees or representatives to organisations which are likely to receive a grant from the town council consider requesting a dispensation.

14. COMMUNICATIONS BY THE MAYOR

a) **To receive** such communications as the Mayor may wish to lay before the Council.

b) **To confirm** the Mayor's Charity/Charities for 2020/21.

15. PUBLIC OPEN FORUM

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

16. POLICE MATTERS

a) **To receive a police report** from Police Sergeant 2446 Charly Chilton.

b) **Questions to Sergeant Chilton.**

17. QUESTIONS FROM COUNCILLORS

To consider any questions from councillors which have been received by the deadline (6th May).
NONE.

18. REPORTS FROM OFFICERS

To consider reports from officers: **NONE**

19. RECOMMENDATIONS

To consider recommendations from committees and officers.

A. GROUNDS MAINTENANCE CONTRACTS

To consider a **RECOMMENDATION** from Neighbourhood Services 30th March 2021;

RECOMMENDATION: That a **Cross-Party Working Group** for the specification and retendering of the **Grounds Maintenance Contracts** should be formed from members of the **Neighbourhood Services Committee**.

And an **ADDITIONAL RECOMMENDATION** from officers.

RECOMMENDATION: That the **Cross-Party Working Group** covers other tender and contract award matters relating to all such matters for neighbourhood services including play areas.

B. FUTURE HIGH STEETS FUND

To consider the following report and recommendation:

Report: Wiltshire Council has been awarded a significant contribution from the Future High Streets Fund. Refurbishment of the Town Hall will be a significant element of the investment project and the Town Hall Trust has requested that the Town Council work in partnership with them to secure the best possible outcome for Trowbridge from the FHSF investment, including exploring opportunities for joint management, administration and marketing of services and facilities.

RECOMMENDATION: That the **Council approves that the Leader and Officers join a Working Group with the Town Hall Trust and its officers to explore opportunities for joint working to maximise the benefits for Trowbridge from the Future High Streets Fund Investment.**

20. MOTIONS

To consider motions from councillors which have been received by the deadline; (6th May).
NONE.

21. SEALING OF DOCUMENTS

a) Underlease for 80 Charles Street to Trowbridge Future.

Report: The Council leases the former shop unit at Charles Street from Selwood Housing Society under a five-year lease which commenced earlier this month. Trowbridge Future organise activities from the Hub and have a community fridge located there.

RECOMMENDATION: That the **Council approves the sealing of an underlease for the Seymour Community Hub at 80 Charles Street to Trowbridge Future.**

22. BANK MANDATE

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. The council has normally had 8 members as signatories
Current signatories are: Cllrs: Blackmore, Bridges, Cavill and Halik.

23. **ANNUAL ACCOUNTS**

a) To consider the TOWN CLERK & Responsible Finance Officer (RFO)'s **RECOMMENDATION:** *That, Subject to finalisation of the accounts and in accordance with Financial Regulation B2.2.6, 'that any underspent revenue should be allocated to appropriate earmarked reserves and to review the other reserves prior to completion of the Annual Return'; the following earmarked reserves are allocated at 31st March 2021:*

Doric Park 3G-ATP project balance of S106 funds	£401,136
Woodmarsh balance of S106 funds for improvement	£11,853
MUGAs balance of grants	£30,220
Civic Centre maintenance and planned improvements reserve	£64,645
Events reserve	£10,000
Play Area S106 reserve (Hulbert Close and Painters Mead)	£29,168
WC Asset Transfer Reserve	£40,000

24. **POLICIES**

To consider the following:

[Council Complaints Procedure](#)

[Annual Investment Strategy](#)

[Disciplinary Procedure](#)

[Grievance Procedure](#)

[Paternity Leave Procedure](#)

[Harassment Procedure](#)

[Employee Interests and Integrity Procedure](#)

[Working Time Directive – 48 hours](#)

[Working Time Directive – Additional Employment](#)

[Safeguarding Policy \(Children & Vulnerable Adults\)](#)

[Flexible Working, Life Balance & Home Working Policy](#)

[Job Share Policy](#)

[Probationary Period Procedures](#)

[Travel Expenses Policy](#)

[Drugs & Alcohol Misuse Policy](#)

[Mobile Phone Policy](#)

[Work Experience & Internship Procedure](#)

25. **ANNUAL TOWN MEETING**

To note that the Annual Town Meeting was held on [6th April](#).

26. **LIST OF ATTENDANCES**

To consider and note the list of attendances for the past year (**APPENDIX C**).

27. **DATES OF MEETINGS 2021/22**

To note the [Dates of Meetings](#) of Council and committees for 2021/22 approved at the previous meeting.

28. **DATE OF NEXT MEETING**

Extra Full Council meeting to sign off the annual accounts **Tuesday 22nd June**.

Full Council meeting **Tuesday 20th July**.

29. MEDIA RELEASES

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

- a) Results of Election.
- b) Appointment of Mayor, Deputy Mayor and Leader.

Recorded Votes

Councillor	One	Two	Three	Four	Five	Six
Allsworth						
Bates						
Beaver						
Blackmore						
Blakemore						
Bridges						
Bryant						
Cave						
Cavill						
Cooper						
Halik						
Hill						
Hoar						
Jacob						
Kirk (Edward)						
Kirk (Emily)						
Lincoln						
Palmen						
Piazza						
Trigg						
Vigar						

In favour	Against	Abstain	Absent

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APPENDIX A – COMMITTEE PLACES

Mayor **Councillor**
Deputy Mayor **Councillor**
Leader **Councillor Stewart Palmen**

*With 50 seats on the five standing committees.
a group with 14 councillors is allocated $14/21 \times 50 = 33$ places.
& a group with 6 councillors is allocated $6/21 \times 50 = 14$ places.
An individual ungrouped councillor is allocated 3 places.*



		Policy & Resources Committee	Town Development Committee	Leisure & Information Services Committee	Neighbourhood Services Committee	Museum Committee
1	Chair					
2	Vice-chair					
3	TD					
4	L&IS					
5	NS					
6	M					
7						
8						
9						
10						

NB The Policy & Resources Committee is made up of the Leader and the Chairs of the other four committees plus five other members.

The following Panels and Board are appointed by the Policy & Resources committee:

Town Clerk's Review						
Civic Board						
Risk & Audit Panel						

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APPENDIX B - REPRESENTATIVES ON OUTSIDE BODIES AND TRUSTEE APPOINTMENTS

Charity Trustee Appointments

ORGANISATION	REPRESENTATIVE	VENUE/FREQUENCY
C.N.W. Blair Charity (3) for a 4 year term of office. Does not need to be a councillor. (1) to be appointed 2022 (2) to be appointed 2024	Mr Whiffen to 2022 Cllr Bridges to 2022 Cllr Blakemore to 2024	Day time meeting held 3 times a year – Feb, May and October at 11.00am.
St James' Trust (2) for a 4 year term of office. Does not need to be a councillor. (1) to be appointed 2023 (1) to be appointed 2024	Cllr Palmen 2023 Cllr Cavill to 2024	Meets 3 – 4 times a year at member's house.
Trowbridge Almshouses Trust (2) for a 4 year term of office (1) to be appointed 2021 (1) to be appointed 2023	Cllr Blakemore to 2021 Cllr Bridges to 2023	Meet Twice a year, May and October
Trowbridge Town Trust (4) All for a 4 year term of office (1) to be appointed 2021 for 1 year (2) to be appointed 2022 (2) to be appointed 2024	Cllr Cavill to 2024 Cllr Bridges to 2024 Cllr Halik to 2022 Mr Fuller to 2022	Meet on 2nd Fridays of January, April, July and October, at 2.00p.m. for about an hour at The Fire Station, Hilperton Road.

Black – Term of office not complete

Red – No longer a councillor, new appointment required

Green – Re-appointment or new appointment required

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Other Trustees

ORGANISATION	REPRESENTATIVE	VENUE/FREQUENCY
Studley Green Community Centre for a 4 year term (2) to be put forward 2021	Mr R Brice (Trustee) Mr T Bazan (Trustee)	Every other month on a Mon or Tues evening at 6.30pm
TCAF (Trowbridge Community Area Future) for a 4 year term (2) to be put forward 2021	Mr R Brice Cllr Palmen	
Trowbridge Town Hall Trust for a 2-year term of office (renewable twice up to 6yrs) Does not need to be a councillor. (2) to be put forward 2021	Cllr Cavill 2019 to 2021 VACANT	

Other Representatives

ORGANISATION	REPRESENTATIVE	VENUE/FREQUENCY
Biss Meadows Country Park	VACANT	
Cockhill Solar Farm Community Fund (3) to be appointed annually	Cllr Bryant VACANT VACANT	Business conducted by e-mail
Collaborative Schools (1)	VACANT	Termly, 0900 Hub, John of Gaunt
Community Area Transport Group	Cllr Bryant	
Fairtrade: President The Mayor plus (1)	The Mayor	6 per year – venues publicized in Committee meeting invitations
Linden Place Residents' Association (1)	Cllr Palmen	As required
Newtown Community Assoc'n (1)	Cllr Palmen	Bi-Monthly - evening
Relate Mid Wiltshire (1)	VACANT	Day time every 3 months
Seymour Community Association (1)	VACANT	Not running due to Covid
Sports Forum	VACANT	Meetings each 6 months
The Park Club	The Mayor	To attend the AGM only at the Club

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Trowbridge Area Community Link Scheme (TACLS)	Cllr Blackmore	
Trowbridge Civic Society (1)	Cllr Blakemore	
Trowbridge French Twinning Assoc'n: President The Mayor plus (1)	The Mayor Cllr Beaver	Once a month
Trowbridge Guild Of Community Service: The Mayor plus (1)	The Mayor VACANT	4 times a year
Trowbridge Neighbourhoods Partnership	VACANT Cllr Blackmore	
Trowbridge Oujda Twinning Association (1)	Cllr Blackmore VACANT	
Trowbridge Town Football Club (2)	Cllr Halik VACANT	7 or 8 times a year meeting at 8.00pm
Trowbridge Weaver's Market	Cllr Palmen	
Trowbridge/Leer Twinning Assoc'n: President The Mayor plus (2)	The Mayor Cllr Blakemore VACANT	Monthly at 42 Princess Gardens, Hilperton, BA14 7PT.
Wiltshire Area Local Planning Alliance (WALPA)	Cllr Hill	
West Wiltshire/ Elblag Twinning Association (1)	The Mayor VACANT	8 meetings a year usually a Weds/Thurs evening
Wilts Association of Local Councils (1)	Cllr Palmen	4 times a year usually evening
Wiltshire Operational Flood Group	Cllr Hill	
Wiltshire Race Equality Council (1)	VACANT	6 exec meetings per year

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APPENDIX C – ATTENDANCE RECORDS

		Bates	Bazan	Beaver	C Blackmore	Blakemore	Brice	Bridges	Bryant	Cavill	Cooper	Drewett	Fuller	David Halik	Hill	Hoar	Kemp	King	Kirk	Oldrieve	Palmen	Piazza	Whiffen
Annual Full Council	19/05/2020	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Civic Board	26/05/2020						I					I	I					+	+		I		I
Town Development	02/06/2020		I	I				I	I		I		I		I						I	I	I
Leisure & Info Services	09/06/2020	I					I			I		I	I	I	I					I	I	I	
Town Development	23/06/2020		I	A				0	I		0		I		I						I	I	I
Museum	30/06/2020	I			I	I		I		I		I	I	I							I	I	
Neighbourhood Services	30/06/2020		I		I		I		I			I	I					I		A	I		I
Policy & Resources	07/07/2020	I					I	S		I		I	I	S		I			+		I	+	I
Town Development	14/07/2020		A	I				I	I		A		I		I						I	I	I
Full Council (Accounts)	21/07/2020	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Town Development	04/08/2020	+	A	I				A	I		A		A		I			+	+		I	I	I
Civic Board	18/08/2020						I					I	I							I	I		I
Policy & Resources	01/09/2020	I		+			I	S	S	I		A	I	I		I		+	+		I	+	I
Town Development	08/09/2020		I	I				I	I		0		I		I						I	0	I
Full Council	15/09/2020	I	I	I	I	A	I	A	I	I	I	I	I	A	I	I		I	I	I	I	I	A
Leisure & Info Services	22/09/2020	I		+			I						I	I	I	I				I	S	I	I
Town Development	29/09/2020		I	I				I	I		0		I		I			+	+		I	I	A
Museum 6.30pm	06/10/2020	I			I	I		I		A				I	I					I		I	

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Neighbourhood Services	06/10/2020		I		I		I		I		S	I				I	I	I	I				
Town Development	20/10/2020		I	A			0	I		0		I		I					I	I	I		
Policy & Resources	03/11/2020	I				I	I		I		I	I	I		I		+		I	+	I		
Civic Board 2pm	10/11/2020					I			+		A	I						I	I		I		
Town Development	10/11/2020		I	S			0	I		0		I		I	+				I	I	A		
Full Council	17/11/2020	I	I	I	I	I	A	I	I	I	I	I	I	I	I		I	I	I	I	I		
Town Development	01/12/2020		I	I			0	I		0		I		I			+	+	+	I	I	I	
Leisure & Info Services	08/12/2020	I				I		+	+			I	A	S	I			I	I	I	I		
Museum 6.30pm	15/12/2020	I			I	I		I		A			I	I				I		I	I		
Neighbourhood Services	15/12/2020		S		I		I		I			I	I				I	I	I	I	+		
Town Development	22/12/2020		I	I			0	I		0		I		I					I	I	I		
Policy & Resources (Budget)	05/01/2021	I				I	I		I		S	I	I		I		+	+	+	I	+	I	
Town Development	12/01/2021		I	I			0	I		0		I		I				0		I	I	I	
Full Council (Precept)	19/01/2021	I	I	I	I	I	0	I	I	0	I	I	I	I	I		I	I	I	I	I		
Civic Board 2pm	02/02/2021					I		+	+		0	I					+		I	I		A	
Town Development	02/02/2021		I	I			I	I		A		I		I				I		I	0	I	
Town Development	23/02/2021		I	I			I	I		A		I		I	+		+	+		I	I	I	
Policy & Resources	02/03/2021	I				I	I		I		I	I	S		I			+	+	I	+	I	
Leisure & Info Services	09/03/2021	I				I						I	I	I	I			I	I	I	I		
Full Council	16/03/2021	I	I	I	I	I	I	I	I	I	I	I	I	I	I		I	I	I	I	I	I	
Town Development	23/03/2021		I	0			I	I		0		I		I				+	I	+	I	I	I
Museum 6.30pm	30/03/2021	I			I	I	+	I		I		+	I	I				I		I	I		
Neighbourhood Services	30/03/2021		I		I		I		I			I	I					I	I	I	I	+	
Town Meeting & Gathering	06/04/2021	I	0	I	0	0	I	I	0	I	0	I	I	0	I	I		I	0	I	I	I	I

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Working with the Community

Town Development	13/04/2021								0				+	0			+		
ELECTION	06/05/2021																		

Attended |
 Apology accepted A
 Additional +
 Substitute S
 Non-attendance 0