

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

SUMMONS

26th May 2021

To members of the Policy & Resources Committee: Councillors: Bates, Bridges, Bryant (VC) Cave, Cavill, Hoar, Hill, Palmen (Chair), Piazza and Trigg.

Dear Councillor

You are hereby summoned to a meeting of the **Policy & Resources Committee which is to be held on Tuesday 1st June at 19.00hrs**, in the 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 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 29th 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

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 2nd March 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. QUESTIONS FROM COUNCILLORS

To consider any questions from councillors which have been received by the deadline (20th May).

7. TOWN CLERK'S REPORT

To consider the Town Clerk's Report (copy attached).

8. PUBLIC SPACE PROTECTION ORDER (REPORT ITEM 1.1)

To confirm the reappointment of the **PSPO Working Party** which was established by the Neighbourhood Services Committee on 6th October 2020:

Cllr Hoar

Cllr Piazza

VACANT

9. TROWBRIDGE TOWN COUNCIL STRATEGY 2021-2025 (REPORT ITEM 1.3)

To discuss the key elements of the Strategy and to consider the process for developing the Town Council Strategy for 2021-2025.

RECOMMENDATION: That a workshop for all councillors is arranged for Tuesday 27th July at 19:00 to consider the Town Council Strategy 2021-2025 for presentation to the Policy & resources Committee on 1st September and to Full Council for approval on 21st September.

10. MANAGEMENT ACCOUNTS 2020-2021 (REPORT ITEM 2.1.1)

To consider the draft Q4 accounts summary, noting that the final year full accounts are due to be prepared by the external accountants on 2nd June and will be considered by the Risk & Audit Panel on 8th June and the Annual Governance and Accountability Return (AGAR) will be presented for approval to Council on 22nd June.

11. END OF YEAR BALANCES (REPORT ITEM 2.1.4)

At the previous meeting of the committee a motion was considered and referred to this meeting in conjunction with consideration of end of year balances. The motion was:

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.

As the Council has approved the allocation of £10,000 to an events reserve then in effect the allocation indicated in this motion has in effect been made and exceeded.

RECOMMENDATION: That as the Council has approved the allocation of an events reserve of £10,000 the committee does not need to consider the motion further.

12. COMMUNITY INFRASTRUCTURE LEVY (REPORT ITEM 2.1.5)

To consider the allocation of CIL for 2020/2021.

RECOMMENDATION: That Community Infrastructure Levy receipts of £25,797.03 for 2020/21 are allocated as follows:

Park Storage Unit Project £25,797.03

13. GRANTS (REPORT ITEM 2.1.10)

- a. **To consider** revisions to the [Grants Policy](#) to account for changes to organisations in receipt of grants including Wiltshire Armed Forces & Veterans Event Committee and Seymour Hub..
- b. **To consider** Core Grant awards for 2021/22 in accordance with the Policy:

Ref	Organisation	Policy	Recommend
4.1	Trowbridge Guild of Community Service	£500	£1000
4.2	Citizen's Advice Bureau	£5000	£5000
4.3	Seymour Hub – transferred to Trowbridge Future		
4.4	HELP Counselling Services	£1000	£1000
4.5	Trowbridge Area Community Link Scheme	£1000	£1000
4.6	Wiltshire MIND	£1000	£1000
	TOTAL		£9000
	REMAINING BUDGET		£1000

Trowbridge Guild of Community Service have requested an increase from £500 to £1000. The budget for Core Grants is £10,000 and there is therefore £1500 available to support or core funded organisations with additional support following the impact of the Pandemic.

RECOMMENDATION: That the committee awards and additional £500 to Trowbridge Guild of Community Service in 2021 from £500 to £1000 and that this is increased for future years also. And that all other Core Grants are awarded in accordance with the policy as amended.

- c. **To consider** General Grant Applications for 2021/22 (budget £10,000) in accordance with the Policy.

Organisation	Request
Wiltshire Sight	£800
Life Education Centre (Wiltshire) Ltd.	£1000
Trowbridge Wanderers FC	£606.77
TOTAL	£2406.77
REMAINING BUDGET	£7593.23

RECOMMENDATION: That the committee may award all of the General Grants in full.

RECOMMENDATION: That, given the remaining budget (£8593.23), further General Grant applications are invited by 31st July 2021 for consideration at the committee meeting in September.

14. APPOINTMENT OF BOARDS AND PANELS (REPORT ITEMS 3.2.3 & 2.1.2)

To confirm the appointment of the following:

Town Clerk's Review Panel: Councillors: Cavill, Palmen & Piazza.

Annual Review is proposed for the afternoon of 22nd June – members to confirm.

Civic Board: Councillors: Bryant, Cooper, Hill, Kirk, Palmen & Vigar. **Officers:** Head of Service (Resources & Venues), Civic Manager and Town Clerk.

First Meeting will be on Tuesday 8th June at 14:00 on MS TEAMS.

Risk & Audit Panel: Councillors: Bryant, Cavill, Cooper, Kirk, Lincoln & Palmen.

First Meeting will be on Tuesday 8th June at 15:00 on MS TEAMS.

15. POLICIES

To approve revisions to the Home Working Policy (to be provided).

16. MOTIONS

To consider motions from councillors which have been received by the deadline (20th May).

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 Cavill and Fuller (Feb & March) and Councillors Blackmore and Cavill (April) in signing the Cash Payments and Receipts Records.

	<u>Payments</u>	<u>Receipts</u>
February	250,426.64	127,695.84
March	360,341.07	83,072.40
April	281,630.28	1,023,357.07

RECOMMENDATION: That the committee approves the payments and receipts for February, March and April.

18. ANNUAL SUBSCRIPTIONS

a. To note the following:

The **Policy & Resources Committee** includes a budget to cover the following:

Wiltshire Association of Local Councils (WALC) and National Association of Local Councils (NALC)	£2621.00 (June 2020)
Society of Local Council Clerks (The Town Clerk has declared an interest as Vice Chair and a Director of SLCC)	£538.00 (January 2021)
South West Councils – Employment support and advice	£445.00
National Association of British Market Authorities	£369.00 (April 2021)
One West – Data Protection Officer	£1,250.00 (May 2021 3-yr deal)

b. To note the following:

The **Leisure & Information Services Committee** includes a budget to cover annual subscriptions for the following:

Visit Wiltshire (Destination Management Organisation) incorporates the Museum and Town Hall.

Great West Way (Destination Management Organisation)

The **Museum Committee** includes a budget to cover annual subscriptions for the following:

Museums Association

Royal Society of Arts

19. MEDIA RELEASES

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

20. DATE OF NEXT MEETING

Tuesday 7th September 2021.