

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

SUMMONS

1st September 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 7th September 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 6th September 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. Only those attending in person will be able to ask questions and make statements at the meeting during the public period. Questions and statements can otherwise be submitted in advance.

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 1st June 2021 (copy attached).
- b. **To receive** any questions arising from those minutes.
- c. **To consider** the Minutes of the Civic Board meeting held on [17th August 2021](#).
- d. **To consider** the Minutes of the Risk & Audit Panel held on [17th August 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 (Thursday 26th August).

7. **TOWN CLERK'S REPORT**

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

8. **INVESTMENT STRATEGY 2021/22**

To consider the following report and **RECOMMENDATION** referred from Risk & Audit Panel on 8th June 2021.

The Town Council's Investment Strategy needs to be reviewed. We currently have £75,000 invested with the CCLA. We are aware that if interest rates turn negative we will not be in a position to generate a return from cash investments in the short term. We also hold funds on the Money market with our bankers Lloyds on a month by month basis. The Council Tax is received twice a year in April and October and is then released as required.

<https://www.trowbridge.gov.uk/wp-content/uploads/2020/01/Annual-Investment-Strategy.pdf>

RECOMMENDATION: That the Town Council's Annual Investment Strategy is readopted for 2021/22.

9. **LETTER PRO FORMA (REPORT ITEM 2.1.2)**

Referred from Risk & Audit on 17th August:

RECOMMENDATION: That a pro-forma letter of thanks is compiled to issue to members of the public after asking questions as TTC Meetings.

10. **CCTV (REPORT ITEM 2.1.2)**

Referred from Risk & Audit on 17th August:

RECOMMENDATION: That the Anti-Social Behaviour working party add to its considerations the review and renewal of CCTV and make recommendations on those matters to the Policy & Resources Committee.

11. **LONGFIELD COMMUNITY CENTRE REFURBISHMENT (REPORT ITEM 3.2.3)**

Referred from Civic Board on 17th August:

Further to an offer from one of our regular users (Maranatha Church) to fund and manage some alterations and improvements at Longfield Community Centre the Board makes the following:

RECOMMENDATION: That the refurbishment and alterations to Longfield Community Centre are approved and officers delegated responsibility to work with the funders to deliver a successful project.

12. TROWBRIDGE TOWN COUNCIL STRATEGY 2021-2025 (REPORT ITEM 1.1)

Following the election, the Council is developing a new four-year strategy. The old Strategy can be found here [Strategy 2017-2021](#). A workshop for all councillors was held on Tuesday 27th July to consider the detail within each of the three themes:

- **A Greener Trowbridge**
- **A More Active Trowbridge**
- **A More Vibrant Town**

RECOMMENDATION: That the strategy 2021-2025 is recommended to Full Council on 21st September for approval.

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

To consider the Q1 2021/22 summary (as at 30th June 2021) is presented to the committee for consideration (included in Report Appendix A).

14. GRANTS (REPORT ITEM 2.1.8)

The Town Council offers Core Grants on a longer term basis to organisations, which are confirmed as part of the budget setting process and also awards general grants to applicants. The [Grants Policy](#) provides details.

To consider the General Grant applications for 2021/22 which have been received by the July deadline (the available remaining budget is £8593.23), in accordance with the Policy.

RECOMMENDATION: That the committee may award General Grants as they consider most appropriate, with the following options for guidance:

| Applicant | Reason | Request | Option 1 | Option 2 |
|--------------------------------|----------------------------------|---------|--------------|-----------------|
| Trowbridge Town Football Club | Defibrillator | £1200 | Area Board | £600 |
| Friends of Down Cemetery | Bruch Cutter | £523 | Area Board | £262 |
| Group Five | Running Cost | £1000 | £1000 | £1000 |
| Starry Eyes | Event for Alzheimer's Support | £1500 | £1000 | £1286 |
| Bath Cancer Support Group | Surface Guide Radiotherapy units | £1000 | Area Board | £500 |
| Moroccan Community Association | Sports Activities | £970 | £970 | £970 |
| Families Out Loud | Running Costs | £1188 | £1000 | £1188 |
| Big Community Grow | Apple Festival | £1000 | £1000 | £1000 |
| Independent Living Centre | Running Costs | £1600 | £1000 | £1286 |
| Wiltshire Wildlife Trust | Green Lane Path | £1000 | Area Board | £500 |
| Trees for Trowbridge | Trees | £1000 | NIL | NIL |
| TOTAL | | | £5970 | £8592.00 |

15. **FREE PARKING ALLOCATION 2021 (REPORT ITEM 3.3.4)**

Wiltshire Council has once again relaxed their rules to allow the free parking allocation (equivalent to 2 days in each chargeable space) in November and December. Having consulted with The Shires it is recommended that these are allocated in Lovemead car park only on four Saturdays in November and December as follows, leaving a surplus of 38 spaces:

Trowbridge Car Parks

Free allocation 2021

| | | Sat 13th Nov | Sat 20 Nov | Sat 27 Nov | Sat 4 Dec |
|--------------------|------------|--------------|------------|------------|------------|
| Bradford Road | 23 | | | | |
| Broad Street | 33 | | | | |
| Broad Street Cres | 13 | | | | |
| Church Street | 33 | | | | |
| Court Street | 77 | | | | |
| Lovemead | 160 | 160 | 160 | 160 | 160 |
| St Stephen's Place | 0 | | | | |
| Total | 339 | | | | |
| Total x 2 | 678 | 160 | 160 | 160 | 160 |

RECOMMENDATION: That the free parking places available in Trowbridge from Wiltshire Council for 2021 (678) are allocated as; Lovemead car park only (160) on four Saturdays: November 13th, November 20th, November 27th and December 4th ; noting that free parking is also available every day in the multi-storey car park and on Saturdays in County Hall car parks and that this free parking should be promoted widely.

16. **POLICIES**

No Policies to be reviewed.

17. **MOTIONS**

To consider motions from councillors which have been received by the deadline (Thursday 26th August).

18. 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 Hill and Palmen in signing the Cash Payments and Receipts Records.

| | <u>Payments</u> | <u>Receipts</u> |
|------|------------------------|------------------------|
| May | 172404.18 | 126717.62 |
| June | 359023.82 | 94674.84 |
| July | 248862.75 | 141890.42 |

RECOMMENDATION: That the committee approves the payments and receipts for **May, June and July.**

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 2nd November 2021.