

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

info@trowbridge.gov.uk

SUMMONS

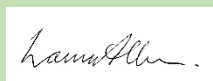
5th January 2022

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 11th January 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 10th January if you wish to attend this meeting in person. Where is 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 [2nd November 2021](#).
- b. **To receive** any questions arising from those minutes.
- c. **To consider** the Minutes of the Civic Board meeting held on [23rd November 2021](#).
- d. **To consider** the Minutes of the Risk & Audit Panel held on [23rd November 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 (Wednesday 29th December 2021).

7. TOWN CLERK'S REPORT

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

8. TOWN PARK POND

To consider the results of a presentation to the Town Development Committee held on 30th November and the following:

RECOMMENDATION: That subject to the end of year financial situation the Town Council commits funding of up to £20,000 towards the Town Park Pond improvement project.

9. BUDGET

To consider the Town Clerk's Report (Section 2.1 Budget) and the following:

RECOMMENDATION:

That in order to meet; the budget expenditure requested by the committees; the adopted Council Strategy 2021-2025; the requirement to fund an increase in General Reserves over the medium term and in anticipation of additional services being transferred from Wiltshire Council, with an expectation from the community that the town council will take full responsibility for those additional services and deliver a quality of service better than that experienced in recent years (whilst they have been the responsibility of Wiltshire Council), the Committee approves the following **RECOMMENDATION** to Council;

That the Council approves the department Budgets for ongoing activities as detailed on the budget spreadsheets, totalling	£1,558,132
That the council approves the WC transfer activities Budgets as detailed on the budget spreadsheets, totalling	£322,313
That the council approves the loan finance Budgets as detailed on the budget spreadsheets, totalling	£442,918
That the Council approves a contribution to General Reserves of	£46,480
That the Council therefore approves a total budget requirement of	£2,369,843
That this is funded in part through estimated income from Community Infrastructure Levy of	(£20,000)
Resulting in a net precept requirement of	£2,349,843

Which results in an increase of £5.20 or 3.1% for ongoing activities and an additional increase of £27.45 or 16.4% for WC transfer activities, giving a **TOTAL INCREASE** of £32.65 or 19.5% on the Trowbridge Town Council 'Band D' Council Tax Charge, to £200.10

Which is less than £3.85 per week.

10. CATG (REPORT ITEM 8.1.1)

The Community Area Transport Group considers safety improvements with a delegated budget, parish councils contribute 25%. Councillors and the public can submit requests for consideration for approval by TTC. The Town Clerk can provide the necessary forms.

CATG Match Funding BUDGET	£10,000.00	2021/22
Silver Street Lane 20mph and crossing points	£833.00	Approved 22-06-21
St Thomas Road 20mph	£833.00	Approved 22-06-21
Broadmead Estate 20mph	£833.00	Approved 22-06-21
Dropped Kerbs Longfield Estate	£668.89	Approved 22-06-21
Newtown Pedestrian Crossing design	£3,000.00	Approved 22-06-21
Speed limit Cock Hill	£625.00	Approved 22-06-21
Pedestrian Crossing W-Ashton Rd, Blackball Bridge	£150.00	Approved 22-06-21
Broadmead estate dropped kerbs	£1,485.00	Approved 02-11-21
Langford Road dropped kerbs	£495.00	Approved 02-11-21
Newtown Pedestrian Crossing additional	£1077.11	To allocate 11-01-22
TOTAL	£10,000.00	
LEAVING	£0.00	
CATG Match Funding BUDGET	£10,000.00	2022/23
Newtown Pedestrian Crossing additional	£617.39	To be allocated in advance
The Halve junction changes	£800.00	Provisional allocation
The Croft/Carlton Row verge bollards	£200.00	Provisional allocation
Manor Road verge protection	£500.00	Provisional allocation
Hilperton Road pedestrian refuge island	£2,000.00	Provisional allocation
Boundary Walk Streetnameplate	£100.00	Provisional allocation
Westfield Close Parking Bay markings	£500.00	Provisional allocation
Manor Road Bus shelter	£2,500.00	Provisional allocation
Chilmark Road Bus Stop markings	£500.00	Provisional allocation
Aldeburgh Place PROW barrier	£500.00	Provisional allocation
Westcroft Street Footway	£782.61	Provisional allocation
Leap Gate speed transition signs	£1,000.00	Provisional allocation
TOTAL	£10,000.00	
LEAVING	£0.00	

RECOMMENDATION: That the above allocation from the 2021/22 budget of £1077.11 is approved and that an allocation in advance from the 2022/23 budget of £617.39 is approved, both as an additional contribution for improvements to the Newtown Pedestrian Crossing.

11. **POLICIES**

To consider and approve the following Policies and Procedures;

[Freedom Of Information Policy](#)

[Training & Development Policy](#)

[Pensions Discretions Policy](#)

[Casual Recruitment Procedure](#)

12. **MOTIONS**

To consider motions from councillors which have been received by the deadline (Wednesday 29th December 2021).

13. **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 Blackmore and Bridges in signing the Cash Payments and Receipts Records.

	<u>Payments</u>	<u>Receipts</u>
October	220,432.14	60,507.44
November	224,050.23	100,617.70

RECOMMENDATION: That the committee approves the payments and receipts for October and November.

14. **MEDIA RELEASES**

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

15. **DATE OF NEXT MEETING**

Tuesday 1st March 2022.



16. **EXCLUSION OF PUBLIC AND PRESS**

That; in accordance with the Public Bodies (Admission to Meetings) Act 1960, it would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted; and therefore the meeting should resolve that the public and press be temporarily excluded and be instructed to withdraw.

17. **CIVIC AWARD**

To consider nominations for the annual; Civic Award to be presented at the Civic Dinner.