

MINUTES

At the Annual Meeting of Trowbridge Town Council held in the Lansdown Hall at Trowbridge Civic Centre on Tuesday 18th May 2021 at 19.00hrs.

IN ATTENDANCE:

Councillors: Allsworth, Bates, Beaver, Blackmore, Blakemore, Bridges, Bryant, Cave, Cavill, Cooper, Hill, Hoar, Jacob, Edward Kirk, Emily Kirk, Lincoln, Palmen, Piazza, Trigg and Vigar.

The Mayor: Mr Peter Fuller.

Officers: Mr L. Allan (Town Clerk/RFO), Mrs J Weimar, Mrs A Quick (Minutes).

Public: 11

Press: Trevor Porter & Matthew Mclaughlin (Wiltshire Times).

The Chair introduced the meeting by welcoming all the newly elected Councillors. Thanks were given to those not re-elected for all their hard work for the town. It was highlighted that members of the public are permitted to speak in the public forum and if requested during that session, immediately prior to consideration of an item on the agenda.

3463 ELECTION OF MAYOR

Mr Peter Fuller in the chair.

a) Nominations were considered and it was RESOLVED that Councillor Denise Bates be elected to the role of Chairman of the Council and Mayor of Trowbridge for the Civic Year 2021/22.

b) The statutory Declaration of Acceptance of Office was received from Councillor Denise Bates, Chairman of Trowbridge Town Council and Mayor of Trowbridge.

c) The retiring Mayor gave a statement regarding the Civic Year. The community were thanked, in particular the Medical Services, those working in the council, volunteers and members of the public for adhering to the Covid rules.

d) The retiring Mayor's Engagements were received, in particular observance of the Duke of Edinburgh's funeral.

e) Vote of Thanks. Cllr Palmen gave thanks to Cllr Fuller for his term as Mayor and his dedicated time as a Councillor over many years.

The Mayor, Councillor Bates, took the chair and received the chain of office.

3464 DECLARATIONS OF ACCEPTANCE OF OFFICE

a) A report was received from the Town Clerk regarding the receipt of declarations of acceptance of office of councillors. Cllr Halik had not yet made his declaration.

b) RESOLVED: That the declaration of acceptance of office has not so far been received from Cllr Halik therefore this should be received prior to the commencement of the next meeting of Full Council which is due to be held on 22nd June 2021.

3465 ELECTION OF DEPUTY MAYOR

a) Nominations were considered and it was RESOLVED that Councillor Graham Hill be elected to the role of Deputy Mayor of Trowbridge for the Civic Year 2021/22.

b) The Declaration of Acceptance of Office was received from Councillor Graham Hill, Deputy Mayor of Trowbridge.

3466 CODE OF CONDUCT

The Council **considered** re-adoption of the council's [Code of Conduct](#) which was moved by Cllr Bryant, seconded by Cllr Bridges.

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

3467 STANDING ORDERS

The Council **considered** for adoption, the council's [Standing Orders](#) & [Financial Regulations](#) which **RESOLVED: That the council adopts the Standing Orders & Financial Regulations**

3468 **ELECTION OF LEADER OF THE COUNCIL**

Nominations were considered and it was RESOLVED that Councillor Stewart Palmen be elected as 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. Cllr Palmen gave a speech on his election as Leader of Trowbridge Council.

3469 **COMMITTEES, BOARDS & PANELS**

RESOLVED that 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) RESOLVED to elect members of the committees, Chairs and vice-chairs of committees en-bloc as shown in APPENDIX A.

Cllr Kirk expressed concern that a Planning Agent would be selected to go on the Town Development Committee. Town Clerk responded that Cllr Kirk needs to contact his MP if he is not content with the law. Cllr Palmen explained that the Planning Agent's experience is invaluable and he is an asset to Town Development.

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

Chair Cllr Bridges

Vice-chair Cllr Blakemore

ii) Leisure & Information Services Committee, Leader of the Council and 9 others

Chair Cllr Bates

Vice-chair Cllr Jacob

iii) Town Development Committee, Leader of the Council and 9 others.

Chair Cllr Bryant

Vice-chair Cllr Hill

iv) Neighbourhood Services Committee Leader of the Council and 9 others.

Chair Cllr Cavill

Vice-chair Cllr Cooper

v) Policy & Resources Committee, Leader of the Council, Chair of each of the other four committees and 5 others.

Chair Cllr Palmen

Vice-chair Cllr Bryant

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.

3470 REPRESENTATIVES ON OUTSIDE BODIES AND TRUSTEE APPOINTMENTS

a) RESOLVED to appoint representatives on outside bodies and trustees to charities.

It was agreed that Mr Whiffen is able to continue with the the Blair charity as this doesn't need to be a Councillor. Town Clerk will add these roles to the Wiltshire Council website as declarations of interest.

b) No reports were presented from representatives on outside bodies.

3471 GENERAL POWER OF COMPETENCE

The Council considered re-adoption of the General Power of Competence and

RESOLVED: 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.

3472 APOLOGIES

a) Apologies were received from Councillor Halik.

b) Apologies were accepted with reason for absence.

3473 MINUTES OF PREVIOUS MEETING

a. **RESOLVED** to approve as a correct record the Minutes of the Council meeting held on 16th March 2021.

b. There were no questions relating to these minutes.

3474 MINUTES OF COMMITTEES

The Council received and considered reports, minutes and recommendations of Committees previously circulated;

a) **RESOLVED** to note the minutes of the Museum Committee 30th March 2021.

Cllr Bridges highlighted the museum opens this Saturday should anyone wish to attend.

b) **RESOLVED** to note the minutes of Neighbourhood Services Committee 30th March 2021.

c) **RESOLVED** to note the minutes of the Town Development Committee 23rd March, 13th April and delegated decisions 4th May 2021.

3475 DECLARATIONS OF INTEREST

a) Cllr Kirk declared his ownership of 2 shops in Trowbridge High Street.

Cllr Trigg is Chair of Trowbridge Future therefore will leave the room at Agenda Item 21, the sealing of documents.

b) The Council considered Dispensation Requests as follows;

3476 COMMUNICATIONS BY THE MAYOR

a) The council received a statement made by Mayor Denise Bates;

"It is a great honour and privilege to be elected by my fellow Councillors to serve as the Mayor of Trowbridge for the forthcoming year. I would like to congratulate Councillor Graham Hill on being elected as Deputy Mayor and I look forward to us working together to represent our wonderful County town. In tribute to my predecessor Mayor Peter Fuller, I would like to thank him for his many years of dedicated town service to the Town Council. He has always been a well respected Councillor and a strong advocate for our town. I would like to extend my very best wishes to him for the future.

I would also like to thank the Town Clerk and the Officers for all their hard work and commitment during these unprecedented times. The way they have adapted to changes in order to keep the Council working efficiently and effectively has been truly commendable.”

b) The Mayor’s charities for 2021/22 were declared as Bath Cancer Support Group and Dorothy House Hospice. The Mayor chose these charities as they are identified as touching all our lives and we can look forward to raising funds over the coming year.

3477 **PUBLIC OPEN FORUM**

Questions from the public were received as follows:

Mr Brice congratulated all those who were recently elected and gave thanks to those not re-elected, particularly Peter Fuller. He congratulated the Lib Dems for taking a majority for the working council and asked for the council to aid the town’s recovery.

Mr Egan posed a question to Sgt Chilton; Cockhill Speedwatch campaign has detected a high proportion of vehicles speeding. He asked whether there is any other equipment which could be provided to continue with this campaign. As a resident of Trowbridge he is pleased we have a council looking at the future of the town. He recognises the level of debt and asks that going forward the town receives value for money from its borrowing.

Mr Whiffen gave Congratulations to Cllr Hill and thanks to Cllr Fuller for his service to the council. He asked for support next year towards the previously named Armed Forces day.

Mr Mitchell gave congratulations to the new Mayor. He stated that a Town councillor sent a letter following the Town Development meeting on 13th April, referring that appropriate legal action will be taken. He asks for an apology from this Cllr and asks for a higher standard of behaviour. He asks to see evidence of the Cllr’s involvement in projects. Town Clerk advised that such complaints cannot be accepted by this council, they should be taken up with the Monitoring Officer at Wiltshire Council. Cllr Kirk questioned Town Clerk’s response to Mr Mitchell regarding a verbal complaint to the Council. Mr Mitchell passed a written complaint to the Town Clerk which will be passed to the Monitoring Officer.

3478 **POLICE MATTERS**

A Police Report was received from Sergeant 2446 Charly Chilton; the following points were discussed;

- In response to the query on the Cockhill speed check, we do continuously support these initiatives in the town.
- Tackling modern slavery and human trafficking has been done with a multi-agency approach. County Lines and exploitation involve gangs using vulnerable individuals to traffic drugs. A big drive will be given to educate and support. Much work is going on regarding drugs crime in Trowbridge.
- Cllr Piazza asked about pet theft. Is it possible to reassure residents with statistics? Sergeant Chilton agreed it is nationally in the press but in Wiltshire the numbers are not as high as national figures. Any constituents can sign up to receive information regarding dog theft on the Wilts police website.
- Cllr Bridges thanked the police for removing a truck parked illegally in his street but it doesn’t seem to have moved very far.
- Cllr Cooper asked about Biss Meadows. Sgt Chilton recognises there is a problem with unsociable behaviour and this is being patrolled, feedback will be given.
- Cllr Cavill asked for action to be taken on the management of crime cases as the rates of follow up are low in Wiltshire.
- Cllr Bryant has noticed the rise in e-scooters. Sgt Chilton responded that where they are witnessed action will be taken. We must have the evidence in terms of witnessing this. Cllr Bryant asked for a report in the Wiltshire Times stating it is illegal. Sgt Chilton stated it has been posted on wilts social media and it will be discussed with Wiltshire Times.
- Cllr Jacob highlighted unsociable vehicle activity occurring in Trowbridge. Sgt Chilton requested this is reported to 101 or online so it can be investigated.

Sergeant Chilton left the meeting at 20.23

3479 QUESTIONS FROM COUNCILLORS

No questions were received.

3480 REPORTS FROM OFFICERS

No reports were received.

3481 RECOMMENDATIONS

The Council considered the following recommendations from committees and officers;

A. GROUNDS MAINTENANCE CONTRACTS

RESOLVED: That the **Cross-Party Working Group** for the specification and retendering of the **Grounds Maintenance Contracts** will be formed from nominated members of the **Neighbourhood Services Committee: Cllr Bryant, Cllr Cave and Cllr Cooper.**

Additionally;

RESOLVED 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

The Council considered 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.

RESOLVED: 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.**

Cllr Piazza asked why only the leader and officers were included. Town Clerk responded that this is a request by the Town Hall Trust.

3482 MOTIONS

No motions were received.

Cllr Trigg left the meeting 20.30

3483 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.

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

Cllr Palmen abstained from the vote.

Town Clerk and the Mayor sealed the documents.

RESOLVED: That the Council approves the sealing of a Licence for **CCTV monitoring** by the **Shires Shopping Centre** for one year from **April 2021 to April 2022.**

Town Clerk and the Mayor sealed the document.

Cllr Trigg returned to the meeting at 20.32

3484 **BANK MANDATE**

RESOLVED to approve that the Bank Mandate is amended to add; Councillors Bates, Palmen, Bryant and Hill.

Existing signatories are: Cllrs: Blackmore, Bridges, Cavill and Halik.

3485 **ANNUAL ACCOUNTS**

The Council has no choice over Section 106 money but other expenditure has been decided by the Council. In respect of events, particularly Armed Forces Event, it is suggested we allocate £10,000 to the next year from that not spent previously. Cllr Bryant agreed Armed Forces should be supported. Cllr Jacob asked about the funds for Hulbert Close & Painters Mead? Town Clerk stated money was originally allocated to be spent at Hulbert Close but we persuaded the developer to spend at Painters Mead also. Tenders will be looked at in the near future.

a) The Council considered the TOWN CLERK & Responsible Finance Officer (RFO)'s recommendation and it was:

RESOLVED 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	£10,553
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

3486 **POLICIES**

The Council considered and approved re-adoption and adoption of Policies stated below.

Town Clerk highlighted that the Homeworking Policy will be adjusted and returned for approval at a later date.

[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](#)

3487 **ANNUAL TOWN MEETING**

RESOLVED to note that the Annual Town Meeting was held on 6th April.

3488 **LIST OF ATTENDANCES**

RESOLVED to note the list of attendances for the past year.

3489 DATES OF MEETING 2021/22

RESOLVED to approve the meeting dates calendar for 2021/22.

Town Clerk highlighted that Cllr Cooper noticed the incorrect Town Development date in Jan 2022.

3490 DATE OF NEXT MEETING

RESOLVED to note the Extra Full Council meeting to sign off the annual accounts; Tuesday 22nd June and Full Council Meeting Tuesday 20th July.

Town Clerk advised it is not essential for all Cllrs to attend sign off if not a member of museum or neighbourhood services as this would allow for social distancing if necessary. All Cllrs will have seen accounts before the meeting which will then be published on the website by 30th June.

3491 MEDIA RELEASES

The Council **RESOLVED** to approve the following press/social media releases:

- Results of Election
- Appointment of Mayor, Deputy Mayor and Leader.

Cllr Piazza gave congratulations to the new Mayor and Deputy Mayor on being elected. He asked whether the sponsored Civic Dinner needs to be advertised. Cllr Palmen advised we should all be discussing this with businesses as there has been some interest.

Cllr Beaver asked for clarification of which meetings will be online and which in person? Town Clerk advised those which require decisions to be made by a committee will be held in person. Town Development can be run online with decisions delegated to Town Clerk as plans cannot be displayed successfully in person with social distancing. Eventually committees can decide themselves if they continue with this method after 21st June.

The Mayor thanked all for their attendance and declared the meeting closed.

Meeting Closed at 20.55

Signature



Committee Membership May 2021

Following elections.

Trowbridge Town Council

Working with the Community

PROPOSAL presented to Annual Council meeting for approval

Mayor
Deputy Mayor
Leader

Councillor Denise Bates
Councillor Graham Hill
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	Stewart Palmen	Andrew Bryant	Denise Bates	David Cavill	Glyn Bridges
2	Vice-chair	Andrew Bryant	Graham Hill	Mel Jacob	Stephen Cooper	Nick Blakemore
3	NS	David Cavill	Chris Beaver	Chris Hoar	Andrew Bryant	Clive Blackmore
4	MU	Glyn Bridges	Mel Jacob	David Vigar	Clive Blackmore	David Cavill
5	LI	Denise Bates	Stephen Cooper	Karen Allsworth	Karen Allsworth	Stephen Cooper
6		Jo Trigg	Stewart Palmen	Jo Trigg	David Vigar	Stewart Palmen
7		Chris Hoar	Glyn Bridges	Stewart Palmen	Stewart Palmen	Graham Hill
8		Graham Hill	Antonio Piazza	David Halik	Caroline Lincoln	Caroline Lincoln
9		Antonio Piazza	Daniel Cave	Edward Kirk	Daniel Cave	David Halik
10		Daniel Cave	Emily Kirk	Emily Kirk	Antonio Piazza	Antonio Piazza

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	Antonio Piazza	David Cavill	Stewart Palmen			
Civic Board	Edward Kirk	Graham Hill	Andrew Bryant	Stephen Cooper	David Vigar	Stewart Palmen
Risk & Audit Panel	Edward Kirk	Caroline Lincoln	David Cavill	Andrew Bryant	Stephen Cooper	Stewart Palmen