

MINUTES

At a meeting of the Policy & Resources Committee held in The Council Chamber at The Civic, Trowbridge, on Tuesday 7th September 2021 at 19.00hrs.

Present: Councillors: Bates, Bridges, Bryant, Cave, Cooper (substitute for Cllr Cavill), Hill, Hoar, Palmen (Chair), Piazza & Trigg.

Officers: Mr L Allan (Town Clerk/RFO), Mrs A Quick (Minutes), Mrs J Weimar (Head of Resources & Venues).

Other Councillors in attendance: Cllr Kirk (on TEAMS)

Public: V. Patel-Rickett, Mr Mitchell & Mr Jubbie (on TEAMS)

Press: N/A

3255 APOLOGIES

RESOLVED to approve apologies from Cllr Cavill.

3256 MINUTES

a. **RESOLVED to approve** as a correct record the Minutes of the meeting held on 1st June 2021.

b. **There were no questions.**

c. **RESOLVED to note** the minutes of the Civic Board meeting held on 17th August 2021.

d. **RESOLVED to note** the minutes of the Risk & Audit Panel held on 17th August 2021.

3257 DECLARATIONS OF INTEREST

Cllrs Bryant and Piazza declared a non-pecuniary interest in the Longfield Community Centre Refurbishment due to their membership of Maranatha Church.

Cllr Bates declared an interest in the Bath Cancer Support Group as this is the Mayor's Charity therefore would not vote on the Grant Allocation.

3258 CHAIR'S ANNOUNCEMENT

There were no announcements from the Chair.

3259 OPEN FORUM

There were no questions from the public to be considered.

3260 QUESTIONS FROM COUNCILLORS

There were no questions from Councillors to be considered.

3261 TOWN CLERK'S REPORT

Cllr Palmen ran through the P&R Report and in particular;

1.2 CCTV – Cllr Cooper asked if the current system doesn't provide quality images & there is no plan to replace it, do we intend to continue funding it? Cllr Palmen highlighted that occasionally people admit guilt if known to be evident on camera. We will consider an improved system in the Strategy and in the next budget. The working group will be looking into this.

1.3 Eco Group – Cllr Jacobs is now the Chair.

1.4 Public Toilets Working Group – Town Clerk confirmed no meeting has been arranged as yet but the Working Group can arrange this on a date suitable to them.

Initial

Cllr Piazza joined the meeting at 19.07

2.1.6 Election Costs - By the time we get to the next election we are likely to be asked to fund the costs ourselves so need to look at putting this into the budget. If Wiltshire Council leave it until immediately before the election it will be contested.

2.2.1 Furlough - All staff are off Furlough now and back on to usual contracts.

2.2.2 Staff Changes - Cllr Trigg asked whether TTC has a high staff turnover? Head of Resources replied that it is quite high in Active Trowbridge due to the young age of employees and often they will progress onto University or into other opportunities. The overall turnover not abnormal compared to national average.

4.2.2 Doric Park – WALC office has chased our borrowing application so we hope to receive answers to some questions soon.

5.2 Civic Dinner – Date is arranged for 5th March 2022. Town Clerk confirmed we are in discussion with some companies which have shown an interest in sponsorship.

6.2 Innox Mills – Town Clerk confirmed there is now an application for the main Innox Mills site. We have applied for an extension of this application [agreed] so it can be considered by Town Development on 12th October. Once an officer has approved this then Town Clerk will write a recommendation & report to put forward to the meeting to allow us to make queries. Cllr Palmen highlighted it will be good for the committee to look at this & gain public views.

8.2 The Integrated Care Centre is due to be opened in 2024 based on likely approval of the business case.

6.5 Neighbourhood Plans - The Town Clerk & Cllr Hill explained the Town Council will need to consider as part of its strategy if it is going to undertake a neighbourhood plan.

7.8 Trowbridge Talking News – Cllrs Palmen, Trigg and Vigar have volunteered. Town Clerk clarified the rota is organised well in advance.

3262 INVESTMENT STRATEGY 2021/22

The Committee considered the report and RECOMMENDATION referred from Risk & Audit Panel on 8th June 2021 and it was;

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

3263 LETTER PRO-FORMA (REPORT ITEM 2.1.2)

The committee considered the RECOMMENDATION and it was;

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

3264 CCTV (REPORT ITEM 2.1.2)

The committee considered the RECOMMENDATION and it was:

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

Cllr Piazza left the meeting at 19.32

3265 LONGFIELD COMMUNITY CENTRE REFURBISHMENT (REPORT ITEM 3.2.3)

The committee considered the:

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.

A discussion was held between Councillors and Officers posing questions regarding the current usage of Longfield, removal of the bar, the proposed speaker system and utility usage considerations. Head of Resources and Venues clarified that this would go through TTC's Solicitors and all Councillors' considerations will be taken into account for the agreement.

Cllr Bryant abstained.

RESOLVED: That the refurbishment and alterations to Longfield Community Centre are approved in principle and officers delegated responsibility to work with the funders to deliver a successful project, subject to agreement on details to include; payments, insurance, duration of agreement for Sunday use, period of use each Sunday and advice from legal and agent.

Cllr Piazza returned to the meeting at 19.42

3266 TROWBRIDGE TOWN COUNCIL STRATEGY 2021-2025

The Town Council is working on this strategy to encompass all thoughts & ideas brought forward at the Councillors' workshops held on Tuesday 27th July. It will not be ready for formal consideration until November and therefore the recommendation was withdrawn.

3267 MANAGEMENT ACCOUNTS 2020-21

The committee considered the Q1 2021/22 summary (as at 30th June 2021).

It was highlighted that there is a difference from expectation of 1st qtr, is it likely to recover? Town Clerk responded that it might get a little worse at end of year due to unforeseen expenses. There's an element of misunderstanding of how the grant was given. The museum expects to increase income in next 2 qtrs, to exceed budget for rest of the year.

It was asked how we allocate grants for play areas? Town Clerk confirmed we use section 106 money but we do not have any more of this at this stage. We are focussing on looking for grants and we might need to look at working with community groups to secure this option.

3268 GRANTS (REPORT ITEM 2.1.1)

The committee considered 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.

RESOLVED: That the committee may award General Grants as they consider most appropriate, as follows:

Applicant	Reason	Request	Awarded
Back On Track Stroke Rehab Service	Rehab & support for young stroke survivors and their carers	£1000	£1000
Trowbridge Town Football Club	Defibrillator	£1200	£1200
Friends of Down Cemetery	Brush Cutter	£523	£223
Group Five	Running Cost	£1000	£900
Starry Eyes	Event for Alzheimer's Support	£1500	£900
Bath Cancer Support Group	Surface Guide Radiotherapy units	£1000	£400
Moroccan Community Association	Sports Activities	£970	£870
Families Out Loud	Running Costs	£1188	£900
Big Community Grow	Apple Festival	£1000	£900
Independent Living Centre	Running Costs	£1600	£900
Wiltshire Wildlife Trust	Green Lane Path	£1000	£400
Trees for Trowbridge	Trees	£1000	NIL
TOTAL			£8593.00

3269 FREE PARKING ALLOCATION 2021 (REPORT ITEM 3.3.4)

Wiltshire Council allows free parking allocation (equivalent to 2 days in each chargeable space) in November and December. The proposed dates accommodate the Weavers Market and consultation with shopping centres was considered to accommodate their Christmas events and light switch ons.

The committee considered the RECOMMENDATION and it was;

RESOLVED: 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.

3270 POLICIES

None.

3271 MOTIONS

None.

Initial

3272 PAYMENT OF ACCOUNTS

The Committee considered 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.

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

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

3273 MEDIA RELEASES

Grants
Free Parking

3274 DATE OF NEXT MEETING

Tuesday 2nd November 2021

The Meeting closed at 20.12