

MINUTES

At a Meeting of Trowbridge Town Council held in the Council Chamber at The Civic, Trowbridge on Tuesday 15th March at 19.00hrs.

IN ATTENDANCE:

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

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

Public: (in person) Mr R Lomas, Mr B Mitchell, Mr Bob Brice and 2 other people (on TEAMS) None.

Police: Sergeant Charlotte Chilton

Press: None.

3558 APOLOGIES

a) **Apolo**gies were received from Cllrs Cavill and Blakemore with reasons.

b) **RESOLVED** to accepted apologies with reasons for absence.

3559 MINUTES OF PREVIOUS MEETING

a. **RESOLVED** to approve as a correct record the Minutes of the Council meeting held on 18th January 2022.

3560 MINUTES OF COMMITTEES

The Council received and considered;

a) **RESOLVED** to note the minutes of the Leisure & Information Services Committee 22nd February 2022.

Cllr Bates presented the minutes.

b) **RESOLVED** to note

i) The notes of the Town Development Virtual Consultation Meeting 25th January and 15th February.

ii) The minutes of the Town Development Committee 8th March 2022.

Cllr Bryant presented the minutes and notes.

c) **RESOLVED** to note the minutes of the Policy & Resources Committee 1st March.

Cllr Palmen presented the minutes. Town Clerk provided evidence from Virgin Media that they are no longer pursuing payment from TTC through the County Court.

Cllr Emily Kirk arrived at 19.04

3561 DECLARATIONS OF INTEREST

a) There were no Declarations of Interest.

b) There were no Dispensation Requests received by the Town Clerk and not previously considered.

3562 COMMUNICATIONS BY THE MAYOR

The council received communications from Mayor Denise Bates;

Thank you to all those who attended the Civic Dinner and we are pleased to announce we raised £2,364.46 which will go to Bath Cancer Support Unit and Dorothy House Hospice. Thank you also to all officers and departments who assisted and organised this event. Thank you also to our generous sponsors Trowbridge Ford and Allsworth Flooring.

Elblag Twinning Association have asked for our support as they are close to Ukraine and have a twinning town in this country;

Initials.....dated.....

Bob Brice, Chair of Elblag (Poland) Twinning Group, asked for TTC to send a letter of support to the president of their council and to Leer in Germany. It is a city on the Baltic Coast which he has visited many times over the years. We (and other West Wiltshire towns) have been twinned with Elblag since the year 2000 which is now working to give aid to Ukraine at this difficult time. There are now approx. 500 Ukrainian refugees in Elblag. We have sent humanitarian aid to Ukraine and we are now looking carefully to our Northern Border.

RESOLVED: That the Mayor will send a letter of support to the President of Elblag.

Bob Brice will send the contact details.

Wiltshire Council Singers are performing a concert to raise funds for the Ukraine at Holy Trinity Church on Tuesday 23rd March. Tickets are £5 each. The Mayor will be in attendance.

Cllr Palmen gave thanks to the Civic Team assisting and supporting the Ukraine fundraising by using the Civic for raising donations. It's overwhelming what Trowbridge is capable of in such a situation.

3563 **PUBLIC OPEN FORUM**

Questions from the public were received as follows:

Mr Lomas spoke regarding antisocial behaviour and crime issues. The working group was originally going to be called the ASB and Crime Working Group but is now referred to as ASB and CCTV Working Group. Please could I have clarification that it will be called the original name as I am not happy with emphasis being placed on the CCTV element of the group's attentions? Cllr Palmen responded that it was changed to Anti Social Behaviour and Street Crime Working Group. Mr Lomas stated that the 'CCTV' reference was used in the recent newsletter and in the last P&R meeting. He is pleased that the police are working to identify one of the groups in the town.

Mr Mitchell stated that the situation in Ukraine has been followed by fuel prices going up. What is the financial cut off point for Doric Park and what is plan B?

A written response will be provided by the Town Clerk.

Cllr Piazza left at 19.14, returned at 19.16

3564 **POLICE MATTERS**

A Police Report was received from Sergeant 2446 Charly Chilton, previously circulated; Questions were invited from attendees.

Neighbourhood staffing has changed, Helen Davridge is leaving and we wish her all the best. We welcome PC Rob Dentry. PC Rachel Davis will be joining us in September.

Wiltshire Police have been working closely with partner agencies and we will need to put action in place where required. We will look at patrols if this is of interest. Previously Cllr piazza raised the possibility of a drop in centre which will be held on 7th April. Please promote this in your community to ensure it is well attended. Cllr Edward Kirk asked about the recent inspection on Seymour and Adcroft Estate, when will this be happening? Response was that covid has been an issue but this will be resolved shortly.

Cllr Piazza said residents thanked PCSOs in the community.

Cllr Cooper asked for monthly/quarterly trends. Sgt. Chilton only updates a minimal amount of this report as most comes from a centrally compiled report. She will address this as well as possible.

Sergeant Chilton left the meeting at 19.22

Cllr Vigar left at 19.22, returned at 19.24

initials.....dated.....

3565 QUESTIONS FROM COUNCILLORS

The Council considered questions received from councillors by the deadline: Thursday 3rd March and the answers provided by officers.

Cllr Edward Kirk read a statement which included a number of additional questions.

The Town Clerk will send a written response and will include the response in the agenda for the Policy & Resources Committee meeting on 3rd May.

Cllr Piazza raised some additional points regarding S106 funding.

The Town Clerk will send a written response and will include the response in the agenda for the Policy & Resources Committee meeting on 3rd May.

Cllr Palmen queried the rules regarding receipt of questions.

The Town Clerk confirmed that questions of clarification regarding the written answers given would be appropriate but not proposals.

Town Clerk advised that all Cllrs are welcome to view the s106 side-agreement anytime if they would like to make an appointment to do so.

RESOLVED: To note the Questions and answers given.

3566 MOTIONS FROM COUNCILLORS

The Council considered motions received from councillors by the deadline: Thursday 3rd March.

A. MOTION: 220223 11:52 - WORKING GROUPS

Proposed by Cllr Piazza and seconded.

RESOLVED: That Trowbridge Town Council creates a protocol that all Working Parties must adhere to at all times to ensure they are accountable to the Council and function well. Each Working Group should prepare clear terms of reference to be approved by P&R on 3rd May 2022. The protocol should also be implemented by this date.

The protocol is as follows:

1. The Council and any of its Committees can set up a Working Group to carry out tasks as defined by the Council or the Committee. The opportunity for residents to join such groups will be for the Working Group to determine.
2. The purpose of Working Groups is to meet to discuss issues, explore options, and develop plans and then report back to the Council or Committee with recommendations. Subsequently, Working Groups may be tasked to deliver their plans. They have no decision-making powers but simply present the Council or Committee with their findings. However, their ability to give particular topics much more time outside agenda-driven meetings is invaluable.
3. When setting up a Working Group, the Council or Committee must set clear terms of reference for it regarding objectives, scope and outcome(s). These will be approved by the Council or Committee before the Working Group is formed. Once their work has been completed, the Working Group will be disbanded.
4. The Terms of Reference will include this protocol and the name of the Committee to which the Working Group reports.
5. The Terms of Reference and membership will be published on the Council's website.
6. The number of Councillors able to join a Working Group will be decided at the time of its formation but it must consist of no fewer than three councillors.
7. The Working Group will notify the Council or Committee of the name of the Chair once they have been appointed after the first meeting.

Initials.....dated.....

8. A quorum for any meeting of a Working Group will be three members, at least one of whom must be a councillor.
9. The role of the Council or sponsoring Committee is to consider and question the recommendations put to it by the Working Group before a decision is taken and, in the case of a Committee, to be satisfied with them before making any recommendations to the full Council.
10. A Working Group will be accountable to its sponsoring Committee unless agreement is made, due to expediency and subject to agreement via email of a majority of members of that sponsoring Committee, for recommendations to be made to the Policy & Resources Committee or to Full Council;
11. The Working Group must provide the Council or Committee with such information as necessary to ensure it can make an informed decision on its recommendation(s).
12. A Working Group will not have a budget. The budget will remain with the Council or sponsoring Committee.
13. Working Groups do not meet in public, therefore the Council's Standing Orders are not applicable. However, the Code of Conduct still applies and declarations of pecuniary and other interests will be required at each meeting.
14. All Working Groups will follow all relevant Council policies;
15. All documents and records produced and emails shared by working groups will be retained and disposed of in accordance with the Council's Retention Policy.
16. An officer of the Council should be in attendance at Working Group meetings to take notes. A clear agenda (or document resembling an agenda) should also be prepared by the officer in consultation with the Chair of the Working Group. The agenda and notes should then be made available on the website, with commercially-sensitive information being redacted when appropriate.
17. Working Groups may meet in person or online.

3567 SEALING OF DOCUMENTS

None.

3568 DATE OF NEXT MEETING

Tuesday 17th May 2022.

Agenda to include;

- Appointment of Mayor, Deputy Mayor, Committees and Committee Chairs for Civic Year 2022/23
- Confirm end of year earmarked reserves and other end of year financial decisions prior to completion of accounts.

3569 MEDIA RELEASES

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

- Support for twin town of Elblag
- Figure raised at Civic Dinner for the charities.
- Police Event on 7th April.
- Press Release on Working Group arrangements.
- Council Website provides the link for the homes for Ukraine.

Meeting Closed at 19.44

Signature

Initials.....dated.....

APPENDIX RECORDED VOTES

Councillor
Allsworth
Bates
Beaver
Blackmore
Blakemore
Bridges
Bryant
Cave
Cavill
Cooper
Halik
Hill
Hoar
Jacob
Edward Kirk
Emily Kirk
Lincoln
Palmen
Piazza
Trigg
Vigar

	For	Against	Abstain
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Initials.....dated.....