

The Civic Centre  
St Stephen's Place  
TROWBRIDGE  
Wiltshire  
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## SUMMONS

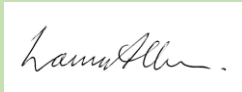
29<sup>th</sup> June 2022

**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 5<sup>th</sup> July**, 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 pandemic, public access will be limited. **Please contact [council.secretary@trowbridge.gov.uk](mailto:council.secretary@trowbridge.gov.uk) by 16:00 on 4<sup>th</sup> July 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.

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## 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 **3<sup>rd</sup> May 2022**.
- b. **To receive** any questions arising from those minutes.
- c. **To consider** the Minutes of the Civic Board meeting held on **26<sup>th</sup> April 2022**.
- d. **To consider** the Minutes of the Risk & Audit Panel held on **26<sup>th</sup> April 2022**.

### 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 23<sup>rd</sup> June 2022).

**7. TOWN CLERK'S REPORT**

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

**8. MANAGEMENT ACCOUNTS 2021-22**

To consider the end of year accounts summary. The Annual Governance and Accountability Return (AGAR) was signed off by Full Council on 21st June and has been sent to the External Auditors (PKF Littlejohn). The period of public rights has commenced and runs until 2nd August.

**RECOMMENDATION: That the committee notes the Q4 accounts.**

**9. WAIN HOMES APPEAL**

To consider the delegated decision of the Town Clerk, following consultation with members, to fund 50% of the cost of a planning consultant (THaT) to undertake a transport assessment for the Appeal in conjunction with the Resident's Association.

**RECOMMENDATION: That the committee approves the actions of the Town Clerk in consulting with members and paying £600 towards the costs of the planning consultant to write the statement of case on behalf of the residents of Southview Park in respect of the appeal by Wain Homes for their portion of Ashton Park.**

**10. GRANTS**

To consider the applications for General Grant Funding 2022.

**RECOMMENDATION: That the committee approves the draft allocations contained in the Town Clerk's Report as follows:**

<b>Wiltshire Sight</b>	<b>£800</b>
<b>Friends of Broadmead Pond</b>	<b>£800</b>
<b>Families out Loud</b>	<b>£1068</b>
<b>Chinwags Support</b>	<b>£1004</b>
<b>Friends of the Down Cemetery</b>	<b>£280</b>
<b>Holbrook Primary School</b>	<b>£700</b>
<b>Paxcroft Short Mat Bowls Club</b>	<b>£700</b>
<b>Trowbridge Street Pastors</b>	<b>£500</b>
<b>Back on Track Stroke rehab</b>	<b>£1000</b>
<b>Group Five</b>	<b>£1000</b>
<b>1<sup>st</sup> Studley St John's Guides</b>	<b>£1000</b>
<b>Wiltshire Digital Drive</b>	<b>£2648</b>

**And that further applications may be considered later in the year.**

## 11. LH&FIG – BROADMEAD 20MPH PROPOSALS

**To consider** the report from ATKINS on behalf of Wiltshire Council, which includes two options for implementation of a 20mph limit in the Broadmead estate, Option 1 includes extending further south With an estimated cost of £25,800 suggesting that TC contribute £6,450. Option 2 has an estimated cost of £9,800 suggesting contribution from TC of £2,450. (See maps on Pages 9-10 of The Town Clerks Report)

**RECOMMENDATION:** That the councillors should choose one of the two options or not support the scheme.

## 12. EMPLOYMENT LAW HR AND HEALTHY AND SAFETY EXPERTISE.

**To consider** a proposal from WorkNest to provide Employment Law, Health & Safety and HR support services on a contracted basis at an annual cost of £7200-£8000, depending on the number of employees, for a 5-year agreement. This cost will replace the pre-covid budget for Investors in People of £6750 and the annual subscription to South West Councils (SWC) of £500, to strengthen, automate and streamline all HR and health and safety processes, for the full lifecycle of employees, from onboarding to leaving. Full details of the proposal are attached.

**RECOMMENDATION:** That the committee approves the proposal from WorkNest to provide Employment Law, Health and Safety and HR support services on a contracted basis for a 5-year agreement, at an annual cost of £7200-£8000

## 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 Bates and Edward Kirk (TBC) in signing the Cash Payments and Receipts Records.

**RECOMMENDATION:** That the committee approves the following payments and receipts for April and May.

	<u>Payments</u>	<u>Receipts</u>
April	£ 222078.09	£ 1260677.73
May	£ 270754.17	£ 92786.38

## 14 MOTIONS

**To consider motions** from councillors which have been received by the deadline (Thursday 23<sup>rd</sup> June).

**NONE.**

## 15. MEDIA RELEASES

**To consider** if the Committee should make a media release regarding any of the issues considered. LH&FIG-Broadmead 20MPH

## 16. DATE OF NEXT MEETING

Tuesday 6<sup>th</sup> September 2022.