



The Civic Centre
St Stephen's Place
TROWBRIDGE
Wiltshire.
BA14 8AH
info@trowbridge.gov.uk

13th July 2022

SUMMONS

To all members of the Council: Councillors: Allsworth, Bates, Beaver, Blackmore, Blakemore, Bridges, Bryant, Cave, Cavill, Cooper, Halik, Hill, Hoar, Jacob, Edward Kirk, Emily Kirk, Lincoln, Palmen, Piazza, Trigg and Vigar.

Dear Councillor,

You are hereby summoned to **The Meeting of Trowbridge Town Council** to be held on **Tuesday 19th July 2022**, at 19:00 in **The Council Chamber, The Civic, Trowbridge**.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Lance Allan'.

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 18th 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, view and listen 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

This meeting will be recorded.

1. APOLOGIES

- a. To receive apologies from those unable to attend. Cllr. Cavill, Cllr. Jacobs & Cllr. Bryant
- b. To consider for acceptance apologies received with reasons for absence.

2. MINUTES OF PREVIOUS MEETING

- a. To read and approve as a correct record the minutes of the Council meeting held on 17th May 2022. Copies of these Minutes have been circulated and Standing Order A6.5.2 provides that they may therefore be taken as read.
- b. To read and approve as a correct record the minutes of the Extraordinary Council meeting held on 21st June 2022.
- c. To consider any matters relating to those minutes.

3. MINUTES OF COMMITTEES

To receive and consider reports, minutes and recommendations of Committees already circulated, enclosed herewith or to be circulated. There have been the following meetings since the last meeting of Council.

- a. Leisure & Information Services Committee 7th June
Questions to Chair – Cllr Bates.
- b. Museum 14th June
- c. Neighbourhoods 14th June
- d. Town Development Committee 31st May, 21st June, 12th July
- e. Policy & Resources Committee 5th July
Questions to the Leader – Cllr Palmen.

4. DECLARATIONS OF INTEREST

- a. To receive **Declarations of Interest** from members and officers (as per the agenda) as appropriate in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Local Government Act 2000 and the Trowbridge Town Council Code of Conduct in respect of members.
- b. To consider any **Dispensation Requests** received by the Town Clerk and not previously considered.

Cllr Vigar has submitted a request for dispensation in respect of his appointment as the town council's representative on Trowbridge Town Football Club

RECOMMENDATION: That dispensation is granted so that **Cllr Vigar** can be involved with all matters before the council relating to Trowbridge Town Football Club.

Cllr Cavill has submitted a request for dispensation in respect of his appointment as the town council's representative on Trowbridge Town Trust, St James' Trust and Trowbridge Town Hall Trust

RECOMMENDATION: That dispensation is granted so that **Cllr Cavill** can be involved with all matters before the council relating to Trowbridge Town Trust, St James' Trust and Trowbridge Town Hall Trust.

Cllr Cave has submitted a request for dispensation in respect of his appointment as the town council's representative on Friends of Biss Meadows

RECOMMENDATION: That dispensation is granted so that **Cllr Vigar** can be involved with all matters before the council relating to Friends of Biss Meadows.

5. COMMUNICATIONS BY THE MAYOR

To receive such communications as the Mayor may wish to lay before the Council.

- a. Mayor's Engagements (copy attached)

6. PUBLIC OPEN FORUM

a. To allow questions from the public which may be answered but not debated.

- b. To receive a presentation from the **CHILD WELLBEING PROJECT (Colin Kay)**

7. REPRESENTATIVES ON OTHER BODIES

a. To receive reports from any councillors who have been appointed to other organisations.

- b. To confirm the appointment of Councillor Chris Hoar to be a Trustee of Trowbridge Town Hall Trust for the period 2022-2024.
- c. To confirm that Cllr Cave will be the town council's representative on the Friends of Biss Meadows.
- d. To appoint a Councillor to be a Trustee of the Sensory Garden.

8. POLICE MATTERS

To receive a report from Sergeant Charlotte Chilton.

9. QUESTIONS FROM COUNCILLORS

To consider questions received from councillors by the deadline:

None

10. TASK & FINISH GROUP – SUCCESS STANDARDS

To consider the report and recommendation from the T&FG set-up to consider the incorporation of Success Standards into Standing Orders.

RECOMMENDATION: That the council adopts the proposed changes to Standing Orders to add:

A26 PROJECT MANAGEMENT, A26.1 Success Standards, A26.2 Equalities Criteria, D0 ROLES OF MEMBERS AND OFFICERS, D3.1 Delegation to Town Clerk of implementation of policy, and D3.4 Delegation to Town Clerk during a period of National Mourning.

11. DORIC PARK PROJECT

To consider the town clerks briefing note (Appendix A)

RECOMMENDATION: That the council notes the town Clerks briefing note on the Doric Park Project.

12. THE FUTURE OF STUDLEY GREEN COMMUNITY CENTRE

To consider: The current tenants of Studley Green Community Centre are resigning and the trustee group is disbanding as from 31st July. The centre will be handed back to Trowbridge Town Council. The Town Council will send a letter of thanks to the current tenants for their outstanding 19-year commitment to the community of Studley Green. Trowbridge Future would like to be considered as tenants for the community centre initially on a 12-month trial basis.

RECOMMENDATION: that Trowbridge Future are offered the opportunity to manager Studley Green Community Centre on a 12-month trial basis.

13. EVENTS PROGRAMME

To consider following discussions with the proposer of the following motion the town Clerk makes the following.

RECOMMENDATION: That the HOS (Leisure and information services) arranges quarterly meeting with Mayor deputy mayor and Chair of L&IS to discuss the Town Council and Mayoral events programme to which will make recommendations to committee if required.

The following motion maybe withdrawn by the proposer, subject to the approval of the above recommendation

14. MOTIONS FROM COUNCILLORS

To consider motions received from councillors by the deadline: Thursday 7th July.

MOTION: 220707

From Councillor Cooper:

PREAMBLE

The organisation and promotion of vibrant and engaging Civic events is vital to successfully portraying a town as a community with a strong sense of pride in its own identity and place in the nation.

For a County Town, the town that hosts the highest English tier of Government outside Westminster, this is especially true.

Too often recently, opportunities to publicly promote Trowbridge as a town with a sense of pride in its own history, its place within the national community of County Towns and a town that actually believes in itself have all been missed. We have, in short, lost our “gravitas”..... That undefinable dignity that should surround and pervade all aspects of Civic life in the County Town of Wiltshire.

In bringing this Motion to Full Council, I am not seeking to allocate blame or responsibility for any perceived failings to date. I am fully aware that we have both Councillors and Officers serving Trowbridge Town Council who are highly dedicated and hardworking public servants..... And I salute their efforts and diligence..... but I am aware that as a Council we have sometimes lost our focus on our role in national and local events. I am also aware that the need for officers to frequently divide their limited time between multiple tasks, all with their own pressures and time constraints, has sometimes led to the administrative focus on some Civic events or engagements unfortunately being lost or delayed.

This Motion is intended to bring that very visible and public aspect of the town’s life back into focus within the Town Council (both the Council Chamber and the Council Officers). It is designed to give Trowbridge Town Council the means by which it can organise and promote a series of Civic Events that we can be proud of..... That attract praise and a sense of public pride in our town.

MOTION

- 1. Trowbridge Town Council will establish a “Civic Events Board” which will have responsibility for organising and promoting Civic Events within Trowbridge.**
- 2. The Civic Events Board will have a budget set annually by Full Council and will be delegated powers by Full Council to organise, promote and administer all Civic Events within the town. This budget and delegated powers may be reviewed, amended or removed at any time only by Full Council.**
- 3. Membership of the board shall be:**
 - a. The Mayor**
 - b. The Deputy Mayor**
 - c. The Leader of the Council**
 - d. Two other Councillors elected by Full Council (to be elected in the first instance at the Full Council meeting that establishes the Civic Events Board and thereafter at the Annual Full Council (Mayor Making) meeting).**
 - e. The Town Clerk (ex-officio member)**
 - f. Head of Service - Leisure and Facilities (ex-officio member)**
 - g. Head of Service - Resources and Venues (ex-officio member)**
- 4. Ex-officio members of the Civic Events Board will have no voting rights on the Board but will be expected to do everything within their power as Council Officers to ensure that the Board’s wishes are carried out and that all Civic Events are organised and promoted in a manner that brings pride and respect to the town.**
- 5. The Civic Events Board will sit outside the committee structure and be responsible to Full Council only (although it shall be expected to report to Council Committees where its activities impact on those Committees areas of responsibility).**
- 6. The Civic Events Board shall be responsible for the following events (in no particular order of importance):**

- a. **The Civic Dinner**
- b. **The Civic Service**
- c. **The formal transition between Mayors**
- d. **The Town Carnival procession**
- e. **Armistice Day events**
- f. **The Remembrance Day Service**
- g. **Armed Forces/Uniform Services Day celebrations**
- h. **Christmas Lights “switch on”.**
- i. **PLUS..... events recognised as having national significance.**

..... *this list is neither exhaustive nor exclusive and may be added to at any time.*

7. **The Civic Events Board will be responsible for the Mayor’s calendar and engagements.**
8. **The Civic Events Board will be allocated one part time officer (who will report directly to the Town Clerk via the Council Secretary) who’s time will be ring-fenced.**

TOWN CLERK RECOMMENDATION: Refer to Leisure And Information Services.

15. SEALING OF DOCUMENTS

**To approve the sealing of the following:
NONE.**

16. DATE OF NEXT MEETING

Tuesday 20th September 2022.

17. MEDIA RELEASES

To consider if the Council should make a press/social media release regarding any of the issues considered by this meeting.

Appendix A

Briefing Note – Full Council 19th July 2022

Doric Park 3G-ATP –

The Town Council was required by DLUH&C to undertake a tender process prior to submitting its Borrowing approval application.

As a result of the tender process the Council approved the following:

RESOLVED: That the Council informs the Main Contractor (Beard) of its intention to appoint it as detailed in the commercially confidential report, subject to approval of AGENDA items 7 & 8 below and the approval of the agreement with Trowbridge Rugby Football Club.

RESOLVED: That the Council:

Proceeds with the DORIC PARK ARTIFICIAL TURF PITCH PROJECT including associated landscaping, parking, buildings etc. subject to completion of the agreement with Trowbridge Rugby Football Club and its formal approval by the Town Council;

Confirms with the main contractor appropriate preparatory works which can be undertaken prior to receipt of borrowing approval in order to meet the timescales for completion prior to September 2023 and within the available funds and;

Confirms that the pitch will use an organic alternative to rubber crumb.

RESOLVED: That; further to approval of the recommendations above;

Trowbridge Town Council updates its on-hold borrowing approval application to DLUHC (The Secretary of State at the Department for Levelling Up, Housing & Communities), now revised to be for a maximum of £3.9million, for the Doric Park Artificial Turf Pitch Project.

The Council notes the following:

Based on the latest information from HM Treasury this equates to an annual repayment, including interest, of £150,804 over a 50-year term at an interest rate of 2.99%. This equates to a total of £7.54million including interest and repayments. (The Council does not intend to increase the Council Tax precept to fund the repayments.)

Following receipt of borrowing approval the loan will be taken with the Public Works and Loans Board (Debt Management Office – DMO) when required and will be lower than the maximum if options such as Solar PV are not taken up.

The terms of the agreement with the Rugby Club have been agreed and are now being drafted.

The tenders were submitted at a stage prior to the council being able to sign contracts, as this is not possible until borrowing approval is received.

At a time of significant inflation, particularly in the construction sector it was always understood that the tender prices would be likely to be subject to increases due to the time delays in signing contracts.

A Letter of Intent has now been issued to Beard to allow preliminary activities to commence prior to signing of the contract. The Letter of Intent facilitates expenditure up to £125,000 plus VAT by BEARD.

We are seeking confirmation of the borrowing approval from DLUH&C at the earliest opportunity.

Further adjustments to the Business plan have been made in accordance with the Football Foundation requirements and negotiations with users of the facility. These changes have not had an overall detrimental impact on the life-time financial performance of the project, which still indicates a range of probable outcomes from net overall cost less than the capital cost of the development through break-even to a net positive financial contribution to the town council.

Lance Allan
Town Clerk