

Town Clerk's Report to Policy & Resources Committee

6th September 2022

Members of the public are welcome to attend meetings of the Committee, unless specifically excluded due to the confidential nature of business. As a result of the requirement to control the pandemic, public access will be limited. Please contact info@trowbridge.gov.uk by 16:00 Monday; the day before the meeting, if you wish to attend this meeting in person. If you prefer, or 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 be submitted in advance by 16:00 on the Monday.

The Town Clerk reports every two months to the Committee with an edited version presented to the Area Board. Agenda items are highlighted and normally include an officer's recommendation. Other matters are provided as report items only but may still be the subject of a resolution.

Chair of the committee: Cllr Stewart Palmen (Leader of the Council)
Deputy Chair: Cllr Andrew Bryant (Chair Town Development Committee)
Other Members:
Cllr David Cavill (Chair Neighbourhood Services Committee),
Cllr Glyn Bridges (Chair Museum Committee),
Cllr Denise Bates (Chair Leisure & Information Services Committee),
Cllr Jo Trigg,
Cllr Chris Hoar,
Cllr Graham Hill (Mayor),
Cllr Antonio Piazza,
Cllr Daniel Cave.

If you receive this report electronically, the links in each section will take you to the relevant web page for more information about that organisation or project. If you want to be added to the e-mail circulation list, please contact the Town Clerk. The report is published six times per year prior to meetings of the Policy & Resources committee held in January, March, May, July, September and November.

I. KEY DECISIONS

I.1 AGENDA ITEM 8. MANAGEMENT ACCOUNTS

The overall quarter one position is impacted significantly by the requirement to report the full cost of equipment procured through hire purchase. The Neighbourhood Services Tractor has been purchased on hire purchase for a cost of £52,742 and this has been reported in full in Q1 of 2022/23, even though it will have a life of many years. The HP agreement is for 5 years and it will then be 8 years old. Additionally typical engine life of 5000 hours would indicate a life of 12.5 years for engine work. If, for assessment of the impact on the budget, we take these figures, there will be a commensurate saving each quarter for the next 20 quarters of £2,637 and in addition current 8-year old tractors of this type have values of £25k to £28k.

						Reserves, Unspent Loans and Unspent Grants				
		Q1 Actuals	YTD budget	variance	Yr budget	01/04/2022	to	from	balance	Notes
Museum	101 exp	69,258	67,367 -	1,891	273,384					(Check trial balances)
	inc	5,704	10,873 -	5,169	47,540					
	net	63,554	56,494 -	7,060	225,844					
Grants PROJECT	104 exp	10,750	10,750	-	13,000					192,073
	inc		0	-						
	net	10,750	10,750	-	13,000					
MUSEUM		74,304	67,244	-7060	238,844	0				
Leisure GRANTS	203 exp	10,000	10,000	-	10,000					
	inc		0	-	-					
	net	10,000	10,000	-	10,000					
Leisure	265 exp	114,594	127,369	12,775	494,133					
	inc	74,963	76,070 -	1,107	315,805					
	net	39,631	51,299	11,668	178,328					
Tennis	267 exp	2,327	1,724 -	603	5,900	-	1,000		1,000	
	inc	2,062	1,434	628	4,900					
	net	265	290	25	1,000					
Doric Park	270 exp	205	(15,738) -	15,943	3,746,157	370,495	-	-	370,495	Unspent S106 Grant
	inc	0	0	-	3,766,155					
	net	205	(15,738) -	15,943	19,998					
Woodmarsh	271 exp	1,043	1,044	1	9,964	10,553	-	-	10,478	Reserve (was S106 Grant)
	inc	2,427	2,427	-	9,706					
	net	(1,384)	(1,383)	1	258					
LEISURE		48,717	44,468 -	4,249	169,588					

Mayor	202 exp	1,653	3,673	2,020	16,300						
	inc	(174)	0 -	174	4,500						
	net	1,827	3,673 ✓	1,846	11,800						
Information Services	269 exp	37,416	42,932	5,516	161,137						
	inc	3,113	2,801	312	11,500						
	net	34,303	40,131 ✓	5,828	149,637						
Trowbridge Events	274 exp	973	(3,151) -	4,124	42,600	16,000	-	-	1,482	14,518	Events Reserve approved 18/5/21
	inc	4,124	0	4,124	12,000						
	net	(3,151)	(3,151) ✓	-	30,600						
LEISURE		32,979	40,653	7,674	192,037						
Democratic	401 exp	69,970	91,790	21,820	327,516						
	inc	0	0	-	-						
	net	69,970	91,790 ✓	21,820	327,516						
Grants	403 exp	9,000	9,000	-	20,000						
	inc	0	0	-	-						
	net	9,000	9,000	-	21,000						
Resources	410 exp	35,328	53,432	18,104	214,760	203,053 -		23,917	-		
	inc	142	273 -	131	1,100					179,136	General Reserves
	net	35,186	53,159 ✓	17,973	213,660			-	-	-	Reserve for service transfers from WC
P&R		114,156	153,949	39,793	562,176						
CIL	420 exp	7,865	5,001 -	2,864	20,000						
	inc	7,865	5,001	2,864	20,000						
	net	0	0 ✓	-	-						
P&R		0	0	-	-						

The overspend resulting from the purchase of the tractor has had a negative impact on the overall result, reflected above in the impact on General Reserves. Without the accounting principles applied to HP then overall financial result at the end of Q1 would have been sufficiently positive to make the budgeted contribution to General Reserves. In addition, as the annual salary increase due on 1st April 2022 has not been resolved between the Green Book employers and union representatives, I have estimated the likely cost of implementation of the salary increase retrospectively. The Green Book employers have offered an increase of £1,925 for all scale points. The NALC/SLCC agreement on salaries for clerks and council staff is based on the Green Book and will be implemented in line with an agreement. The impact on the town council will be £75,000 above budget and the impact of this in Q1 has already been applied as an accrual. Taking this into account, also indicates that the overall Q1 result is better than might have been anticipated.

CATG Project	504	exp	2,510	2,500 -	10	15,000					
		inc	0	0	-	-					
		net	2,510	2,500	-	10	15,000				
Neighbourhoods	509	exp	28,637	27,972 -	665	111,877	-	-	-		
	Recreational	inc	0	0	-	-	29,168	-	-	29,168	SI06 from Elmhurst for Hulbert/Painters Mead
		net	28,637	27,972	-	665	111,877	-	-	-	Grant for MUGAS from WASP and Selwood
Neighbourhoods	518	exp	137,147	100,630 -	36,517	373,480					
	General	inc	0	0	-	6,000					
		net	137,147	100,630	-	36,517	367,480				
Closed	521	exp	781	0 -	781	-					
	Churchyards	inc			-	-					
		net	781	0	-	781	-				
Town Park	524	exp	12,407	3,549 -	8,858	83,413					
		inc	1,884	1,884	-	7,535					
		net	10,523	1,665	-	8,858	75,878				
Allotments	525	exp	54	207	153	1,328					
		inc	1,415	1,539 -	124	6,164					
		net	(1,361)	(1,332)	-	29	4,836				
Neighbourhoods			178,237	131,435 -	46,802	565,399				Full cost of trackor hire purchase £52,742	
Civic Venue	602	exp	102,666	101,842 -	824	487,734					
		inc	76,402	77,000 -	598	437,500					
		net	26,264	24,842	-	1,422	50,234				
Longfield	612	exp	7,608	8,238	630	33,928	-	-	-		
		inc	11,099	12,999 -	1,900	52,000					
		net	(3,491)	(4,761)	-	1,270	18,072				
CIVIC BOARD			22,773	20,081 -	2,692	32,162					

Earmarked Reserves are indicated on the right of the sheet as well as General Reserves. It should be noted, that when the budget is set it includes estimates of the anticipated position for Earmarked Reserves at 31st March. This is only an estimate and not therefore always reflective of the actual position at 31st March, given that the annual accounts are not completed until June. The advice is that from 2023/24 the council should establish a Capital Reserve rather than allocate specific amounts to individual projects, which may or may not proceed during the year. The Capital Reserve would be a total lump sum available to be drawn from during the year.

Civic Centre Building	701	exp	96,264	101,379	5,115	433,823	40,350	-	-	4,210	36,140	Reserve - Civic Centre heating
		inc			-	-						
		net	96,264	101,379	5,115	433,823						
Museum Building	705	exp	34,406	15,070	-	19,336	61,279					
		inc				-	-					
		net	34,406	15,070	-	19,336	61,279					
Longfield Facilities	712	exp	5,813	3,100	-	2,713	13,538	3,000			3,000	-
		inc				-	-					
		net	5,813	3,100	-	2,713	13,538					
Facilities General	718	exp	37,413	45,171		7,758	71,188					
		inc	0	2,250	-	2,250	9,000					
		net	37,413	42,921		5,508	62,188					
Active Trow Facilities	765	exp	5,505	6,000		495	21,000	-				
		inc				-						
		net	5,505	6,000		495	21,000					
Studley Green	772	exp	123	473		350	2,000	3,000				3,000
		inc	1,047	1,047		-	4,191					
		net	(924)	(574)		350	2,191					
Facilities			178,477	167,896		10,581	589,637					
TOTAL			649,643	625,726		23,917	2,349,843					

As the salary increase has been accounted for in this result, and therefore if the purchase of the tractor was removed the net result would have been positive. For the 2023/24 budget there will remain significant pressure due to the anticipated pay increase this year and a likely similar position in 2023. In addition major increases in insurance and utility costs will put pressure on the budget.

I.2 AGENDA ITEM 9. LH&FIG

The committee will consider the report from ATKINS on behalf of Wiltshire Council, which includes two options for the implementation of a 20mph speed limit in Silver Street Lane.

- **Option 1- traffic calming measures for the entire length of Silver Street Lane with the other 3 Automated Traffic Count (ATC) sites in this area having a 20mph speed limit imposed. Costing £95,000 (Town Council 25% contribution; £23,750)**
- **Option 2 – Retaining the 30mph speed limit along Silver Street Lane with the other 3 ATC sites having a 20mph speed limit imposed. Costing £11,250 (Town Council 25% contribution; £2,812.50)**

Following the LH&FIG meeting on 11th August it is apparent that an assessment of potential alternative options is being considered and whilst it would be appropriate to reconsider this matter when such options are available it may be appropriate for the council to indicate if it would prefer the more extensive option at this stage. As I reported to those councillors in attendance at the LH&FIG, the council has already agreed to make match-funding contributions to LH&FIG projects in excess of the 2022/23 budget.

Given the high cost of Option 1 and the low likelihood of the LH&FIG being able to secure the funds for this project. The council may consider that it will be appropriate to delay implementation of this project until such time as the council is able to make a significant contribution from CIL funds contributed by developments proposed in the local area.

I advised those town councillors in attendance at the LH&FIG meeting that the town council had already agreed to contribute funds in excess of the LH&FIG match-funding budget. Therefore, in addition, the committee is asked to consider a virement of funds to enable all of the contributions to be made and projects implemented in the current financial year. If the projects are not implemented this year and therefore the town council contribution is not drawn-down then this can be accounted for in a greater contribution to LH&FIG match funding in the 2023/24 budget.

In the past the Council has indicated that it would be prepared to consider using Community Infrastructure Levy (CIL) generated by developments in those areas which transferred from North Bradley following the community governance review implemented in 2021. It would be appropriate for the council to firm up on its proposals in this respect in order to give North Bradley Parish Council greater understanding of the likely position. The developments include Drynham Lane (H2.1) White Horse Business Park (H2.2) and parts of Ashton Park. The recommendation below suggests that the town council would, subject to CIL availability, offer to match fund on a £1 for £1 basis any contribution from North Bradley Parish Council towards LH&FIG projects, subject to town council approval on a project by project basis.

CATG		2021/22
Newtown Pedestrian Crossing design*	£3,000.00	Approved 22-06-21 accrued
Broadmead estate dropped kerbs	£1,485.00	Approved 02-11-21 accrued
Langford Road dropped kerbs	£495.00	Approved 02-11-21 accrued
Newtown Pedestrian Crossing additional*	£1,077.11	Approved 11-01-22 accrued
TOTAL	£6,057.11	Accrued 31/03/22

LHFIG Match Funding BUDGET	£10,000.00	2022/23
The Halve junction changes	£875.00	approved 14/6/22
The Croft/Carlton Row verge bollards	£450.00	approved 14/6/22
Hilperton Road pedestrian refuge island survey	£250.00	approved 14/6/22
Newtown Pedestrian Crossing additional*	£617.39	Allocated in advance
Innox Rd 20mph	£1,000.00	approved 3/5/22
St Thomas 20mph	£4,762.50	approved 2/8/22
Broadmead 20mph	£6,450.00	approved 5/7/22
Waiting Restrictions implementation	£750.00	to approve 6/9/22
Boundary Walk Streetnameplate	£75.00	to approve 6/9/22
Westfield Close Parking Bay markings	£150.00	to approve 6/9/22
Manor Road Bus shelter	£3,000.00	to approve 6/9/22
Chilmark Road Bus Stop markings	£75.00	to approve 6/9/22
Leap Gate speed transition signs	£1,250.00	to approve 6/9/22
Church Lane Frome Rd junction	£250.00	to approve 6/9/22
Silver St Lane 20mph	?	?
TOTAL	£19,954.89	
OVERSPEND	£9,954.89	to approve virement from General Reserves.
2023/24		
Hilperton Road pedestrian refuge island	£2,500.00	2023
Manor Road verge protection	£8,884.00	2023
TOTAL	£11,384.00	
OVERSPEND	£1,384.00	
Newtown total	£4,694.50*	

RECOMMENDATION:

1. That the committee approves contributions totalling £5,550 including, **Waiting Restrictions Implementation, Boundary Walk Streetnameplate, Westfield Close Parking Bay markings, Manor Road Bus shelter, Chilmark Road Bus Stop markings, Leap Gate speed transition signs and Church Lane Frome Rd junction.**
2. That the committee approves either Option 1, Option 2 or declines to approve either option or indicates its approval for another option for speed restrictions in the area of **Silver Street Lane.**
3. That the committee approves a virement in the budget totalling £10,000, to enable the approved contributions to be made during the current financial year for all of the **LH&FIG projects. This is transferred as follows: £4,990 unspent in Investment in Assets (Other) in the same cost centre and £5,010 from Neighbourhood Services Salaries, which is underspent and will remain underspent this year.**
4. The town council will, subject to **CIL availability, offer to match fund on a £1 for £1 basis any contribution from North Bradley Parish Council towards LH&FIG projects, subject to town council approval on a project by project basis.**

I.3 AGENDA ITEM 10. SERVICE DELEGATION

Cllr Trigg has provided an update to councillors about discussions held between the Working Group and the Town Clerk. The Town Clerk has delegated responsibility, in consultation with members, to pursue the matters resolved and the Council Strategy in respect of the proposed service delegation from Wiltshire Council to the Town Council. This update included notification of recent communication with Wiltshire Council setting out proposed conditions under which the town council would consider at some point in the future the potential for transfer of the Down Cemetery. The email has been acknowledged by the Corporate Director but a substantive response has not yet been received.

I.4 AGENDA ITEM 11. 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 actions of Councillors Denise Bates and Stewart Palmen reviewed the bank reconciliations on 30/08/22 and found no errors. These were duly signed.

RECOMMENDATION: That the committee approves the following payments and receipts for June and July.

	<u>Payments</u>	<u>Receipts</u>
June	£ 248,062.13	£ 84,977.91
July	£ 325,593.61	£108,605.75

The Council underwent its first Internal Audit for Quarter 1 by the new Internal Auditor Mulberry & Co on 23rd August 2022, (report attached) and has concluded:

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

The HOS has reviewed the recommendations and actioned them accordingly (see table below)

I.5 AGENDA ITEM 12. INTERNAL AUDIT REPORT

The Council underwent its first Internal Audit for Quarter 1 by the new Internal Auditor Mulberry & Co. on 23rd August 2022, (report attached) and has concluded:

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change, these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

The HOS has reviewed the recommendations and actioned them accordingly (see table below)

	Interim Recommendations from Auditor	Actions from RFO / HOS
RBS	I would recommend that the council investigate installing the year end function/reports on RBS.	Finance have contacted RBS and requested for the Year-end function to be installed.
VAT	I recommend the council set up the VAT direct debit to avoid missed payments in future.	HOS has actioned and this is in process.
VAT	I recommend the council review the VAT charging criteria and amend its processes and procedures going forward.	Clarification and confirmation has been sought from the External Auditor on a list of specific scenarios and we will amend ours processes and procedures once confirmed.
Bank	I recommend the council ensure the bank reconciliation and face of the bank statements are signed and the minutes record this process. This could be something along the lines of, "Councillors A&B reviewed the bank reconciliations as at dd/mm/yy and found no errors. These were duly signed."	This has now been implemented and I can confirm months June and July were signed off on Tuesday 30 th August and the bank rec and face of the bank statements were duly signed. The minutes of P and R reflect this recommendation.
Transparency	I would recommend the council update the website for the ongoing matters and I have also sign pointed the clerk to a website that shows transparency as best practice.	I have discussed this with the HOS for Info services and shared the example of Salisbury Council. A new website is hoping to be budgeted for April 23, but she will look at improving the layout of current website to be more transparent in line with this recommendation.

RECOMMENDATION: That the Committee notes the Internal Audit Report.

1.5 AGENDA ITEM 13. CIVILITY & RESPECT

All councils are being asked to sign up to the Civility and Respect Pledge, by signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles. We invite all councils to include an agenda item to review the statements and sign up to the civility and respect pledge. Visit:

www.slcc.co.uk/news-publications/civility-respect-project

2. FINANCIAL RESOURCES

2.1 Community Infrastructure Levy (CIL)

At the end of Q1 the Council had received £7,864.56 of CIL. Wiltshire Council is paying CIL to parish & town councils on a monthly basis this year. In July the council also received £1,104.29 of CIL, making the total to date £8,968.85 The budget for 2022/23 is £20,000

2.2 Borrowing

The council has a target to reduce borrowing as a percentage of precept to 20% by 2025. As the Doric Park loan has not yet been taken, the amount repayable during the current financial year will be lower than budget and therefore the loan limit will not be exceeded in the current financial year. The repayment figures for next year (2023/24) are likely to be:

Museum	£49,657
Woodmarsh	£9,794
Doric	£166,040
Park Storage	£14,142
Civic Centre	£259,155

TOTAL £498,788

Precept £2,437,499 (based upon medium term financial plan in 2022/23 budget)

Percentage 20.46%

The target is a target to achieve by 2025 and on current projections, this will be achievable. Based on the latest available information and estimates the following comparisons are made. (* England total)

	Total borrowed	Band D households	£/Band D
Trowbridge Town Council (current)	£5,888,300	11743	£501.43
TTC (after Doric Park)	£9,703,893	11900	£815.45
Wiltshire Council (current)	£408,043,000	187517	£2,176.03
HS2	£96 Billion	18100000*	£5,303.87

2.3 Risk & Audit

The Risk & Audit Panel considers financial matters, risk, insurance etc. and meets quarterly. The last meeting was held on the 16th August. The minutes of that meeting are presented to the committee for consideration. Any recommendations from the panel will be tabled at the committee meeting. See Appendix 2

2.4 Grants

The Council has a General Grant Fund budget for 2022/23 of £12,000. The following General Grant Funds have been allocated so far:

Wiltshire Sight	£800
Friends of Broadmead Pond	£800
Families Out Loud	£1068
Friends of the Down Cemetery	£280
Trowbridge Street Pastors	£500
Back on Track Stroke Rehab	£1000
Group Five	£1000
Wiltshire Digital Drive	£750
The Big Community Grow Apple Festival	£1000
TOTAL	£7198

£4802 is still to be allocated. Applications were reopened after the last P&R committee meeting in July. The application deadline is Wednesday 5th October. The new applications will be discussed at the P&R committee meeting on 1st November.

3. HUMAN RESOURCES

3.1 Recruitment – Starters and leavers

Neighbourhoods

- Pete Robbins has started as a casual Ranger.

Resources

- Jenna Grieve left us on 31st August to embark on a new career as a carer.
- Amy Abram starts on 5th September as a Finance Assistant

Recruitment is ongoing and at present for the following positions.

HR Officer

Ranger

Sports Coach

Casual Bar and Venues Staff.

Facilities Co-Ordinator

4 TOWN DEVELOPMENT

Committee meets: 13th September, 4th & 25th October to consider regulatory matters consulted on by WC; planning, listed building and tree applications, road closures, traffic regulation and licensing.

4.1 Employment/Mixed-use/Brownfield Housing sites

A. Under construction

The Pavilions White Horse Business Park – Conversion of (former Virgin) offices in the Northwest corner to 104 new homes has been permitted. Block A now occupied.

Clark's Mill – Work has commenced on conversion to 19 dwellings next to the Town Bridge.

Stallard Street - the villas fronting the former Bowyer's site are being refurbished for residential.

United Church Buildings – Work has commenced on conversion into 26 apartments.

B. Planning approved.

McDonogh Court – Polebarn Rd permitted for 18 new homes. Now purchased by Selwood a revised application is expected with Ashford Homes as their partner.

Bradford Road – Accessed from the sewage works access road, permitted for employment uses. The town council requires the cycle/pedestrian link across the site to be provided.

Integrated Care Centre adjacent to the hospital to replace its services. Due for completion 2024.

Courtfield House – Ashford Homes for conversion and houses in the grounds has been approved.

C. Planning applications under consideration.

Innox Mills – An application for the majority of the site including around 284 homes has been submitted

Ashton Street Centre – To be developed by WC's Stone Circle, likely to accommodate 48 dwellings.

D. Potential

County Hall East – WC are considering options for this site which they own but has some significant environmental obstacles around sewers, culverts and the riverbank.

Hospital – Promoted in the 'One Public Estate' bid by WC and partners for up to 200 houses.

Homefield House – Conversion to 18 residential apartments, previous application withdrawn.

Biss Farm – Current employment allocation, Persimmon applied for 267 houses, a school, pub and care-home between Leap Gate & W Ashton Road which was withdrawn. TTC supports the allocation of this site to include housing.

4.2 Greenfield Housing Sites –

Some have been delayed pending resolution of mitigation measures associated with Bats. The following provides a summary of the situation.

A. Ashton Park The area south of Leap Gate and east of the River Biss is in West Ashton parish, the remainder of the development site is in Trowbridge.

Persimmon 2,500 houses, employment area, sports pitches, open space, allotments, play areas, 2 primary and 1 secondary schools and A350 improvements was permitted in April 2018 and revised in July 2021, S106 agreement being negotiated to be approved by January 2023.

Wain Homes application for 91 houses being appealed. TTC objected particularly to access being provided from existing residential areas. Decision due soon.

B. Wiltshire Housing Site Allocations Plan (WHSAP):

H2.1 Elm Grove Farm – Permitted for up to 261 houses and includes upgrading and extension to the recreation ground and the provision of allotments, open space, cycle paths and SUDS ponds

H2.2 White Horse Business Park & North Bradley – 175 houses. TTC has raised significant objections.

Castlewood Property Ventures revised application for the north part; 91 homes.

Vistry Homes submitted for the central part for 80 houses.

H2.3 South West of Elizabeth Way - Hilperton Parish on the town boundary 423 Houses.

Bellway North area is permitted for 165.

Barratt Central area is permitted for 187.

Persimmon South area is subject to an application for 71.

Wiltshire Council owns the Waest area, approved by WC for disposal.

H2.4 Church Lane – Accessed off Frome Road, 55 houses, outline application.

H2.5 Spring Meadows – Off Frome Rd; application for 50 houses, Newland Homes.

H2.6 Southwick Court – Savills for Waddeton Park with access off Frome Rd for 180 houses. North Bradley and Southwick Parish Councils have raised objections. TTC has also raised objections.

Details of Ashton Park and the WHSAP sites are available in previous reports.

<https://www.trowbridge.gov.uk/wp-content/uploads/2022/04/220503-06-Report-to-P-R.pdf>

4.3 Future High Streets Fund (Fhsf)

In 2019/20 WC worked with stakeholders and the public to develop projects submitted to central Government. In 2021, WC was successful in securing £16.347 million to develop these. Details are available from the link to the WC website above including:

- Pedestrian/cycle and public space enhancements including wayfinding at key entrance points: Wicker Hill/Hill Street, Manvers Street/Church Street, Church Street/Union Street, Castle Street, Roundstone Street.
- improvements to the River Biss corridor
- vacant commercial unit grants
- Town Hall renovation & Market Chambers new use.

The Town Hall project has completed stage 1 and work has now commenced on the procurement of a preferred contractor. The project will see new lifts, refurbishment of the whole building to return the main hall on the first floor to be a venue for the town.

'A First Stage Tender for the Town Hall project, funded by the Future High Streets Fund was issued on 23rd August and is due to be returned on 26th September. The tender communication process is being coordinated by the South West Procurement Alliance.'

5 TOWN COUNCIL SERVICES

Heads of Service and Department Managers make detailed reports to their respective committees, published the week before the meeting. The Council Secretary is responsible for administering these committees.

5.1 CULTRUAL SERVICES

Museum- Next Meeting 11th October to review quarter one.

Town Hall – The Town Hall owned by Wiltshire Council and is operated by Trowbridge Town Hall Trust as an arts and community venue. (see 4.3)

5.2 Neighbourhood and Facilities

THE FACILITIES MANAGER supports all of our other departments with building, technical and project matters including insurance, risk, Non-Domestic Rates, information technology and utilities.

NEIGHBOURHOODS – Our Neighbourhoods Team look after play areas, recreation grounds, bus shelters, grit bins and support the activities of WC in looking after our streets, including providing our own street sweeping and weed clearance services. Our major change this year is the delegation of services from Wiltshire Council and transfer of activities to our in-house operation. This commenced on 1st June with our management of the Town Park and other areas from our contractor to our in-house team. Service transfers from Wiltshire Council are due to take place on 1st December. We are also in discussion with developers regarding the adoption of public open spaces and amenities on their developments when completed.

Neighbourhoods and Facilities next meeting 11th October to review quarter one.

5.3 VENUE SERVICES

Longfield Community Centre – The DVSA lease the small hall. Longfield is a good community Space that several regular community groups hire, so earns a small revenue.

Civic Centre - Avon & Wiltshire Mental Health partnership (AWP) lease some office spaces. Along with a calendar of events that suit all the community.

The civic Board met on the 16th August to review quarter one. See Appendix I

5.4 LEISURE AND INFORMATION SERVICES

Active Trowbridge- providing a range of services to the community and schools

Information Services- With housing developments planned for over 3000 houses in the town in the next few years, the department will be key to delivering against the strategic aim of a more vibrant town, distributing information to people thinking of moving to Trowbridge or buying a new property.

Events - The team have supported events for the Jubilee & Active Festival. Planned events are:
Uniformed Service day 10th September
Christmas lights switch on.

Leisure and Information Services next meeting is 27th September.

6 TOWN PROJECTS

6.1 Doric Park

Working Group - Unfortunately the Working Group has not met. Following the release of confidential information, officers advised that it would be inappropriate to continue the meetings as officers would not be able to provide certain information without it compromising the council. Informal consultative meetings have taken place on an ad-hoc basis between officers and councillors.

It is opportune to remind all members that only; the Council at a meeting; a committee of the council at a meeting, or; an officer can make decisions. This means that individual councillors or councillors meeting at any other sort of meeting cannot make decisions. Such meetings, whether they are Working Group meetings established by the council or a committee or a meeting arranged with an officer on a less formal basis are opportunities for those officers who have delegated decision making authority to consult with members prior to reaching a decision. Obviously if those officers are uncomfortable with making a decision following consultation they can take the matter to a meeting of the council or a committee.

Borrowing Approval - No further communication has been received from DLUHC regarding the councils borrowing approval application. Whilst there was no formal request for additional information, it was suggested in previous correspondence from DLUHC to a councillor, (which was copied to the Town Clerk), that a valuation of the facilities at the end of the loan period would be useful. This is currently in hand at a cost to the council and will be forwarded to DLUHC when received.

Interest Rates - Following the most recent increase in interest rates by the Bank of England by 0.5 of a percentage point it is worth noting that the impact this has had on the long term interest rates quoted by PVLB is to reduce them.

Business Plan - The business plan remains one which shows a range of outcomes from a net cost to the council which is less than the capital cost of the facilities, through break-even and in to a net positive financial contribution over the life of the loan. Whilst the net result does require some support funding in the earlier years, due to the nature of a fixed interest loan the positive financial contributions come in the later years. The Council remains on track to receive over £1million of Community Infrastructure Levy over the next 20 years and can decide to utilise this in part to deliver the support required.

College - Officers have now held a meeting with senior officers of the College to discuss the likely delays impacting on the hoped for September 2023 start date and will be taking this information to a meeting of their governors in September/October. Work on the agreement for Licence to Occupy continues.

Contractors- The Council's preferred contractor Beard are undertaking preparatory works in line with the Letter of Intent up to a value of £150,000 plus VAT. They have confirmed and our consultant has therefore confirmed to Wiltshire Council Enforcement that no construction work has or is taking place on site and that works required to meet the pre-conditions are being undertaken. With regards to the Letter of Intent, a draft prepared by our consultant was taken to a meeting of the Working Group (including a figure of £150,000 incl. VAT) for consultation with members, which was then approved by the Town Clerk to be presented to the contractor for their comments. The contractor requested that the figure should be £150,000 plus VAT and this was then re-consulted with members prior to the Town Clerk deciding to accept the revised Letter of Intent, which was duly signed by the Town Clerk on behalf of the Council. Our consultant is working to identify appropriate works that should be undertaken within the Lol and assessing likely impact of the continuing delay to obtaining borrowing approval and the impact on final contract prices for both main contract and Pitch installation.

Heads of terms with TRFC - Our consultants, Carter Jonas are now dealing with the final drafting of the Heads of Terms agreement and are making positive progress to reach a conclusion. The Play Park improvements, part funded by the Area Board have been completed.

7 CIVIC & DEMOCRATIC ACTIVITIES

7.1 Calendar of meetings

Committee meetings are normally held at 19:00 (unless otherwise stated). Members of the public are welcome to attend committee and Full Council meetings, 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 by 16:00 Monday; the day before the meeting if you wish to attend. If you prefer, or where it is not possible for you to attend due to reaching the capacity limit, listen-in 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 by 16:00 on the Monday. The Civic Board and Risk & Audit Panel are not open to the public and therefore do not make decisions – they make recommendations to the Policy & Resources Committee.

September	6 th	Policy & Resources (Q1)
	13 th	Town Development
	20 th	Annual Council Meeting
	27 th	Leisure & Information

October	4 th	Town Development
	11 th	Museum
	11 th	Neighbourhoods
	18 th	NO MEETING
	25 th	Town Development
November	1 st	Policy & Resources (Q2) (Grants)
	8 th	NO MEETING

7.2 Dates for your diary

Unformed Service day – The deputy Mayor will be attending on 10th September.

7.3 Twinning

The mayor will be departing on a Twinning trip to Leer in Germany, which departs on October the 10th for 5 days.

8 TROWBRIDGE PARTNERSHIPS

Child Well-being project – The Council received a presentation from Colin Kay on this project on 19th July.

8 WILTSHIRE

9.1 Wiltshire Street Clean Contract

Wiltshire Council Streetscene contract will commence on 1st December 2022- Idverde being the successful tender. The contract has an annual value of circa £4.5 million and will run for 5 years with a possible extension to 10 years. This contract will deliver the following improvements: Efficiencies and environmental benefits, a financial saving of £400,000 annually, carbon reductions with carbon neutrality by 2030, a 5% increase in environmentally managed land areas and a range of social value outcomes. Community support is a major element with the provision of streetscene activity days, equipment provision and specialised training. The Council will operate its services from the council's depots to retain the benefits of colocation, deliver carbon savings, waste reductions, and cost sharing.

9.2 Community First

Community first will be holding its AGM on Wednesday 12th October 2022 at 6pm. The event will be held at Devizes Town Hall.

As part of the event, we will be sharing with you some of the amazing work our teams have achieved over the last 12 months, with the support of our members, partners and funders. The Community First Awards Ceremony will also take place this year. The Council Secretary circulated an invitation via email to all councillors.

Appendix I Civic Board Minutes



Civic Board 16th August 2022

Trowbridge Town Council

Working for the Community

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At a meeting of the Civic Board held on Tuesday 16 August at 14:00,
at The Civic, Trowbridge.

Present: Councillors: Bryant, Cooper, Kirk (Edward), Palmer (Chair).
Officers: Juliet Waimar (Head of Service, HOS), Paul Waimar (Civic Manager), Natasha Patterson (Council Secretary)

1. **Apologies accepted** from Cllr Vigar, Cllr. Hill and L Allan (Town Clerk)

2. **MINUTES**
RESOLVED to approve the minutes: None

3. **DECLARATIONS OF INTEREST**
There were no Declarations of Interest.

4. **CHAIR'S ANNOUNCEMENTS**
There were no Chair announcements.

5. **CIVIC BOARD REPORT**
The Committee noted the Civic report Quarter 1.
Members were provided with an update on the programme of events. The HOS confirmed that two new supervisors had been appointed since the last meeting and are currently working through their probation period and training. Recruitment is an ongoing issue across the board; a staff benefit package is being looked into to encourage new recruits. An outline of what this could look like will be brought to P&R.
There have been many enquiries for weddings for 2024-25.

6. **QUARTERLY FINANCIAL STATEMENT (copies as appendices to report)**
The committee considered the Quarter 1 Accounts.
The Civic
Is reporting £1,421 adverse at the end of quarter one. With the rising cost the CM is always looking to save money and has now sourced a cheaper printing company. Posters for events are printed without dates, so they can be used multiple times and a date can be added on. The details of this company has been passed to other departments so savings can be made across the board.
Blood Donors are more than happy to revert back to pre-pandemic hire cost, and have voiced that they receive an excellent service at the Civic and it is good value for money.
The HVAC works are due at the end of August this will put the Landsdown out of use for approximately 3 weeks.
Longfield
Is reporting £1,269 adverse at the end of quarter one. HOS reported that a regular replacement for Marantha has been found and have a regular Sunday booking which started at the beginning of August.
The Civic & Longfield Building
Are reporting a combined favourable variance of £2,402 at the end of quarter one.

RESOLVED: To note the QTR. 1 accounts for the Civic Venue CC602, QTR.1 accounts for Longfield Community Centre CC612 and QTR. 1 accounts for the Civic and Longfield building CC701/712

7. **DATES OF MEETINGS 2022**
29th November 2022 (14.00hrs)

Meeting closed at 14:50

Signature.....

Date.....

Appendix 2 Risk and Audit Minutes

Trowbridge Town Council

Working with the Community

Risk & Audit 16th August 2022

RISK & AUDIT PANEL

MINUTES

A meeting of the Risk & Audit Panel was held on Tuesday 16th August 2022 at 15:00hrs.

Panel Members: Councillors: Bryant, Cavill, Cooper, Edward Kirk, Lincoln & Palmen.

Officers: J Weimar (HOS Resources & Venues), G Shanahan (Accounting Officer), K Buckingham (Facilities Manager), N Patterson (Council Secretary)

A copy of [JPAG Practitioners Guide 2022](#) which provides detailed guidance for smaller authorities in respect of accounting and financial management. This has recently been revised in particular section five on the non-statutory guidance for clerks and responsible financial officers. This was circulated in April.

1 Attendance & Apologies

Apologies from:

Officers: L Allan (Town Clerk)

2 Information Requests & GDPR Issues

The Panel noted that:

Complaint – Received 15th July, first response sent 19th July. Internal appeal requested 19th July. Still open.

FOI request – Received 23rd June, completed 24th June. No appeal made. Closed.

FOI Request – Received 4th July. Declined due to not holding the information. Closed.

FOI Request – Received 13th July. Completed 29th July. Can still appeal.

FOI Request – Received 20th July. Still open.

FOI Request – Received 2nd August. Still open.

Data breaches:

Date	Breach	Department	Risk
25/04/2022	Lost ID Badge	Information Services	LOW
09/05/2022	Staff personal email addresses shared	Finance	LOW
11/05/2022	Invoice sent to wrong recipient	Finance	LOW
26/05/2022	Lost ID Badge	Neighbourhood	LOW

Training – Information Team – Complete. Civic Team – Complete. Active (bar new starters) – Complete. Trowbridge Museum – Complete. Events – Complete. Heads of service and Town Clerk – Complete. Councillors (except, Councillor Chris Beaver, Councillor Daniel Cave, Councillor Nick Blakemore, Councillor David Halik, Councillor Emily Kirk) – Complete.

Privacy notices – Our current cookie consent is not adequate. These are being amended in line with any updates – rework on the website.

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Trowbridge Town Council

Working with the Community

Risk & Audit 16th August 2022

Information Security – This section also falls under home working policy and data management. This is now complete. Waiting confirmation of any amendments to then send to DPO for feedback.

Data by design - This is covered under staff training. There is still concerns that this is not being recognised/understood by departments therefore, this will be focused on in the next training session.

Councillor asked the question why was not the complaint that was brought up at full council on the 19th July, about councillors regarding use of personal emails not on the data breach list.

Action: A Cooper to chase the councillors, who are yet to do their GDPR Training, they are as follows: Cllr. Beaver, Cave, Blakemore, Halik & Emily Kirk.

All councillors should be using their [@Trowbridge](#) email addresses for council business.

3 **Annual Governance & Accountability Return (AGAR) and External Audit**

The panel noted that:

- a. The AGAR is the legal statement of accounts for a Smaller Authority with a turnover below £6.5million. Councils with turnover exceeding £6.5million for three or more consecutive years have to provide full accounts and fall into a higher level of audit.
- b. The Town Council produces its management accounts using [Rjaltas Omega](#) software.
- c. We receive one part-day's support from DCK Accounting Solutions (David Webb) each quarter to finalise the quarterly accounts. Q1 Apr-Jun, Q2 Jul-Sep, Q3 Oct-Dec & Q4 Jan-Mar. David visited on Thursday 28th July to finalise Quarter One. DCK also provide one day's support (Derek Kemp plus one) to complete the end of year Full Accounts (non-statutory). This feeds in to the AGAR and provides detail to be able to answer any additional questions from the External Auditors.
- d. Our Internal Auditor also signs off sections of the AGAR.
- e. The completed AGAR was signed off and approved by the council on 21st June 2022 and submitted to the External Auditor and published on the website by 30th June 2022.
- f. The External Audit for 2021-2022, appointed by [Smaller Authorities' Audit Appointments Ltd](#) (SAAA), will be undertaken by the External Auditor, [PKF Littlejohn](#). EA is done following completion of the AGAR and submission to them of supporting documents. They are normally required to complete the audit by 30th September. Auditors for 2022/23 -2025/26 are due to be appointed by SAAA shortly. Councils will have the opportunity to opt out of the SAAA arrangements if they wish to make their own arrangements for the appointment of an External Auditor. New auditors appointed by SAAA will be advised to councils following completion of the 2021/22 accounts on June 30th.

4 **Internal Control**

The panel noted that: The Council has appointed Mulberry & Co as internal auditor from April 2022. With work commencing the 23rd August 2022.

Cllr. Kirk asked if he could meet the auditor, as often his questions are not answered. The auditors are not obligated to respond to councillors but possibly will. Cllr. Kirk concerned regarding the reserves, as a council Trowbridge have lower than the recommended minimum.

Trowbridge Town Council

Working with the Community

Risk & Audit 16th August 2022

5 **Credit Control**

The panel considered the latest credit control statement, (attached separately).
Credit control continues to be well managed, with some debtors due to finish their payment plan by the end of the financial year.

6 **Management Accounts 2022-2023**

The panel noted that:

The QTR. 1 Management Accounts will be available for P&R to consider on 6th September. The Facilities Manager is reporting that quarter one has ended in a good position. Although on paper this is not shown, this is due to the hire purchase of the tractor by Neighbourhoods. A Broker will look into the best deals on utilities to fix a price in January.

7 **Fixed Assets, Risk and Insurance**

The panel noted the Facilities Manager's report.

Insurance

Renewal of annual company insurance, the broker James Hallam is in discussion with the council guard insurance company Aviva. Aviva have replaced Royal Sun Alliance as the council guard insurer who pulled out of this service 2020. Aviva have asked several more question due, these have been answered and we are still waiting for this year's premium for the renewal on the 1st September. Some aspects of our business may have to be covered elsewhere. I.e.:
Inflatables may have to be covered from elsewhere and this will incur a higher insurance premium, this extra cost may have to be reflected in the higher cost of the inflatables.
Claims have been settled for the Lansdown floor. The insurers will attempt to recover costs for hirers. Lansdown floor maybe repaired after HVAC works have been completed if this fits in with Civic bookings.
Mini bus insurance takes place in September
Outstanding claim of a data breach of which we are defending.

Risk

LCRS: Up to Date

Appointed the HVAC contractor for Civic Centre, which is due to start 29th August for a period of 3 weeks however there is a low risk that this could over run due to the supply chain or technical issues.

Assets

Equipment delivery for SD has been procured. With a mix of Lease, Hire Purchase and Outright Purchase for the grounds maintenance equipment. This has been sourced: Forest Hunt Group, Cradock's tractors. All assets have been added to the register.

8 **VAT**

The panel noted that: The Council has opted to tax all property (except the Town Park) and therefore charges VAT on leases etc. to football clubs and all Civic and Longfield customers (except registered charities). VAT is also charged on other services such as ticket sales and Active Trowbridge.

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Risk & Audit 16th August 2022**Trowbridge Town Council**
Working with the Community**9. Investment Strategy**

The panel noted that: The Town Council's [Investment Strategy](#) was approved by Policy & Resources Committee on 3rd May 2022 and is due to be considered in May 2023.

10. Borrowing to Invest in Facilities

The panel noted that:

The town council has loans from the Public Works and Loans Board (PWLB) on fixed interest rates for four capital investment projects, all providing improved services and facilities for Trowbridge.

- a. **£5million** in 2009/2010/2011 for the **Civic Centre** over a 50-year period. Repayments are £259,155.06 per annum and the total repayable is £12,957,753
- b. £175,000 in 2016/2017 for the freehold purchase of **Woodmarsh football ground** over a 30-year period, on an equal instalment of Principal basis (total repayments reduce gradually), repayments in 2021/22 are £10,134.26 and the total repayable is £251,776
- c. £900,000 for The **Museum Expansion Project** in 2018/19 and 2019/20 over a 25-year period. Repayments are £49,657 per annum and the total repayable is £1,241,426
- d. £300,000 for the **Park Storage project** in 2019/20 over a 30-year period. Repayments are £14,142.02 per annum and the total repayable is £424,261
- e. We have applied for borrowing approval from DLUHC for the **Doric Park 3GATP** We are awaiting a response from DLUHC

Cllr. Kirk asked a question regarding the valuation.

Action: L Allan to send out the letter of intent that was sent to Beard to all councillors.

11. Budget

The panel noted that: The Council approved the 2022/23 budget and Council Tax on 18th January 2022. The 2023/24 budget process will commence with the Policy & Resources Committee in November 2022.

12. Pensions

The panel noted that: All staff at Trowbridge Town Council are enrolled into the Local Government Pension Scheme (LGPS) through the Wiltshire Pension Fund. Some staff have opted out. A copy of the Annual Report for 2020/21 is available from: [Wiltshire Pension Fund . The employer's contribution for 2022/23 is 18.7% and a triennial review is currently being undertaken, which will determine the contribution level for 2023/24 to 2025/26. This may be impacted by any staff who TUPE transfer from id-verde in December.](#)

13. Reserves

The Q1 results sheets detail provisional changes to reserves so far this year.

Cllr Kirk, asked the question, when setting the reserves borrowing needs to be taken into account.

(JPAG Practitioners Guide 2022 states that the minimum level of council reserves does not include repayment of loans.)

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Risk & Audit 16th August 2022

Trowbridge Town Council

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14. Salary Increase

The panel noted that: The employers have made an offer to Green Book Unions, which has an impact above budget of £75,000 for the council. Unions are considering it.

15. Date of next meeting

29th November 2022

Meeting Closed at: 16:03

Signature.....

Date.....