

## **MINUTES**

**At a meeting of the Policy & Resources Committee held in The Council Chamber at The Civic, Trowbridge, on Tuesday 5<sup>th</sup> July 2022 at 19.00hrs.**

### **IN ATTENDANCE**

**Councillors:** Bridges, Bates, Cave, Cavill, Hill, Hoar, Palmen (Chair), Piazza, Cooper (sub for Cllr Trigg).

**Officers:** Mrs J Weimar (HOS Resources & Venues), Mrs N Patterson (Council Secretary)

**Public:** 0

**Press:** 0

### **3354 APOLOGIES**

The council received apologies from Cllr. Trigg & Cllr. Bryant

**RESOLVED** to accept apologies from Cllr. Trigg & Cllr. Bryant and the reason for absence

### **3355 MINUTES**

- a. **RESOLVED:** To approve as a correct record, the minutes of the meeting held on 3<sup>rd</sup> May 2022.
- b. There were no questions arising from those minutes.
- c. **RESOLVED:** To approve as a correct record, the minutes of the Civic Board meeting held on 26<sup>th</sup> April 2022.
- d. **RESOLVED:** To approve as a correct record, the Minutes of the Risk & Audit Panel held on 26<sup>th</sup> April 2022.

### **3356 DECLARATIONS OF INTEREST**

None

### **3357 CHAIR'S ANNOUNCEMENT**

There were no announcements received from the Chair.

### **3358 OPEN FORUM**

The committee received questions from the public.

None

### **3359 QUESTIONS FROM COUNCILLORS**

None

### **3360 TOWN CLERK'S REPORT**

Cllr Palmen ran through the P&R Report and the following points were raised:

**3.3.1** Longfield community centre, Cllr Piazza asked if anyone had been found as a replacement for the Sunday booking.

**Action:** Juliet Weimar to confirm booking situation at Longfield and has now confirm that there is not a regular Sunday booking, there is a potential booking in the new year for Wiltshire First Aid. At present, it is available for the community to book and it has had bookings for children's birthday parties and other private functions.

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**3.3.2** Cllr Hoar wanted to pass on his congratulations to the civic team on the very successful George Ezra event. This was echoed by all other councillors. The positivity on social media that proceeded this event has given Trowbridge a real boost in ratings.

**5.2** Civic Service had a reasonable turnout; however, the councillors felt that an email invitation can sometimes be missed. For future events maybe look into more formal invitations that can be posted to recipients.

**5.3** Twinning there are issues with Twinning. The Mayor has written to the Mayor in Charenton Le Pont in France, they are also the president of all the Twinning association and they have not heard from any other associations. This raises the question on how important twinning is in today's society. The Mayor has written to these other associations.

## **3361 MANAGEMENT ACCOUNTS 2021-22**

**The committee considered the end of the year accounts.**

**RESOLVED: To note the end of year accounts.**

## **3362 WAIN HOMES APPEAL**

**The committee considered** the delegation of the Town Clerk, following consultation with members to fund 50% of the cost of planning consultation (THaT) to undertake a transport assessment for the appeal in conjunction with the resident's association.

**RESOLVED: The committee approved the actions of the town clerk in consulting with members and paying £600 towards cost of the planning consultant to write the statement on behalf of the residents of Southview Park in respect of appeal by Wain Homes for their portion of Ashton Park.**

## **3363 GRANTS**

**The committee considered: Grants applications and:**

**RESOLVED: To approve the following:**

|                                     |              |
|-------------------------------------|--------------|
| <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>Friends of the Down Cemetery</b> | <b>£280</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>Wiltshire Digital Drive</b>      | <b>£750</b>  |

A late application was considered as it can benefit the whole community.

|  |              |
|--|--------------|
| <b>The Big Community Grow Apple Festival</b> | <b>£1000</b> |
|--|--------------|

Some of the budget remains so the Grant Funding applications have been reopened, all applications need to be submitted by Wednesday 5<sup>th</sup> October and will be considered at the P&R meeting in November.

*Noted: Cllr. Piazza was not in favour of the rejection of the grant funding application submitted by Holbrook primary School.*

## **3364 LH&FIG BROADMEAD 20MPH PROPASAL**

**The committee considered** 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

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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)

**RESOLVED: Support option 1.**

### **3365 EMPLOYMENT LAW HR AND HEALTH AND SAFETY EXPERTISE**

**The committee considered** 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 on boarding to leaving. Full details of the proposal are attached.

**RESOLVED: 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**

### **3366 MOTIONS** **NONE**

### **3367 PAYMENTS 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 Blackmore and Edward Kirk in signing the Cash and Receipts Records.

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

**RESOLVED: The committee approves the payments & receipts for April and May and they have been signed off by Councillors Blackmore and Edward Kirk.**

### **3368 MEDIA RELEASES**

**The committee considered** should make a media release regarding any of the issues considered by the LH&FIG-Broadmead 20MPH.

**RESOLVED:** to issue press and media release on the LH&FIG Broadmead 20MPH  
Not all of the General Grant Funding money was allocated, The General Grant Fund applications have been opened, for a second round. All applications need to be received by Wednesday 5<sup>th</sup> October. So allocations can be decided at the next P&R meeting in November.

### **3369 DATE OF NEXT MEETING**

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

1<sup>ST</sup> November 2022

10<sup>th</sup> January 2023

7<sup>th</sup> May 2023

Meeting closed at 21.11

Initial ..... *S.P.*

# Trowbridge Town Council

Policy & Resources Committee 5<sup>th</sup> July 2022

Signature .....  ..... Date..... 5/9/22 .....

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