

The Civic Centre
St Stephens Place
TROWBRIDGE
Wiltshire
BA14 8AH

info@trowbridge.gov.uk

5th October 2022

SUMMONS

To all members of the Neighbourhood Services Committee: Councillors Allsworth, Blackmore, Bryant, Cave, Cavill (Chair), Cooper (Vice Chair), Lincoln, Palmen, Piazza and Vigar

Dear Councillor,

You are hereby summoned to a meeting of the Neighbourhood Services Committee: **to be held at The Civic, St Stephen's Place, Trowbridge, on Tuesday 11th October 2022 at 7pm immediately following the Museum Meeting.**

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 restrictions imposed to control the pandemic, public access will be limited. **Please contact info@trowbridge.gov.uk by 16:00 on 10th October 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.**

AGENDA

This meeting will be recorded.

1. **APOLOGIES**

- a) **To receive** apologies from those members unable to attend.
- b) **To consider for acceptance** those apologies received with reasons.

2. **MINUTES**

- a) **To approve** as a correct record the Minutes of the Neighbourhood Services Committee meeting held on Tuesday 14th June 2022.
- b) **To consider** any questions arising from those minutes.

3. DECLARATIONS OF INTEREST

To receive Declarations of Interest from members and officers not already included on the Register 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 with the provisions of the Localism Act 2011 in respect of members.

4. CHAIR'S ANNOUNCEMENTS

To receive and note any announcements from the Chair of the meeting.

5. OPEN FORUM

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

6. FACILITIES MANAGER'S REPORT TO NEIGHBOURHOODS SERVICES

To consider the Facilities Manager's Report to Neighbourhoods Services report (copy attached).

7. INFORMATION TECHNOLOGY AND SUPPORT SERVICES REPORT 11.6

To consider the Facilities Managers proposal on information technology and support services

RECOMMENDATION: The committee approves the Facilities Managers proposal

8. SERVICE DELEGATION

To consider the recent changes to Wiltshire Council Policy on Service Delegation.

RECOMMENDATION: to note progress with negotiations with Wiltshire Council and the resolution of the Full Council

9. STAFFING LEVELS – NEIGHBOURHOOD SERVICES

To note: the recruitment appointment and confirm support for increased staffing levels to enhance top-up services, to allow early training and preparation in advance of Service Delegation and finally to review pay conditions to compete for labour.

10. QUARTERLY MANAGEMENT ACCOUNTS

a) To consider the Quarter One Accounts (Appendix 3)

b) To note the Facilities Managers forecast report item 12

11. DATE OF NEXT MEETING

To note the next meeting to be held on Tuesday 20th December at 7.00pm at The Civic.

12. MEDIA RELEASES

To consider if the Council should make a press or social media releases regarding any of the issues considered by this meeting:

13. EXCLUSION OF PUBLIC AND PRESS

That; in accordance with the Public Bodies (Admission to Meetings) Act 1960, it would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted; and therefore the meeting do resolve that the public and press be temporarily excluded and be instructed to withdraw.

14. PART 2 INFORMATION TECHNOLOGY AND SUPPORT SERVICES

Items during whose consideration it is recommended that the public should be excluded because of the likely hood that exempt information would be disclosed

RECOMMENDATION: The committee approves the Facilities Managers proposal.