

The Civic Centre
St Stephen's Place
TROWBRIDGE
Wiltshire
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SUMMONS

26th October 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 1st November** 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 by 16:00 on 31st 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

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 6th September 2022
- b. **To receive** any questions arising from those minutes.
- c. **To consider** the Minutes of the Museum Committee meeting held on 11th October 2022
- d. **To consider** the Minutes of the Neighbourhood Services held on 11th October 2022.
- e. **To Consider** the Leisure and Information Services held on 18th October 2022
- f. **To Consider** the Minutes of The Town Development Committee held on 25th October 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

- a. To receive questions from the public, these may be answered but not debated.
- b. To receive a Presentation By Raquel Leonardo & Rory Bowen (Wiltshire Council) on the Future High Streets Fund

6. QUESTIONS FROM COUNCILLORS

To consider any questions from councillors which have been received by the deadline (Thursday 20th October).

7. TOWN CLERK'S REPORT

To consider the Town Clerk's Quarter 2 Report (copy attached).

8. ANNUAL ACCOUNTS 2021/22

To consider the Town Clerk's Report with regards to the end of year accounts and result of the External Audit and the following:

RECOMMENDATION: That the Committee notes the report regarding the completion of the External Audit and restatement of the Annual Governance & Accountability Return (AGAR) for both 2020/21 and 2021/22.

RECOMMENDATION: That the committee notes the correspondence from DCK Accounting Solutions apologising for their errors and accepts their offer to produce the 2023 Financial Statements and AGAR free of charge.

9. MANAGEMENT ACCOUNTS 2022-2023 Q2

To consider the Town Clerk's Report and the following:

RECOMMENDATION: That the committee notes the Q2 accounts.

10. WORKING GROUPS

To consider the Town Clerk's report and the following:

RECOMMENDATION: That the Protocol for Consultation Meetings be adopted as set out in the report.

11. ENERGY COSTS

To consider the Town Clerk's Report relating to the anticipated budget impact of energy cost increases and the following:

RECOMMENDATION: That the committee notes the report relating to the anticipated budget impact of energy cost increases.

12. FHSF – PUBLIC REALM PROJECT

To note the presentation regarding the Future High Streets Fund (FHSF).

RECOMMENDATION: That the committee notes the presentation regarding the Future High-streets Fund - Public Realm Project proposals and approves the current programme for; further development, consultation in November and implementation following a decision at the Neighbourhood Services Committee meeting on 20th December.

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 Blackmore and Bridges in signing the Cash Payments and Receipts Records.

RECOMMENDATION: That the committee approves the following.

	<u>Payments</u>	<u>Receipts</u>
August	£309,714.17	£128,857.39
September	£474,391.50	£1,226,393.64

14. COMPLAINTS POLICY

To approve the new complaints policy (Circulated with the agenda)

RECOMMENDATION: That the committee approves the updated Complaints Policy.

15. GRANTS

a. GENERAL GRANTS

To consider the applications for General Grant Funding 2022. The deadline was extended to the 5th October with £4802 to still be allocated.

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

New applications are:

Trowbridge District Girl Guides	£400
Trowbridge Area Link Scheme	£400
St John Ambulance Wiltshire	£500
Trowbridge Future	£1000
Stay Safe Initiative	£251
60+ Social Afternoons	£500
Foodage4thought	£251
Age UK Wiltshire	£500
Weavers Market	£1000
Total	£4802

b. CORE GRANTS

To Consider the applications for core grants funding 2023/24

New applications are as follows:

WHY

Wiltshire Digital Drive

Trowbridge Short Matt Bowls Club

The Amber Foundation.

c. GRANTS POLICY

To consider the Grants Policy for 2023/24 (circulated with agenda)

RECOMMENDATION: That the committee approves the Grants Policy 2023/24 including revisions, to inform the 2023/24 budget

16. REWARDS & BENEFITS FOR EMPLOYEES

To Consider the

- proposal of health and well-being package from HR. (Report Item 4.2)
- to adopt Shared cost AVCs and AVC wise

RECOMMENDATION: That the committee approves the introduction of MY Staff Shop and the Shared Cost AVC scheme, facilitated by AVC wise, to give their employees access to the best possible benefits to support their overall wellbeing and improve job satisfaction, and provide greater opportunity for employees to make their money work harder for them at a time when it means the most.

17. HEALTH AND SAFETY PACKAGE

To consider the proposal of the Worknest Health and Safety Support Package. It includes all areas of healthy safety and will include a detailed Health & Safety Policy and Employee Handbook and all the necessary arrangements to ensure its effective implementation and to certify the council as Health & Safety Compliant

RECOMMENDATION: that the council approves the Worknest Health and Safety plan at the cost of £2522 + VAT per year

18. TOWN PROJECTS

To note the Town clerks reports on the following

a. Doric park

RECOMMENDATION: That the committee notes the report and the lack of any further acknowledgment from DLUHC regarding the borrowing application.

b. Service Delegation

RECOMMENDATION: That the committee notes the update regarding progress towards a Service Delegation agreement with Wiltshire Council and the suggested recommendations to Council, subject to consultation by officers at a meeting of the Service Delegation Working Group. Next working group meeting is on the 7th November.

c. Allotments

RECOMMENDATION: That the committee approves further consideration of the potential for the town council taking responsibility for the allotments at Southwick currently managed by Wiltshire Council.

19. MUSEUM FREEHOLD AGEND ITEM 19

To Consider if the Council would be interested in purchasing the freehold of the Museum from the new owners of the shires, no values have been discussed.

RECOMMENDATION: That the Council engages our property consultants and surveyors to discuss the potential for freehold purchase of the Museum from the current owners.

20. MOTIONS

To consider motions from councillors which have been received by the deadline (Thursday 20th October).

NONE.

21. MEDIA RELEASES

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

Grant awards: The following organisations have been have been awarded a general grant from Trowbridge Town Council

22. DATE OF NEXT MEETING

Tuesday 10th January 2023.

23. 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.

24. COMPLAINT

To consider an investigation report undertaken by the Mayor and the recommendations within the report.