

MINUTES

At a meeting of the Policy & Resources Committee held in The Council Chamber at The Civic, Trowbridge, on Tuesday 1st November 2022 at 19.00hrs.

IN ATTENDANCE

Councillors: Bridges, Bates, Cave, Cavill, Hill, Hoar, Palmen (Chair), Piazza, Bryant, Trigg

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

Additional Councillors: Cllr Cooper & Cllr Edward Kirk.

Public: 2 in person and 2 on TEAMS

Press: 0

3386 APOLOGIES **NONE.**

3387 MINUTES

a. **RESOLVED to approve as a correct record**, the minutes of the meeting held on 6th September 2022

b. **There were no** questions arising from those minutes.

3388 DECLARATIONS OF INTEREST

Cllr. Palmen and Cllr. Trigg declared declarations of interest as trustees of Trowbridge Future.

Cllr Palmen declared an interest as the treasurer of the Weaver's Market.

3389 CHAIR'S ANNOUNCEMENT

There were no announcements received from the Chair.

3390 OPEN FORUM

a. The committee received questions from the public.

None

b. The committee received a presentation from Raquel Leonardo (Wiltshire Council), (apologies from Rory Bowen) on the Future High Streets Fund and Pepper Barney from Bibo

Cllr Hill raised concerns for the River Biss project if Wain Homes are to apply glyphosate to remove grass at Drynham Lane development site.

Cllr Piazza raised concerns that the public engagement exercise was not proper consultation.

Cllr Cavill wondered why highway improvements were not being funded by Wiltshire Council from their highways budget.

Cllr Bridges asked if the shops fund could be used to improve poor quality shop fronts.

RESOLVED: to note the presentation on the Future High Streets Fund. There is a public engagement meeting at the Town Hall on the 16th November 2:30-6pm. All documents relating to this project will be online for two weeks from the 16th November.

Initial

3391 QUESTIONS FROM COUNCILLORS

None.

3392 TOWN CLERK'S REPORT

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

The Town Clerk up-dated the committee regarding recycling. Officers have investigated the offer in Bradford on Avon and there seems to be some issues that have arisen with the operator of that facility. Our current arrangement with our operator Grist, we believe is a better option. Our waste is mingled then sorted at Grist's operating facility and what can be re-cycled is separated. A full report will be presented at the next Neighbourhood Services Committee meeting.

Cllr Bryant: Is the cost of £1406.45 the cost of the 10 FOIs that have been requested since August?

Council Secretary: Yes, that is the cost of the 10 request since the beginning of August.

3393 MANAGEMENT ACCOUNTS 2021-22

The committee considered the end of the year accounts and result of the following External Audit

RESOLVED: To note the end of year accounts and 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.

RESOLVED: 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.

3394 MANAGEMENT ACCOUNTS 2022-2023 Q2

To consider the Town Clerk's Report and the Quarter 2 accounts

RESOLVED: That the committee notes the Q2 accounts.

3395 WORKING GROUPS

The committee considered the Town Clerk's report and:

RESOLVED: That the Protocol for Consultation Meetings is adopted as set out in the report.

Recorded Vote

3396 ENERGY COSTS

The committee considered the Town Clerk's Report relating to the anticipated budget impact of energy cost increases and:

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

Initial

3397 FHSF – PUBLIC REALM PROJECT

The committee considered the presentation regarding the Future High Streets Fund (FHSF).

RESOLVED: 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.

3398 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. To confirm the actions of Councillors Glyn Bridges and Clive Blackmore who reviewed the bank reconciliations on 01/11/22 and found no errors. These were duly signed.

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

RESOLVED: To approve the payments & receipts for August & September signed by Councillors Bridges & Blackmore.

3399 COMPLAINTS POLICY

This item was withdrawn from the agenda, for further editing.

3400 GRANTS

a. General Grants the committee:

RESOLVED: To approve the following:

Trowbridge District Girl Guiding	£652
Trowbridge Link Community mini bus	£400
St John Ambulance Wiltshire	£500
Trowbridge Future	£1000
60+ Social Afternoons RVS	£500
Age UK Wiltshire	£750
Weavers Market	£1000

Cllrs Trigg and Palmen left the room during discussion of and decision on the applications from Trowbridge Future and Weaver's Market.

Cllr. Piazza asked for his vote against the decision not to award the Stay Safe Initiative be recorded.

b. Core Grants the committee:

RESOLVED: The committee decided due the financial constraints on next year's budget the council are not in the position to offer any additional Core Grants for the year 2023/24.

c. Grants Policy the committee:

RESOLVED: the committee approved the Grants policy 2023/24. However to consider a re-write for 2024/25 with a more concise policy indicating the kind of criteria we're using to decide who grants are awarded to and the criteria of core grants and general grants.

Initial

3401 REWARDS & BENEFITS FOR EMPLOYEES

The committee considered the report and:

RESOLVED: The committee approved the introduction to My Staff Shop and the shared cost AVC scheme facilitated by AVC Wise to give employees access to the best possible benefits to support overall well-being and improve job satisfaction.

3402 HEALTH AND SAFETY PACKAGE

The committee considered a proposal of the WorkNest Health and Safety Support Package.

RESOLVED: That the committee approves the proposal from WorkNest to provide a Health and Safety support package and Employee Handbook at a cost of £2522 + VAT

3403 TOWN PROJECTS

The Committee considered the report on the following:

a. Doric Park

RESOLVED: The Committee notes the report and the lack of any further acknowledgement from DLUHC regarding the borrowing application.

b. Service Delegation

RESOLVED: The committee notes the update regarding progress towards Service Delegation agreement with Wiltshire Council and the suggested recommendations to Council. The Town Clerk is meeting the Head of Planning Nick Thomas on 9th November and will feedback to the Service Delegation Working Group which has now been re-scheduled to the 14th November.

c. Allotments

RESOLVED: The Committee approves further consideration of the potential for the town Council taking responsibility for the allotments at Southwick currently managed by Wiltshire Council.

3404 MUSEUM FREEHOLD

The committee considered if the council would be interested in purchasing the Freehold or long-leasehold of the Museum from the new owners of the Shires.

RESOLVED: That the Council engage property consultants and surveyors to advise on next steps with a spend limit of £2000.

3405 MOTIONS

NONE.

3406 MEDIA RELEASES

The committee considered making media releases and:

RESOLVED: to issue press and media release on the successful General Grants Applications

3401 DATE OF NEXT MEETING

10th January 2023

7th March 2023

2nd May 2023

Initial

3402 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.

RESOLVED: To exclude the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960, as it would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

3403 COMPLAINT

The committee considered an investigation report undertaken by the Mayor and the recommendations within the report regarding two complaints.

RESOLVED: No further action to be taken

Meeting closed at 22:04

Signature **Date.....**

Initial

APPENDIX

RECORDED VOTES:

WORKING GROUPS

That the Protocol for Consultation Meetings is adopted as set out in the report. A Record Vote

Councillor	
Bates	Green
Bridges	Green
Bryant	Green
Cave	Red
Cavill	Green
Hill	Green
Hoar	Green
Palmen (chair)	Green
Piazza	Red
Trigg	Green

For = 8

Against = 2

Abstain = 0

FOR	AGAINST	ABSTAIN	ABSENT
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Initial