



active
trowbridge



Discover
TROWBRIDGE

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30th November 2022

SUMMONS

To members of the Leisure & Information Services Committee: Councillors: Allsworth, Bates (Chair), Halik, Hoar, Jacob (VC), Emily Kirk, Palmen, Trigg and Vigar.

Dear Councillor,

You are hereby summoned to a meeting of the **Leisure & Information Services Committee** to be held on **Tuesday 6th December at 19.00hrs** in the Council Chamber, The Civic, St Stephens 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. **Please contact info@trowbridge.gov.uk by 16:00 on 5th December 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** apologies received with reasons for absence.

2. **MINUTES**

- a) **To approve** as a correct record Minutes of the meeting held on 27th September 2022.
- b) **To consider** any questions arising from those minutes.

3. **DECLARATIONS OF INTEREST**

To receive Declarations of Interest 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 in accordance with the provisions of the Localism Act 2011 in respect of members.

4. **CHAIR'S ANNOUNCEMENTS**

To note any announcements from the Chair.

5. OPEN FORUM

To receive questions and comments from the public, these may be answered but not debated.

6. QUESTIONS FROM COUNCILLORS

To consider questions received by the deadline (Thursday 24th November).

7. MAYOR'S CONSORT

To consider the purchase of some sort of regalia in the format of a small chain, ribbon or badge for the Mayor's Consort to wear when they accompany the Mayor on official engagements.

8. THE LEISURE SERVICES DEPARTMENT REPORT

To consider the Head of Leisure & Information Services Report Quarter 2 (copy attached) and the following recommendations:

- a. **RECOMMENDATION: To complement the approved staff benefits and wellbeing package approved at full council. The Leisure and Service Committee to approve Trowbridge Town Council employees to access free holiday activities clubs for their children until the age of 12 years. This would be at cost of lost revenue of up to £19.9 as per fees and charges per child per day.**
- b. **RECOMMENDATION: to confirm Christmas lights switch on will be delivered over the weekend 17th, 18th, 19th November 2023.**
- c. **Recommendation; To approve the coronation programme of events for the week of the 1st -8th May and to allocate £6000 in the 2023 budget.**

9. MOTIONS

To consider motions received by the deadline (Thursday 24th November).

221 I 03 I 655 MARKETS & EVENTS

Cllr Piazza

Preamble: To quote the Chief Executive of NABMA,

'The National Association of British Market Authorities (NABMA) represents all market operators. While we have a strong local government connection, we also have members from the private sector, Business Improvement Districts, community groups and local councils. Throughout the last one hundred years we have promoted markets on the national stage and provided a wide range of support services to our members. The value of markets to local communities is highlighted by the government agenda to regenerate the high street. Markets are seen as a top factor and foundation in helping to create vital and vibrant town centres. They were also chosen by the Prime Minister to lead the opening up of the high street as the country slowly came out of the first Covid-19 lockdown. The importance of NABMA membership has been fully demonstrated during the Covid19 pandemic. NABMA has acted as a voice for the industry; lobbied government and provided a 24/7 support and advice service to the membership. Its Support Plan for Markets to help traders and operators get through the national lock down achieved many successes and the NABMA Social Distancing Guide for Markets supported markets management in their difficult operational circumstances in reopening markets following lock downs. We know there are many successful markets around the country but we also know that many are struggling to survive. NABMA is available to share information, good practice and help those that are struggling. We have an experienced in-house team of consultants who can help your market with any policy or operational issues you may face.'

NABMA membership includes legal advice on all aspects of market law and market rights, market support sessions, exclusive website content (templates, legal procedures, roadmaps), networking and

sharing with other market operators, discount in training for market officers. Members are also able to submit request on ad hoc basis directly to advisers at no additional cost. The future of our high street and town centres will largely revolve around successful markets and events initiated by our town, district, and unitary councils. Trowbridge has a proud history as a market town. The Town Council should further draw from its proud past in order to ensure the town's local economy in the future is prosperous, complementing the work put forward in the Future High Streets Fund.

MOTION:

- a) That Trowbridge Town Council becomes a member of NABMA;
- b) That Trowbridge Town Council creates a sub-committee, to branch off the Leisure and Information Services Committee, to be called 'Events and Markets Committee'

RECOMMENDATION:

- a) The committee notes that Trowbridge Town Council is already a member of NABMA
- b) That the committee does not create a sub-committee

221103 23:15 DORIC PARK

Cllr Piazza. A recorded vote is requested.

Preamble: Correspondence from The Department for Levelling Up, Housing and Communities (DLUHC) reveals the following criteria need to be met when applying for a loan:

- e) *The council should have consulted local residents on the project and associated borrowing. The format of consultation with residents is a matter for the council to decide, however, councils should note the follow:*
 - *Details of the project and plans for borrowing and loan repayment must be accessible to residents from an early stage,*
 - *Decisions on borrowing must be taken in an open and transparent way, following discussion in open meetings,*
 - *Inclusion of the matter on an agenda for a public meeting of the council will not, in itself, be considered sufficient evidence of consultation,*
 - *The council should ensure that information about the progress of the project continues to be available to residents following the approval to borrow,*
 - *In particular, any proposal to increase the precept **to meet borrowing costs must be backed by evidence of public support.***

This criterion sets out strict instructions of what is to be expected from a parish council, ensuring that they are democratically active and engaged when submitting applications to DLUHC in requesting funds to borrow for capital projects. Further correspondence from DLUHC, as set out by a Civil Servant, confirms that transparency and openness with our residents and taxpayers is crucial to the success of the loan application:

Dear XXX,

Thank you for your email and concerns.

When considering whether to apply for borrowing approval, Parish and Town Councils should be fully open and transparent with their residents and taxpayers in all their dealings as set out in point e) as you have copied below. It is worth noting that DLUHC's borrowing criteria is only applicable for Parish/ Town Councils wishing to borrow to finance their capital projects, at present the Doric Park application from Trowbridge Town Council is currently on hold. Should the Council continue to pursue the application in the future we will take into consideration the points you have raised relating to public transparency and financing of the project and application in question.

With thanks for your time,

XXX

I believe that no councillor in this chamber would truthfully agree that our procedures comply with the loan criteria above, meeting the necessary expected standards set out by DLUHC and echoed by the Civil Servant. Trowbridge Town Council has now decided that the Doric Park Working Group membership will be closed to all councillors and members of the public, except those appointed by the Working Group. Therefore, information discussed is not only withheld from the public but withheld from those elected to represent the public, this is in clear breach of point (e)'.

The new Consultation Meeting Protocol firmly states:

3. Consultation Meetings may meet in person or online and will be attended by:

- a. Officers appropriate to the remit of the Consultation Meeting.
- b. Those councillors who have been appointed to the Consultation Meeting by the Council/Committee.
- c. Other councillors who have been invited by the appointed members to attend specific meetings or for specific agenda items.
- d. Members of the public who have been invited by the appointed members to attend specific meetings or for specific agenda items.

In order to comply with criteria (e), the Doric Park Working Group should follow the Town Council's governance framework, which is our standing orders, rather than leaving it in its current form as a party-political discussion group that excludes residents/taxpayers and councillors who have been elected by those residents/taxpayers.

MOTION:

- a) **That Trowbridge Town Council creates a sub-committee of the Leisure & Information Services Committee, to be called 'The Doric Park Sub-Committee';**
- b) **That Trowbridge Town Council reaffirms its commitment to point (e)'**

Town Clerk's response: It is for the Committee to consider if it needs a sub-committee to deal with any particular business, not for the Council. The town council has completed a range of consultation with the community and details of the project have been published widely in the press, radio and on social media. DLUHC have been in receipt of all of the relevant aspects of the council's application since May 2022 and have not yet raised any further requirements or queries including ones relating to consultation.

RECOMMENDATION: That the committee does not create a sub-committee.

10. QUARTERLY MANAGEMENT ACCOUNTS

To consider the Quarter 2 for this committee (Appendix A in the report).

11. DRAFT BUDGET 2023/2024

- a. **To consider** the motion passed at Full Council; That the Leisure & Information Services Committee investigate cost savings (cuts) to Active Trowbridge, which may include reducing School Activities, particularly as these are predominantly outside of Trowbridge and are readily available from other providers.
- b. **To approve** Fees and Charges for 2023/2024. (Report item 13).
- c. **To approve** the draft budget for the committee for presentation to the Policy & Resources Committee on 10th January 2023. (Appendix C)

12. DATE OF NEXT MEETING

To note the next meeting to be held on Tuesday 28th February 2023 at 19.00hrs

13. MEDIA RELEASES

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

Christmas celebrations were covered BBC Wiltshire, Points West News and the Wiltshire Times.

To all Councillors for information