

The Civic Centre
St Stephen's Place
TROWBRIDGE
Wiltshire
BA14 8AH
info@trowbridge.gov.uk

SUMMONS

23rd February 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 March at 19.00hrs**, 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 info@trowbridge.gov.uk by 16:00 on 28th February 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 [11th January 2022](#).
- b. **To receive** any questions arising from those minutes.
- c. **To consider** the Minutes of the Civic Board meeting held on [1st February 2022](#).
- d. **To consider** the Minutes of the Risk & Audit Panel held on [1st February 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**

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

6. **QUESTIONS FROM COUNCILLORS**

To consider any questions from councillors which have been received by the deadline (Wednesday 23rd February 2022).

7. **TOWN CLERK'S REPORT**

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

8. **COMMUNITY INFRASTRUCTURE LEVY (CIL) (REPORT ITEM 2.1.1)**

RECOMMENDATION: That the Council allocates 100% of this year's CIL receipts £23,460.14 to Play Area improvements.

9. **RESERVES (REPORT ITEM 2.1.4)**

RECOMMENDATION: That the allocations to Earmarked Reserves indicated above are approved to be included in the end of year accounts, subject to funds being available and the budgeted contribution to general Reserves.

Events Reserve	£6,000
Longfield Reserve	£3,000
Public Toilets Reserve	£40,000
Studley Green Reserve	£3,000
Town Park Pond	£20,000 (RESOLUTION of P&R 11/01/22)

10. **SERVICE DELEGATION & ASSET TRANSFER (SDAT) (REPORT ITEM 3.2.3)**

RECOMMENDATION: That the Committee supports the actions of officers in progressing these discussions in response to the priorities identified in the Trowbridge Town Council Strategy and asks officers to ensure that the best possible arrangement is negotiated in respect of arrangements for grass-cutting at the Down Cemetery.

11. **MANAGEMENT ACCOUNTS 2021-22 (REPORT ITEM 2.1.6)**

To consider the Q3 2021/22 summary is presented to the committee for consideration (included in Report Appendix A).

12. **MEMBERSHIP OF SOCIETY OF LOCAL COUNCIL CLERKS (SLCC) (REPORT ITEM 8.6)**

The Town Clerk is a Director (and Vice-Chairman) of SLCC and is therefore declaring an interest in this item and bringing the matter to committee for decision rather than making the decision under delegated powers.

RECOMMENDATION: Following the excellent result achieved by the Head of Service - Resources & Venues in achieving a distinction from her course submission for the Community Governance Certificate, membership of the SLCC, funded by the Council is extended to include the two Heads of Service at an annual cost of no more than £1000 (2022).

13. **POLICIES**

No Policies to be reviewed.

14. **PROCUREMENT OF INTERNAL AUDIT SERVICES FOR 2022/23.**

To consider seeking a new internal auditor from April 2022 with work commencing in the summer. Invitations to tender have been sent to suitable organisations for decision to be made in March 2022. Cllr Cooper has been invited to join the appointment panel.

15. **WORKING GROUPS (AGENDA ITEM 1.2)**

The Town Council or its committees may appoint working groups to consider detailed matters relating to specific areas of activity. Working Groups do not have delegated responsibility to make decisions. They can make recommendations to committees or the Council and can be used as a way of officers consulting with members where officers have delegated responsibility.

RECOMMENDATION: That the committee affirms the above details of the town councils Working Groups and asks that recommendations from the Working Group are brought to this committee or Full Council where appropriate.

16. **MOTIONS**

To consider motions from councillors which have been received by the deadline (Wednesday 23rd February).

A) MOTION: 211130 21:03 : AIR CADETS

The council considered the following motion submitted by Cllr Cave, seconded by Cllr Piazza, REFERRED from Full Council on 18th January 2022 to Policy & Resources Committee on 1st March 2022;

MOTION:

- a) Trowbridge Town Council agrees to fund the £10 a month subscription for 10 young people a year to join Trowbridge 2196 Air Cadets who would otherwise not be able to afford the subscriptions.
- b) Trowbridge Town Council agrees to fund Annual camp for all 10 at £40 each subject to each individual meeting the requirements.
- c) Trowbridge Town Council will review the attendance records yearly and as long as they meet the requirements will continue to fund the monthly subscriptions.
- d) Trowbridge Town Council will review on an annual basis the funding of these and additional places.
- e) Total to be allocated from the 2022/23 budget £1600

17. **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.

	<u>Payments</u>	<u>Receipts</u>
December	£217764	£ 78819.55
January	£232727.35	£128295.17

RECOMMENDATION: That the committee approves the payments and receipts for December and January.

18. MEDIA RELEASES

To consider if the Committee should make a media release regarding any of the issues considered.

19. DATE OF NEXT MEETING

Tuesday 3rd May 2022.