

**MINUTES**

**At a meeting of the Leisure Services Committee held in the Pitman Room, The Civic Centre, St Stephens Place, Trowbridge on Tuesday 19<sup>th</sup> June 2018 at 19.00hrs.**

Started 19.30hrs

**Present:** Councillors: Bateman-Gay, Blackmore, Brice, Cooper (Vice Chair), Drewett, Fuller (in the Chair), and Palmen.  
Officers: H Bell, Mrs T Carpenter (Minutes)  
Members of Public: 0 Members of the press: 0

Cllr Fuller asked members to nominate a Chair in the absence of Cllr David Halik and Vice Chairman Cllr Cooper.

**1853 APOLOGIES**

a) **RESOLVED to accept apologies received with reasons from Cllrs Bazan, David Halik & Deb Halik**

**1854 MINUTES**

a) **RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 27<sup>th</sup> March 2018.**  
b) No questions arose.

**1855 DECLARATIONS OF INTEREST**

There were no Declarations of Interest, excepting those already included on the Register.

**1856 CHAIR'S ANNOUNCEMENTS**

There were no Chair's Announcements.

**1857 OPEN FORUM**

There were no members of the public present.

**1858 THE LEISURE SERVICES DEPARTMENT REPORT**

Members considered the report, copies of which had been circulated previously with the report.

The Chair complimented Hayley and her department for all the work she and her team are doing. Hayley thanked Trish for her assistance in amalgamating all the information in a revised look report.

**1.2.1 Coaching** - not all meetings have been held by schools yet, details will be circulated by end of June.

**1.2.3 Partnerships** - Best Supplies are a Trowbridge based company similar to the Consortium, who have part sponsored the Active Trowbridge uniforms.

**1.5.2 Sports Roadshow** – one complaint has been received questioning why the Roadshow is no longer at Studley Green. The Head of Service (HOS) had quantified this by the KPIs in terms of attendees.

**1.6.4 Ofsted** – members congratulated Hayley on the successful outcome.

**1.7.2 Walking Sports** – there has been a slow uptake on these however realistically it needs to be given a few weeks to become more popular and take up is expected to rise.

**1.9.2 Website** being launched on Friday.

Initials.....Dated.....

**2.1 Assets** - The Facilities Manager is booked on a project management course next week. The HOS has been looking into the lease agreements of certain town council properties as the town council has been paying the business rates when in fact the lease agreements clearly state that the tenant should be paying the business rates; this has been taken up under an appeal and we have gained back 100% business rates payments. The HOS is still however negotiating on Trowbridge Museum's lease agreement.

**5.5.5 Shires/Castle Place** - Activities will take place in Fore Street at Christmas on a joint approach with partners in the town.

Cllr Ben Cooper joined the meeting at 19.25hrs.

The Chair thanked the HOS and congratulated the team.

**1859 ACTIVE IN YOUR PARK**

***RESOLVED that an "Active In Your Park Fitness Partner" scheme is created, ensuring only recognised partners have permissions to use the park, whilst instructors outside the scheme are encouraged to participate; the park permissions to be firmly managed for the benefit of the community***

**1860 QUARTERLY MANAGEMENT ACCOUNTS**

***RESOLVED to approve the End of Year 2017/18 Accounts.***

**1861 DATE OF NEXT MEETING**

***NOTED the next meeting to be held on Tuesday 28<sup>th</sup> August 2018 at 19.00 Pitman Room, The Civic Centre, St Stephens Place.***

**1862 MEDIA RELEASE**

***It was noted that Mike Holden and Penny Taylor, Customer Service Advisers, are having weekly meetings and Mike is issuing 4 press releases a week. Aby Cooper, Customer Services Manager will be supplying a press release summary to Full Council.***

Meeting closed at 19.32hrs

Signature.....Date.....

## **LEISURE & INFORMATION SERVICES COMMITTEE MEETING 19<sup>th</sup> JUNE 2018**

### **ACTION LIST**

<b>ACTION</b>	<b>BY WHOM</b>	<b>DATE COMPLETED</b>
<b><u>ACTIVE IN YOUR PARK</u></b> <i>RESOLVED that an “Active In Your Park Fitness Partner” scheme is created, ensuring only recognised partners have permissions to use the park, whilst instructors outside the scheme are encouraged to participate; the park permissions to be firmly managed for the benefit of the community</i>	HB	
<b><u>QUARTERLY MANAGEMENT ACCOUNTS</u></b> <i>RESOLVED to approve the End of Year 2017/18 Accounts.</i>	LA	
<b><u>MEDIA RELEASE</u></b> <i>Aby Cooper, Customer Services Manager will be supplying a press release summary to Full Council. (please email to Council Secretary by Tues 10<sup>th</sup> July.)</i>	HB/AC	