

MINUTES

At a meeting of the Leisure Services Committee held in the Pitman Room, The Civic Centre, St Stephens Place, Trowbridge on Tuesday 26th February 2019 at 18.30hrs.

Present: Councillors: Blackmore, Brice, Fuller, David Halik (in the Chair), Deb Halik, and Palmen.
Cllr Kirk substituted for Cllr Bazan.
Officers: H Bell (HOS), K Buckingham (Facilities Manager), Mrs T Carpenter (Minutes)
Members of Public: 0 Members of the press: 0

1887 APOLOGIES

a) **RESOLVED to accept apologies received with reasons from Cllr Bazan and Cllr Drewett.**

1888 MINUTES

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

1889 DECLARATIONS OF INTEREST

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

1890 CHAIR'S ANNOUNCEMENTS

There were no Chair's Announcements.

1891 OPEN FORUM

There were no members of the public present.

1892 THE LEISURE SERVICES DEPARTMENT REPORT

Members considered the report, copies of which had been circulated previously with the report.
1.2 Grants – new minibus is available to community but the town council takes responsibility for its maintenance and insurance. Will incorporate Discover Trowbridge logos and Wiltshire Council and National Heritage Lottery logos.

2.1.1 Healthier Communities project - meeting Nikki Foster next week, we have 3 locations including Longfield, taking ownerships of 'This Girl Can'. We will be the key provider of this project on behalf of Wiltshire Council. All partners are involved in the project.

Action: HOS to email stats to Farzana Sakar re Cultural Food Festival.

The HOS confirmed that the holiday clubs had been registered with Wiltshire Council today.

2.4.5 Christmas Lights Switch On event - met with Tracy Parker, Trowbridge Chamber of Commerce - lots of other ideas put forward for looking into and an alternative to the ice rink to be found. Active Festival will provide some activities in town centre. Also discussed promoting the hanging baskets and roundabout sponsorship, and confirmed will meet every two months.

It was noted that Jayne Bullock, Collaborative Schools wants to be involved in town centre issues, litter picking etc, with the Youth Parliament. Meeting 20th March at JOG. Q & A session.

2.5 Doric Park - designs will be brought to this committee.

5. Commercial – Active Kids Camp – already 90 children up on last year's attendances.

6.3 Minibus - Bought new minibus, will be here next week.

7.4 Floodlighting to courts - installing 11th March awaiting fittings. Will have free power points put in. It was noted that some vandalism had occurred to the keypad in the tennis courts last night.

7.6.3 M & E Tender - will it give savings in the future? Generally yes as will assure more regular and regimental maintenance. Contract on the tender will be for between 3 and 5 years.

Cllr Palmen joined the meeting at 7.00pm.

1879 BANDSTAND PROJECT (Report Item 8.3)

The Facilities Manager gave a detailed explanation of the plans. The committee considered all three Options and

RESOLVED That the town council requests the architect

- a) **to include landscaping design option 1 'The Thread' to the overall site plan**
- b) **to prepare the documents to include these revisions and submit a planning application, upon approval of which the town council then proceeds with tendering out the works.**

The HOS thanked the Facilities Manager for his hard work on the project.

1880 ST JAMES' CHURCH CLOCK – (Report item 8.7)

RESOLVED that Smiths of Derby are re-instated on a biennial basis to carry out a full scheduled service to St James Parish Church clock at a cost of approx.£250/260, and that the honorarium paid to volunteers is also re-instated and increased from £60pa to £100pa for regular checks, time adjustments, cleaning and minor repairs.

1881 QUARTERLY MANAGEMENT ACCOUNTS

The Chair read out an email sent to the Town Clerk by Cllr Drewett, who anticipated not being able to attend the meeting but wished for his email questions and the responses to be recorded in the minutes:

"I find it encouraging to see that Facilities and Information Services are performing well against their budgets, but Leisure's overspend has persisted for some time now, this report does little to inspire confidence in me.

1009 – Tennis Courts - Understandable.

1001 – Grants Income - Explained

*4001 – Staff Salaries - **Overspent by £24,643.00** "due to a Management Restructure" is a vague reason. Management restructures I understand can have cost implications but they should / would normally be justified by longer term savings, none that I can see are evident in the explanations. Finally there is a large gap between Leisure's overspend **£52,883.00** and the explanations in I.FINANCE or the Service Report. Where is this information? The Council allocates Budgets for a reason, we have responsibility for managing the public's money! And for demonstrating that we do so effectively! I would like to see a clear action plan for a return to operating within budget, and ask for the committee's support in requesting this."*

The Town Clerk's written response was as follows:

It is correct that Leisure Services has not met its budget for 2018/19 and is unlikely to do so at the end of the financial year.

A management restructure across the Heads of Service was implemented in early 2018/19 which resulted in each of the three Heads of Service taking on further responsibilities in addition to their existing departmental responsibilities, with Hayley taking on Facilities in addition to Leisure and Information Services. The additional cost has been borne by the Leisure Services Department alone, as this is where Hayley had been budgeted. Neighbourhoods retained the costs for the former Deputy Chief Exec (Bill Austin). From 2019/20 the costs of the three Heads of Service have been taken out of their respective departmental budgets and are all budgeted in Policy & Resources.

Initials.....dated.....

In addition, during the year, whilst Hayley has been seeking to resolve a number of legacy issues regarding Facilities and has made significant savings, Leisure Services and Active Trowbridge has struggled to achieve budget income levels within the available staffing resources. As a result, a restructure of the responsibilities of the senior team of Officers and Supervisors within Active Trowbridge was made and implemented on 1st January with Adam Casserley now heading up the coaching skills and Aaron Seviour taking full responsibility for commercial delivery, who has signed up to the demanding targets for 2019/2020. The main coaching team is managed on a day to day basis by the Supervisors Richard Rees and Jasmine Todd.

As with our other main commercial department, Civic Centre Venue Service, it is important to budget for a stretching commercial target, which may not always be achievable, but which does not put the whole council at risk if it is not achieved.

The HOS confirmed that the coaches have been generating the income, although Grants are down on the budgeted £30,000. The HOS and committee members felt that the department shouldn't be relying on grants to supplement this budget. Leisure Services had the biggest impact of changes with HOS restructure, which should have been taken into account within the budget. The HOS confirmed that the restructuring is already proving successful, with Aaron Seviour solely responsible for income, having reevaluated holiday activities services which are now all based on one site at John of Gaunt School.

- They have changed options for parents on pricing, and gone online.
- It is hoped that the marketing is now right to maximize on income.
- After School Clubs are experiencing more take up, the coaches are working more, and the demand of Trowbridge schools is going up.
- They have also reviewed staff hours and how to improve delivery and continue to have a good contact with other town councils, in particular in providing a Road Show service at Melksham which is secured income and are currently negotiating with Chippenham Town council also regarding providing Roadshows.

Whilst it won't cover what has been budgeted for, the department predicts

- it will overachieve in school income but not in Fundays,
- Roadshows will be down slightly
- they will hit grant income but will need to carry some forward.
- The department is currently not spending, and addressing all issues budget related. It is not possible to increase the costs on After School Clubs but they have increased some activities and evening clubs, so addressed some pricing issues. Neither can they increase the costs of holiday activities.

The HOS maintained that her department's budget is achievable next year (2019/20), and that with 27 staff a very clear management structure was required and implemented, with a 1 year contract to deliver.

In response to Cllr Kirk's queries on the 3rd quarter accounts, the Town Clerk wrote:

The figures in the table below for Leisure and Information Services are correct. The Narrative above Leisure was incorrect. Leisure was £49,589 worse than budget.

Management Accounts 3rd Quarter (Oct – Dec 2018)

LEISURE - ~~£52,883 worse than budget~~

	Actual £'000	Budget £'000	Variance £'000
Gross Expenditure	472,832	433,872	(38,960)
Income	281,905	292,534	(10,629)
Net Expenditure	190,927	141,338	(49,589)

Trowbridge Town Council

Working with the Community

Leisure Services Committee 26th February 2019

Initials.....dated.....

The figures and narrative for Facilities are incorrect. Facilities was better than budget by £15,255

FACILITIES – ~~Better than budget by £25,549~~

	Actual £'000	Budget £'000	Variance £'000
Gross Expenditure	536,212	500,261	(35,951)
Income	464,452	402,951	61,501
Net Expenditure	71,761	97,310	25,549

The reason for the error was that the figures were being finalised as the agenda was being prepared and the final figure was not changed in the narrative and was not changed at all for Facilities.

The correct updated figures are as follows:

	Actual £'000	Budget £'000	Variance £'000
Gross Expenditure	546,506	500,261	(46,245)
Income	464,452	402,951	61,501
Net Expenditure	82,055	97,310	15,255

RESOLVED to approve the 3rd Quarter Accounts, copies of which were previously circulated with the Agenda.

1882 **DATE OF NEXT MEETING**

RESOLVED

a) To change the start time of all future Leisure & Information Committee meetings to 6.30pm.

b) **NOTED** the next meeting to be held on Tuesday 28th May 2019 at 18.30 Pitman Room, The Civic Centre, St Stephens Place

1883 **MEDIA RELEASE**

RESOLVED not to make any press and/or social media releases regarding any of the issues considered by this meeting.

To all Councillors for information.

Meeting closed at 19.45hrs

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

LEISURE & INFORMATION SERVICES COMMITTEE MEETING 26th FEBRUARY 2019

ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
<i>Action: HOS to email stats to Farzana Sakar re Cultural Food Festival.</i>	HB	
Bandstand Project <i>RESOLVED That the town council requests the architect</i> <ul style="list-style-type: none"><i>to include landscaping design option I 'The Thread' to the overall site plan</i><i>to prepare the documents to include these revisions and submit a planning application, upon approval of which the town council then proceeds with tendering out the works.</i>	KB	
St James' Church Clock <i>RESOLVED that Smiths of Derby are re-instated on a biennial basis to carry out a full scheduled service to St James Parish Church clock at a cost of approx.£250/260, and that the honorarium paid to volunteers is also re-instated and increased from £60pa to £100pa for regular checks, time adjustments, cleaning and minor repairs.</i>	LA/KB JW	
<i>Change the start time of all future Leisure & Information Committee meetings to 6.30pm.</i>	TC	