

MINUTES

At a meeting of the Leisure Services Committee held in the Pitman Room, The Civic Centre, St Stephens Place, Trowbridge on Tuesday 11th June 2019 at 18.30hrs.

Present: Councillors: Blackmore, Brice, Drewett, Fuller (in the Chair), and Palmen.
Cllr Kirk substituted for Cllr Cooper
Officers: H Bell (HOS), Aaron Seviour (Commercial Development Officer), Mrs T Carpenter (Minutes)
Members of Public: 0 Members of the press: 0

1898 **APOLOGIES**

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

1899 **MINUTES**

a) **RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 26th February, noting a correction to the minute numbering which should read 1893 - 1897.**

b) No questions arose.

1900 **DECLARATIONS OF INTEREST**

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

1901 **CHAIR'S ANNOUNCEMENTS**

There were no Chair's Announcements.

1902 **OPEN FORUM**

There were no members of the public present.

1903 **THE LEISURE SERVICES DEPARTMENT REPORT**

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

2.2.1 Healthier Communities - 3 to 5 year post to help areas of deprivation, funded through Sport England. The HOS confirmed the town council has no budget for this, its commitment being only 'in kind', although the department is looking at providing additional services within hours already allocated for staff. Cllr Drewett asked if the sports coaches would be given extra hours for this project, bearing in mind the service has budgeted for the staff it's got and is already over budget, and the budget does not provide for any 'in kind' costs, however the HOS confirmed there would be no extra costs involved. The HOS reported that Wiltshire Council will probably be looking for Active Trowbridge to take the project on in the future and make it sustainable, particularly as Longfield is one of our key priority target areas where Walking Netball and a Walking Group is starting up. The HOS reported that the balance will be just how much work do we do as a free contribution to that partnership. Cllr Brice, whilst supporting the project, requested that the HOS identifies exactly what the department's commitment to this project is and provides councillors with this information at the next meeting. The HOS requested that the committee also considers how much free support they wish the department to provide to this project and reported that she would provide a new P & L for the next meeting on 27th August to assist in that consideration.

ACTION: The HOS identifies exactly what the department's commitment to the Healthier Communities project is and provides councillors with this information at the next meeting.

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

Cllrs Fuller and Drewett re-iterated that the HOS needs to run the budget properly and we should be looking at other core groups who are also supporting them to assist, such as TCAF and Selwood Housing, and that the HOS keeps the chairman informed along the way.

2.3 Leisure Facilities – a grant has been released from Sport England and plans are concluded which will be presented to councillors, similar to the hard courts in Trowbridge Park, in Longfield, Seymour, Studley and Chapman's Field. Gone through first round, may get two of the four.

2.5 Doric Park – have visual plans. Carried out a site visit to Wootton Bassett Rugby Club. Received a quote, have a board meeting next week with Trowbridge Rugby Club with the Town Clerk, and invited to their AGM. Ideally build by end of next year, seasonal. Have an MOU with Wiltshire College. Plans will be made available to the committee for approval after the Rugby Club meeting.

2.6 PIP – due to lack of finances this service may not be provided. Currently reviewing the Roadshows – looking at providing less but making them better, and will trial charging on a Saturday - £5 per child.

2.7 TCAF - Mobile youth units may be placed in Longfield, and Studley Green Community Centre have already confirmed they would have one in the car park. The HOS will be stepping down as a trustee of TCAF as the relationship is now good. Meg and Deb are a good combination.

4.2.2 Big Tennis Weekend - met LTA today – facility development plan for tennis courts. Setting up a mini Wimbledon in reception to help cross promote the tennis courts. Locks smashed – LTA put higher resin in locks now, issue resolved.

4.3 Walking Sports - needs review on all projects.

4.4 Lace Up - numbers really good. Will decide at end of project if want to keep it going.

5.1.1 Fun Days – didn't achieve budget last year due to wrong location, wrong member of staff, got stale and had two competitors. Things have changed – based at JOG so staffing is easier and two competitors have left the town. Numbers are achieving but just need to ensure numbers add up financially. Being updated on a weekly basis.

5.1.2 New Schools/Contracts - targets higher this year, confident can achieve as clients are regular returning clients. Looking at it commercially, ceased providing a service to 10 schools outside of Trowbridge as not economically viable.

6.3 Mini bus - doing exceptionally well. Dates reserved for Trowbridge/Leer Twinning Association.

7.1.1. ASHP - Air Source Heat Pump – KB/HB putting plan in place, will have priority list available for budget 2020/2021.

7.5.1 Cleaning contract - no complaints.

7.5.2 Leases - increased The Kiosk hire in the park, compared to rate of Park Sweet Shop.

7.6.2 First Aid Training - overspent on training for Vicky, but she can now put on affordable training sessions for groups to bring in some income.

7.6.3 Christmas Lights Switch On - hope Weavers Market will consider participating.

7.6.4 Event dates – WAFAV - Red arrows will do fly past on the Sunday.

8.5 Wiltshire Council Rail - Service ceased as Wiltshire Council made alternative arrangements and our printer is broken. Income generation from Wiltshire Council so we will look at alternative ways of bringing in £8k from somewhere else.

9. Mayor's events - thanked Cllr Drewett for all his work during the Mayoral year.

1904 QUARTERLY MANAGEMENT ACCOUNTS

The HOS reported as follows:

Leisure Services 265

4901 – TFR to CFR – (Transfer to Capital Finance Reserve) shows the capital assets purchased which in this case is the minibus.

4904 – assets funded from grants – credit against expenditure which therefore offsets the expenditure in 4901 above. Need to get to a position where Leisure Services is not reliant on grant or income, should be seen as an additional.

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

Facilities General 718

4901 – TRF to CFR – (transfer to Capital Finance Reserve) indicates expenditure already incurred on the Bandstand Project.

4911 – TRF to Earmarked Reserve indicates loan unspent for Bandstand Project

1096 - loan indicates the income coming into the accounts to pay for the bandstand project

1042 School Coaching - Tiers 1 – 4

- Tier 1 immediate Trowbridge schools
- Tier 2 parishes (1 and 2 sit under Collaborative Schools).
- Tier 3 – other local towns up to 6 miles
- Tier 4 – up to 12 miles.

It is imperative that prices need to show a difference between Trowbridge schools and Parishes to ensure we cover our costs. The HOS confirmed this will be incorporated into new contracts going forward, and existing contracts will be reviewed. Councillors expressed their concerns that Tiers 3 and 4 must cover their costs. The HOS re-iterated that a contribution calculator has been introduced and a P & L sheet will be produced for the next meeting.

The HOS also confirmed that 10 contracts outside of Trowbridge had been cancelled, with Tier 3 covering costs currently and 2 left in Tier 4 which are also covering their costs. Councillor Brice reminded the committee that Active Trowbridge had initially been set up for children of Trowbridge and it was re-iterated that there is a need to make a profit from schools outside of Trowbridge. The HOS confirmed that the more local we are, the more we can deliver and thanked Aaron for the work he is doing.

The HOS reported that ideally separate accounts for electricity and water for Studley Green Community Centre and Trowbridge Wanderers would be beneficial as currently a 'gestimate' on usage is being calculated. Wessex Water have already carried out an onsite visit, and this issue will be addressed when each individual lease comes up for renewal.

4019 service charges –Studley Green - Service charges were queried however the HOS reported these were in respect of the emptying of sanitary bins etc and agreed to bring a breakdown to the next meeting.

ACTION: The HOS to bring a breakdown of the additional service charges on utilities at Studley Green Community Centre to the next meeting.

The committee confirmed they are happy with the balance of what the department is trying to do in respect of providing free community activities for Trowbridge against charging.

The Chair concluded that the committee look forward to seeing an improving picture in the future and thanked Hayley for her efforts.

RESOLVED to note the End of Year Accounts for this committee, copies of which had previously been circulated with the Agenda.

1905 DATE OF NEXT MEETING

NOTED the next meeting to be held on Tuesday 27th August 2019 at 18.30hrs, Pitman Room, The Civic Centre, St Stephens Place and

RESOLVED to re-instate a meeting start time of 7pm.

1906 MEDIA RELEASE

RESOLVED to make the following press/social media releases:

- **Floodlights**
- **Active Festival**

To all Councillors for information.

Meeting closed at 19.43hrs

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

LEISURE & INFORMATION SERVICES COMMITTEE MEETING 11TH JUNE 2019

ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
The HOS identifies exactly what the department's commitment to the Healthier Communities project is and provides councillors with this information at the next meeting.	HB	
The HOS to bring a breakdown of the additional service charges on utilities at Studley Green Community Centre to the next meeting	HB	
NOTED the next meeting to be held on Tuesday 27 th August 2019 at 18.30hrs, Pitman Room, The Civic Centre, St Stephens Place and RESOLVED to re-instate a meeting start time of 7pm.	All to note TC – amend agenda	
RESOLVED to make the following press/social media releases: <ul style="list-style-type: none">• Floodlights• Active Festival		