

MINUTES

At a meeting of the Leisure & Information Services Committee held in the Pitman Room, The Civic Centre, St Stephens Place, Trowbridge on Tuesday 3rd December 2019 at 19.00hrs.

Present: Councillors: Bates, Bazan, Blackmore, Brice, Drewett, Fuller, David Halik (in the Chair), Oldrieve and Palmen.
Officers: H Bell (HOS), K Buckingham (Facilities Manager), T Carpenter (Minutes)
Members of Public: 0 Members of the press: 0

Minutes were recorded.

1917 APOLOGIES

a) There were no apologies received.

1918 MINUTES

a) **RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 27th August 2019**

b) No questions arose.

1919 DECLARATIONS OF INTEREST

None

1920 ELECTION OF VICE CHAIRMAN

Nominations received from Cllr Bazan and Cllr Bates. A vote took place, with 4 in favour of Cllr Bazan and 4 in favour of Cllr Bates. The Chairman therefore used his casting vote in favour of Cllr Bazan.

RESOLVED to appoint Cllr Bazan as the new Vice Chairman of the Leisure Services Committee.

1920 CHAIR'S ANNOUNCEMENTS

The Chairman wished all committee members a Merry Christmas, and thanked all staff in the Leisure & Information Services department for their hard work.

The Chair suggested, and it was agreed, that items 9 – 12 are brought forward to enable the Facilities Manager to report first.

1921 OPEN FORUM

There were no members of the public present.

1922 ASHP (Report item 7.2.1)

The Facilities Manager gave a detailed account of the current situation on the ASHP and the various options for consideration and highlighted the need to invest in the building now to be factored into the budget 20/21. Cllr Oldrieve enquired about the carbon impact, this information can be obtained from the manufacturer. What is the cost to us? Feels generally for large projects we should be considering this. Work will be carried out in next financial year.

ACTION: circulate figures to committee on carbon impact.

RESOLVED: That the council progresses in principle, subject to satisfactory carbon impact analysis to be made available, with Options 1 and B in 2020 and includes the necessary finance in the budget.

1923 STUDLEY UTILITIES (Report item 7.8)

The Facilities Manager updated on the water situation at the Studley Green Community Centre.

RESOLVED: That the town council continues paying the 15% until TF commence their lease after installation of their community cabin.

1924 TOWN CENTRE CCTV (Report item 7.9)

The Facilities Manager gave an outline of the original CCTV system which was government funded. The Chair suggested a public consultation should be undertaken, and we should work with the Chamber of Commerce and local traders. It was noted that the current system does not produce good enough images for evidence. The HOS has written to Wiltshire Police asking for a report on the effectiveness of the CCTV images in reaching convictions based on their evidence. We currently have 32 CCTV cameras in operation. The various options were considered. The general consensus was to proceed with Option 2 as it was felt that to employ a consultant would be most beneficial in the interim, allowing the council to give the consultant a scope of what our expectation is. We currently have one more year working with the Shires, which would enable time for a consultant to provide a report.

Cllr Drewett proposed Option 3 followed by Option 2. A vote took place in favour of proceeding with Option 3 followed by Option 2, with a request that costings for a consultant are brought to the Policy & Resources committee meeting on 14th January 2020 to consider if there are any implications to the Budget.

RESOLVED: That Leisure & Information Services Committee recommend Option 3 followed by Option 2 and report to the Policy & Resources Committee at their meeting on 14th January 2020 to consider if there are any implications to the budget.

1925 TTC STORAGE AND ASSOCIATED LANDSCAPING WORKS

RESOLVED: To appoint Cllr Bates and Cllr Drewett to a panel consisting of the HOS, Facilities Manager, and the Architect to confirm the appointment of a contractor.

1926 THE LEISURE SERVICES DEPARTMENT REPORT

The committee considered the Head of Leisure Services report, copies of which had been circulated with the Agenda.

2.2.1 Doric Park - Pitch will be football size and Rugby football compliant.

ACTION: No comments or media releases to be made regarding Doric Park unless first passed through the HOS.

2.3.1 Splash Pad – working closely with the Neighbourhoods Officer on this. Needs to be grant funded. Consultant agreed area within existing play area. Melksham cost £300,000.

2.3.2 Extreme Sports Park – Stallards considered. Could put regional BMX track in there. Considering ideas and costings.

2.7 Trowbridge Town Team / David Baker Foundation – It was acknowledged that David Baker made a great contribution to supporting the youth of our town. The HOS asked if a letter of this acknowledgment could be sent to Mrs Pat Baker.

ACTION: Letter of acknowledgement of David Baker's work to be sent to Mrs Pat Baker from the Chair.

Not replacing Sam Smith who held a senior role, but replacing with a normal Sports Coach. The committee expressed their thanks to Sam for his contribution and their best wishes for his future.

7. FOI – currently reported in Facilities but sits with Information Services. The HOS thanked the Customer Services Manager for the hard work she put in on the FOI requests.

7.4 Bus Shelters – where is it balanced against insurance claim.

ACTION: Needs confirmation we have received the money for it from the insurers.

Please engage with Court Street Gallery and Cloth Road Artists when purchasing new bus shelters, who are interested in planting up roofs of bus shelters.

UPDATE: Monies received from insurance company.

7.5.3 – Leases

Bowls Club - Cllr Drewett enquired about the review of the Bowls Club lease, reporting that it has another 3 years to go before renewal/review. The HOS reported that there may be an opportunity to seek funding to enhance the Bowls Club via funding from Sport England. Cllr Drewett agreed that the lease does need renewing, and it was agreed that the lease doesn't work for either party. The HOS reported that the way forward may be to approach the Bowls Club with a view to reviewing the lease based on being able to offer them something.

Studley Green Community Centre new chairman, Richard Hardy, has commercial contacts in other towns and proposing to do some alterations at his own cost. The HOS will meet with him in the New Year

ACTION: Cllr Bazan to send HOS contact details and she will meet with him, also new Wiltshire Cllr Jo Trigg.

Cllr Palmen suggested the HOS approach Chippenham Green Electrical - worth looking up for good green energy.

7.11.1 Christmas Light Switch On 2019 – Lantern Parade increased footfall, very successful. Historically last Saturday of November, however considering having Light Switch On with Lantern Parade on Friday night with fireworks, followed by stage events and activities during the day on the Saturday. Would move carousel to allow the Lantern Parade participants room to congregate. Possibly approach Wiltshire Council to have Atrium as meeting point for start of Parade (**can Wiltshire Councillors approach Wiltshire Council on HOS's behalf please**), and then do a route through the town. Also considering sponsorship for sheds market up the Park Avenue and into Fore Street, possibly asking Weaver's Markets to take those units, and also approach other towns such as Melksham, to use the same traders and sheds, working together.

8. Information Services – the HOS commended the Customer Services Team on organising the Remembrance Service & Parade and other events over last 6 months.

ACTION: The HOS requested that a thank you letter is sent from the committee to the Customer Services Manager and her team.

9.6 Civic Dinner – Sat 14th March 2021.

1927 **HEALTHIER COMMUNITIES PROJECT**

Cllr Oldrieve enquired as to what the town council are going to get out of this project and asked what we are aiming to achieve with this £14k and how will it look after three years. The HOS reported that we are not actually spending £14k but using coaches time, timetabling in when the coaches are not busy. The HOS reported that it is difficult to try to confirm what will be delivered, as this is dependent on what projects are delivered within the community, and these will be determined by the community themselves and highlighted that deprivation areas are very difficult to assess, however we can measure on KPIs. We will deliver 10 sessions as a whole per week, split between areas. Cllr Oldrieve reported that we should be setting ourselves a measure and review in each year as to whether the project is a success or not.

Cllr Drewett enquired as to how it is possible for a very busy team to give up £14k of labour. The HOS replied that it already encompasses Doorstep and This Girl Can.

RESOLVED: That the town council provides two sports coaches per week for 10 hours, from January 2020. Wiltshire Council will be invoiced for one sports coach's time and the town council provides the second sports coach.

1928 **QUARTERLY MANAGEMENT ACCOUNTS (Report Item I.1)**

ACTION: please enter page numbers on Actuals.

Grants – will continue to get grants but won't be shown in the Budget.

4152 Carnival - Cllr Bates asked if the Carnival cost (£5,000) year to date should be zero as should come out of 3rd quarter. The HOS confirmed this is down to phasing.

Cllr Drewett referred to an exercise that the HOS was implementing on changing the pricing for services out of town, and requested figures on this. The HOS reported it has been really successful, stating that she had brought the P & Ls to the last meeting and would bring them again to the next meeting, but noted that our financial quarters don't work with school financial quarters. It was also noted that they have given notice to a Tier 4 Warminster school this week. The HOS advised that Qtr 3 is on track, that they have increased prices on holiday activities and will be working harder on Roadshows and Grants.

Cllr Oldrieve asked for forecasts. The HOS replied that income is very difficult to forecast as not sure what bookings will come in. HOS to discuss with the Town Clerk a traffic light system.

UPDATE: The Town Clerk responded to an enquiry by email from Cllr Bates as follows:

Denise,

I understand that at the committee last night you asked about forecasts to inform the budget process. In reality the draft budget that you were considering last night is the forecast, developed by the Head of Service and myself, informed by others such as Aaron Seviour who has responsibility for the commercial relationship with clients for Active Trowbridge.

The Town Council is unlike most other public bodies in that we do not have a higher authority which controls, limits or dictates our budget. (we could charge a lot more, as Salisbury, Chippenham and many other town councils already do).

Parish and town council budgets are developed on a bottom-up approach, from forecasts of income and expenditure to generate a net precept requirement which is then divided by the Council Tax Base so that the council understands what the Council Tax Charge per household will be.

If I can help further in explaining, please do let me know.

Lance Allan

Cllr Bates and other councillors suggested that if more notes were included on the Actuals it would negate the need to ask various questions at meetings.

ACTION:

- **The HOS to send committee members the copy of the P & Ls brought to the previous meeting**
- **The HOS to re-send this Qtr 2s actuals by email tomorrow to committee members with notes included.**
- **The HOS to enter more explanations/comments in the actuals in future, starting with Qtr 3, including the traffic light system.**

Questioned on costings for Active Trowbridge Tiers 1 – 4, the HOS confirmed that these are recorded each week; due to the sensitivity and commercial confidentiality on the different clients, the HOS is reluctant to bring hard copy costings to the meetings, however she invited members to visit her at the Civic Centre when she would explain the figures to them.

Cllr Oldrieve suggested, and it was subsequently agreed, that confidential hard copies are brought to the meeting, on yellow confidential paper, which could be handed in at the end of a meeting. The HOS therefore agreed to produce these summaries on the clients (who would remain anonymous) to establish to the committee that we are not subsidizing outside of the town, and allow members to see the full budget and evidence so they can make their judgement. The HOS confirmed she would compile two different data sheets, bringing one to the meeting for committee members.

ACTION: The HOS will compile two different data sheets, bringing one to the meeting for committee members and re-send last meeting's information to committee members by email tomorrow.

RESOLVED to approve the 2nd Qtr Accounts, copies of which had been previously circulated with the Agenda.

1929 DRAFT BUDGET 2020/21(Report Item 1.2), copies of which were previously circulated with the Agenda.

265 - Staff - Last year actuals £441,624 against a budget of £413,011. An increase in the budget is therefore anticipated. The HOS explained that Active Trowbridge is the largest department in the council and there is no manager. With Doric opening, the HOS feels she will need to have a manager in Active to allow the HOS to do her job effectively.

4006 – Casuals budget - £10k not enough. Had a lot of long term sickness.

4152 - Carnival – decreased budget from £5000 to £3000. We provide support with £3000 for infrastructure but the other £2,000 should be used for other town events such as an October Festival working with Weaver’s Market and Apple Festival.

1117 – Rent Bowls Club –

ACTION: check rent payable and provide correct information to Cllr Drewett.

UPDATE:

ACTION: Active Trowbridge – HOS to ensure the website link reflects that they are part of the town council.

The HOS reported an email received from Cllr Blakemore requesting the net budget cost over last 10 years on Active Trowbridge. The Town Clerk responded with figures:

The first ten years show actual net cost. The final two years show the budget net cost.

2009/10	£ 90,338	
2010/11	£ 79,243	
2011/12	£120,607	
2012/13	£ 77,850	
2013/14	£109,635	
2014/15	£151,620	
2015/16	£167,810	
2016/17	£168,620	
2017/18	£147,918	
2018/19	£243,095	Includes some costs associated with management restructure
2019/20	£207,851	
2020/21	£227,930	

If we account for the increase in population (25%) and the increase in CPI inflation, then the average of the first three years shown above (£96,729) would have increased to £152,712 by 2020/21. (RPI inflation would take it to £168,581)

It should also be taken into account that Active Trowbridge is now offering a multiple (three to four times as many) in terms of activities compared to 2009/10 for less than 50% extra in total cost and has also accounted for the implementation of the National Living Wage.

RESOLVED to recommend this committee’s Draft budget 20/21 for approval to the Policy & Resources Committee meeting to be held on Tuesday 14th January 2020.

1930 DATE OF NEXT MEETING

NOTED: the next meeting to be held on Tuesday 25th February 2020 at 19.00hrs, Pitman Room, The Civic Centre, St Stephens Place.

1931 MEDIA RELEASE

RESOLVED not to make any media releases.

To all Councillors for information.

Meeting closed at 21.00hrs

To all Councillors for information.

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

LEISURE & INFORMATION SERVICES COMMITTEE MEETING 3rd DECEMBER 2019

ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
<i>RESOLVED to appoint Cllr Bazan as the new Vice Chairman of the Leisure Services Committee.</i>	LA/TC	Done
ASHP ACTION: produce figures now to committee on carbon impact.	HB	o/s
STUDLEY UTILITIES The Facilities Manager updated on the water utility situation at the Studley Green Community Centre. RESOLVED: That the town council continues paying the 15% until TF commence their lease after installation of their community cabin.	HB	
RESOLVED: That Leisure & Information Services Committee recommend Option 3 followed by Option 2 and report to the Policy & Resources Committee at their meeting on 14th January 2020 to consider if there are any implications to the budget.	LA/TC	
TTC STORAGE AND ASSOCIATED LANDSCAPING WORKS RESOLVED: To appoint Cllr Bates and Cllr Drewett to a panel consisting of the HOS, Facilities Manager, and the Architect to confirm the appointment of a contractor.	DB/DD/HOS/KB	
2.2.1 Doric Park - ACTION: No comments or media releases to be made regarding Doric Park unless first passed through the HOS.	All to note	
2.7 Trowbridge Town Team / David Baker Foundation – It was acknowledged that David Baker made a great contribution to supporting the youth of our town. ACTION: Letter of acknowledgement of David Baker’s work to be sent to Mrs Pat Baker from the Chair.	HB/TC	o/s
7.4 Bus Shelters – where is it balanced against insurance claim. ACTION: Needs confirmation we have received the money for it from the insurers.	HB	Money rec’d, Cllrs advised
Studley Green Community Centre new chairman, Richard Hardy ACTION: Cllr Bazan to send HOS contact details and she will meet with him, also new Wiltshire Cllr Jo Trigg.	Cllr Bazan	

<p>7.11.1 Christmas Light Switch On 2019 Possibly approach Wiltshire Council to have Atrium as meeting point for start of Parade (can Wiltshire Councillors approach Wiltshire Council on Hayley's behalf please),</p>	<p>Wiltshire Cllrs EK/SP/DH/PF/AB/SO</p>	
<p>8. Information Services ACTION: The HOS requested that a thank you letter is sent from the committee to the Customer Services Manager and her team.</p>	<p>HB/TC</p>	<p>o/s</p>
<p>RESOLVED: That the town council provides two sports coaches per week for 10 hours, from January 2020. Wiltshire Council will be invoiced for one sports coach's time and the town council provides the second sports coach.</p>	<p>LA/HB</p>	
<p><u>QUARTERLY MANAGEMENT ACCOUNTS</u></p> <ul style="list-style-type: none"> • ACTION: please enter page numbers on Actuals. • The HOS to send committee members the copy of the P & Ls brought to the previous meeting • The HOS to re-send this Qrt 2s actuals by email tomorrow to committee members with notes included. • The HOS to enter more explanations/comments in the actuals in future, starting with Qtr 3, including the traffic light system • The HOS will compile two different data sheets, bringing one to the meeting for committee members and re-send last meeting's information to committee members by email tomorrow. 	<p>GS</p> <p>HB</p> <p>HB</p> <p>HB</p> <p>HB</p>	<p>Done</p> <p>Done</p> <p>Noted</p> <p>Noted</p>
<p>1117 – Rent Bowls Club –</p> <ul style="list-style-type: none"> • ACTION: check rent payable and provide correct information to Cllr Drewett • ACTION: Active Trowbridge – HOS to ensure the website link reflects that they are part of the town council. 	<p>HB</p> <p>HB</p>	<p>o/s</p>