

NOTES

At a briefing meeting for members of the Leisure & Information Services Committee held on MS TEAMS on Tuesday 9th June at 19.00hrs. All decisions are currently delegated to officers during the Covid-19 outbreak and this meeting was held for consultation purposes only.

Present: Councillors: Bates (Chair), Brice, Cavill, Fuller, Halik, Hill, Hoar (Vice Chair), Oldrieve, Palmen and Piazza.
Officers: L Allan (Town Clerk & Chief Executive), H Bell (Head of Leisure & Information Services), K Buckingham (Facilities Manager), J Weimar (Head of Resources & Venues), A Quick (Minutes)
Other Councillors: Cllr Kirk.
Members of Public: 0 Members of the press: 0

Minutes were recorded.

1944 APOLOGIES

No apologies.

1945 MINUTES

a) RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 25th February 2020.

b) Cllr Hill did not receive the agenda or previous minutes.

1946 DECLARATIONS OF INTEREST

None

1947 CHAIR'S ANNOUNCEMENTS

Cllr Bates expressed thanks to Cllr Halik for his commitment as Chair last year. Chris Hoar was introduced as Vice Chair and Hayley Bell was welcomed back after her period on furlough. It was stated that Cllr Bates, Cllr Hoar and Hayley have had a brief meeting and are looking forward to the year ahead. On behalf of Hayley, Cllr Bates expressed thanks to Aby, Aaron, Karl and the rest of the TTC team who have supported her and for all their hard work continuing the council's functions during this difficult time.

1948 THE LEISURE SERVICES DEPARTMENT REPORT

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

Cllr Kirk questioned the finances for the Doric Park project, in that the 10 year funding stream is only guaranteed for 5 years. Cllr Bates suggested Hayley continues to go through the report then come back to that question. On return to Cllr Kirk's question, regarding the agreements with Doric Park, Hayley requested some time to go through the details and get back to Cllr Kirk with her response. Cllr Kirk states he is concerned about the 5 year break clause. It is a general question regarding material facts and the contractual feedback to Councillors. Cllr Kirk would like there to be some material information regarding contracts so that any weakness in the funding can be looked at. Hayley has a meeting planned next week with the college and Bath Rugby so she will arrange for herself, Cllr Kirk, Cllr Hoar and Cllr Bates to discuss this together with the facts next week. The Town Clerk explained that we are not looking to make any further decisions about the Doric Park project at this stage as we don't yet have planning permission or a grant from the Football Foundation. When we do have this opportunity to make the next decision, we will have all the information available for the decisions to be made. Until we have something in writing from the college then it would be premature to discuss any decisions.

The Town Clerk suggested that if Cllr Kirk feels this needs to be funded over 5 years then maybe the council could borrow over a shorter period with a higher Council Tax to cover it. Cllr Kirk clarified that he is concerned that material information is not passed onto Councillors early on. The Town Clerk claimed that it is difficult to determine when information becomes material until a draft agreement is in place. Cllr Kirk responded that it is material if a 10-year agreement is in place. The Town Clerk confirmed that the Council is in discussion with the College about a 10-year period with a 5-year break clause.

Cllr Oldrieve gave his full support to the work done by the team, particularly on the play areas. He believes it is the appropriate type of work that should be done by the town council. Also thanks were given to the team's commitment to the Climate Emergency, Cllr Oldrieve is keen to keep this approach going. He asked a question about how much is being achieved at the moment by the Wiltshire Project Healthy Communities scheme? Hayley stated that Wiltshire Council have been running these classes remotely so it is difficult to evaluate their success at this stage. This is being continued next week with 3 further classes being launched.

Cllr Oldrieve asked about the Water Meter issue at Studley Green, will it be costly with no great value? Hayley replied that she and the Facilities Manager 18 months ago, considered installing separate meters. This needs to be investigated again bringing forward the costings, which are likely to be substantial. Cllr Brice mentioned TCAF would want a separate bill too. Cllr Fuller explained that Trowbridge Town Football Club are struggling with planning but they do have a promise of promotion to the western league if they can get lights up in time. Hayley states that she is in regular contact regarding the pitch improvement plan & she will update the Councillors on this.

1949 INFORMATION TECHNOLOGY UPGRADE (Report Item 5.2.5)

The Facilities Manager stated that the Council are in a situation where despite no clear view of the future with Covid it has given us the opportunity to test our systems. We have had some technical issues with remote desktop connections, proving that with any more than 9 officers connecting in at a time they experience technical problems. Connections have had to be split between two different methods. This means that some officers may need to go into the office to work successfully. Karl is looking at moving the physical servers to a cloud based server, proposing this will improve both the Civic Centre and remote working by increasing band width. It was highlighted that Wiltshire Council already do work remotely, offering benefits to officers enabling them to connect anywhere. Going forward any IT provider will be recommending a cloud based server. This would allow the TTC system to have an easier tendering option in terms of moving suppliers and would mean the council would be set up for the future allowing officers to work from home with more streamlined working. Our tender period with Oakford ends in 2 years so they have tried to align the costs as close as possible but when we get to years 3 & 4 we would own the equipment (a hire purchase type arrangement). The equipment itself will be suitable to continue using and we could invest some savings made in years 3, 4 and 5. It is a necessary upgrade which will work both now and in the future.

Councillor Brice moved the motion, seconded by Councillor Hoar and approved unanimously by the committee.

RESOLVED to approve the proposal from Oakford for an extension to existing contracts for IT support and an immediate migration from server based to Cloud based IT at a one off cost of £2,600 and an additional £197 per month for two years. And to utilise future savings from the third year for the potential purchasing of IT equipment to provide for staff to work from home and to support councillors, allowing the council to be set-up for homeworking in any situation.

1950 PARK FEES TO CHARITABLE ORGANISATIONS

The Facilities Manager explained this was brought up at the last Leisure & Information Services meeting. The Town Clerk explained this was referred back by Full Council for it to be re-considered to decide whether they want to reverse their previous decision. It is appropriate for Councillors to have an open discussion on this subject during this meeting. Councillors Bates & Hoar discussed this with Hayley prior to this meeting.

Councillor Oldrieve asked for details of the fees in question. Hayley clarified that the administration fee is £45, charity hire of £50 for half the park, £80 for full park and commercial fees are £210 for half park or £336 for full park. Councillor Oldrieve asked what would be the loss to the council? If we waive the fees for these charities we need to take this into account when we discuss the next grants. Hayley highlighted that potentially you have to recognise it within the grant or on top of the grant. The only other option is that each event will need to be brought to committee. Councillor Fuller stated that some areas of concern are the Carnival and Armed Forces weekend, so where they have services it should come out of their grant. The Carnival can be quite expensive so it's likely that substantial assistance is given to the carnival by TTC which is a considerable expense. Hayley replied that a core grant was provided for the infrastructure required for the Carnival to happen. It is believed that money collected during the event is donated to charities. There is a cost involved in using council officers to assist with set up and helping at the Carnival. This is incurred on top of the grant allocated.

Cllr Hill left the meeting.

Councillor Whiffen stated that the Armed Forces weekend hire the park for 4 days at a cost of £320. He believes that it should be an exception as it is a not-for-profit organisation which holds this event costing in excess of £20,000 per year and is a huge benefit to the town and it's residents. The Facilities Manager explained that the fee structure can be discussed with HOS and Chair of the Committee when making a booking. It was highlighted that storage is provided for free storage of any equipment. We have already agreed a 15% multiple day discount. If an organisation is unhappy they are welcome to discuss those fees.

Councillor Piazza highlighted that the Carnival haven't been able to raise any money during this pandemic. Hayley replied that we work really hard to support community groups in applying for grants. We need to support local groups but ensure they are aware we are not the only body that can help them. We need to look at all organisations equally & transparently, not any groups being more or less important than others. Councillor Hoar agreed with Councillors Piazza and Whiffen. He suggested TTC could provide a limited number of days available to the Carnival & Armed forces as they are important for the town. Hayley stated that commercial prices have already been approved but if community groups contact us we can bring this to council to discuss & come up with a package.

Councillor Oldrieve suggested we shouldn't show a bias towards certain charities. It can come as a shock to some when they learn they have to pay a fee. If we want fees for the park it looks like we are stopping events happening in Trowbridge. When we offer additional services over & above we should look at invoicing for that. We don't need to make a rush decision as People's Park is not currently in use this summer. It was proposed that we look at the principal of having the park available as free use for charities and charge for extra services. Councillor Hoar suggested that charities could opt in for extra services. Hayley clarified that in terms of opting in they would need to submit their risk assessments etc. Clarification was asked for in terms of whether commercial fees are the same, charities will be free or on a case-by-case basis but will we charge an admin fee for all? Cllr Oldrieve stated that if a risk assessment is sent in then they shouldn't be charged a fee.

Cllr Cavill joined the meeting.

The Town Clerk stated that cases not already encapsulated in a policy they will need to come to committee. Councillor Whiffen asked if WAFVC can be included as they are not a registered charity? The Town Clerk agreed that yes, armed forces are already encapsulated within the Grants Policy. Councillor Palmen asked if Cllr Piazza is happy with this proposal? Councillor Piazza asked this to be reiterated. The Town Clerk explained the proposal and identified that it is not simple but needs to be made complicated to get it right. Councillor Piazza stated he preferred Councillor Oldrieve's original idea and The Town Clerk stated Councillor Oldrieve's idea has been encapsulated in the motion. Councillor Piazza asked for an example of how this would work for the Carnival. The Town Clerk explained the Grants Policy will come before the P&R Committee in September for the following year. The Grants Policy can be changed to include those organisations which hold events in the park on a regular basis (eg Carnival and Armed Forces) to state they will get use of the park for free. Councillor Oldrieve is happy that this encompasses all he had hoped for so would be happy to second this proposal.

A proposal was moved by Councillor Palmen and seconded by Councillor Oldrieve as amended;

RESOLVED that we make exceptions for fees charged to organisations for use of the park on a case by case basis, with such cases being brought to the committee for consideration if not already covered in Policy and with the principle it should be free for all registered charities with an opt-in for additional chargeable services.

1951 QUARTERLY MANAGEMENT ACCOUNTS

The committee **RESOLVED** to approve the 3rd Qtr Accounts, copies of which had been previously circulated with the Agenda.

Hayley highlighted that Leisure is favourable and the tennis courts are doing really well. Cllr Oldrieve asked where the risk areas are with Covid? Hayley stated she is not worried but it will all resume in a different format. It is expected that based on current guidelines holiday clubs will have to function differently going forward. For example, staff may need to go into schools to work within 'bubbles' and we may need to look at high risk vs lower risk e.g. Using equipment. Cllr Bates asked if we have any commitment from schools yet? Hayley responded that she is having dialogue with schools regarding delivering PE and she is working with local sports partnership, leading on a Covid community project.

Cllr Bates asked about insurance on the museum which was low but has come out much higher than budgeted for, please could Hayley clarify this? Karl stated that this is based on the contract works policy which was under the insurance section but a proportion of this will be claimed back by the lottery grant.

1952 DATE OF NEXT MEETING

NOTED: the next meeting to be held on Tuesday 22nd September 2020 at 19.00hrs, This will be a full public committee meeting. Venue TBC.

1954 MEDIA RELEASE

The committee **RESOLVED** to make a media release on the success of the tennis courts. To all Councillors for information.

Meeting closed at 20.40 hrs

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

**LEISURE & INFORMATION SERVICES COMMITTEE MEETING
9th JUNE 2020**

ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
<p><u>INFORMATION TECHNOLOGY UPGRADE</u> <i>RESOLVED to approve the proposal from Oakford for an extension to existing contracts for IT support and an immediate migration from server based to Cloud based IT at a one off cost of £2,600 and an additional £197 per month for two years. And to utilise future savings from the third year for the potential purchasing of IT equipment to provide for staff to work from home and to support councillors, allowing the council to be set-up for homeworking in any situation.</i></p>	KB	
<p><u>PARK FEES TO CHARITABLE ORGANISATIONS</u> <i>RESOLVED that we make exceptions for fees charged to organisations for use of the park on a case by case basis, with such cases being brought to the committee for consideration if not already covered in Policy and with the principle it should be free for all registered charities with an opt-in for additional chargeable services.</i></p>	HB/LA	
<p><u>QUARTERLY MANAGEMENT ACCOUNTS</u> <i>The committee RESOLVED to approve the 3rd Qtr Accounts, copies of which had been previously circulated with the Agenda.</i></p>	HB	
<p><u>MEDIA RELEASE</u> <i>The committee RESOLVED to make a media release on the success of the tennis courts.</i></p>	HB/AC	