

MINUTES

At a meeting of the Leisure Services Committee held in the Pitman Room, The Civic Centre, St Stephens Place, Trowbridge on Tuesday 28th August 2018 at 19.00hrs.

Present: Councillors: Bateman-Gay, Bazan, Blackmore, Brice, Fuller, David Halik (in the Chair), Deb Halik, and Palmen.
Cllr Oldrieve was in attendance.
Officers: H Bell, Mrs T Carpenter (Minutes)
Members of Public: 0 Members of the press: 0

1863 APOLOGIES

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

1864 MINUTES

a) **RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 19th June 2018.**

b) No questions arose.

1865 DECLARATIONS OF INTEREST

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

1866 CHAIR'S ANNOUNCEMENTS

There were no Chair's Announcements.

1867 OPEN FORUM

There were no members of the public present.

1868 THE LEISURE SERVICES DEPARTMENT REPORT

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

1. **Staff** – Connor Stevens is stepping down from his role as Camp Co-ordinator at his request, returning to his previous role as a Sports Coach. The vacancy will be filled Internally.

1.3 Sports Coaching finance – Aaron was praised for the good work he has done in improving the Sports Coaching finances by saving money in natural ways.

1.5.2 Feedback on roadshow locations – the lack of toilets will need looking at, particularly at Paxcroft Mead. HB to supply KPIs at the next meeting. HB also reassured members that our inflatables comply with Health & Safety regulations, staff being fully aware of recent incidences reported nationally in the news.

1.7.2 Walking Sports - going ok but not as well as expected. A review was undertaken which showed that evenings were more popular and better attended, therefore the day sessions have now been moved to evening sessions. These will start again in September with floodlights. Walking Sports is for anyone over the age of 16 and any ability. A Christmas party will be organised for all taking part.

Action: HB to give Cllr David Halik a copy of the Walking Sports support group list.

Action: HB to email out the training card to councillors for info purposes.

School income is increasing so the team can relent on smaller business elements and concentrate on more corporate elements.

1.11 Sponsorship – the committee expressed their thanks to Chandlers for their sponsorship.

1.12 Minibus – the team need a new minibus, however it would be more beneficial if it was a bit smaller (14 seater) so that more people can drive it. It is hoped to finance this from grants and the sale of the current minibus.

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

2. Facilities

2.1.1 Bandstand - Electricity in bandstand will be returned after construction work finished.

2.1.2 Floodlighting - Some concern was expressed that access to the tennis courts is being obtained by a youth climbing over the fence and then letting others in. This action has been noted and the police will be informed if this becomes a regular activity.

It was noted that special discount is available for groups on block bookings.

2.3 Contracts – a final notice has been issued to the cleaning contractor and some improvement has been noted, although it is still currently under review. The specification which was provided by the contractor is very good, however a good management of this service is required.

2.4.1 Christmas Lights Switch On event – the Facilities Manager has an allocation in his budget to look at town events, which will include an ice rink in the town centre and bar trestle tables. The town council is working with the Trowbridge Chamber of Commerce and The Shires for this one-day event. HB and AC will be hand delivering letters to every business.

3.2 Sports & Play Festival – outstanding! Congratulations to the team. HB reported that it was good to link with Wiltshire Council. A trip is planned to visit Brighton with regards to ideas for the Festival.

3.3 Wiltshire Armed Forces Weekend – this budget code now sits with Leisure & Information Services.

4.1 Partnerships – Active Trowbridge now working more with the Longfield community. KPIs will be provided at the next meeting. Also working more closely with Trowbridge Chamber – have some ideas in town centre for next year.

5.2.8 Trowbridge Pride – the Chair reported that he had received some observations regarding adverse comments on social media and the Wiltshire Times website. Members had not been advised regarding the change of use of a town park event, however the article in the press has since been received in a positive light and Cllr Fuller expressed his support for the article. Despite this he felt it should have come to committee first as a new use for the park and requests for sponsorship put out. He confirmed however that the nature of the title hits a target audience we should be involving. The Head of Service asked whether every new event should come to committee, however the Chair felt this would be too restrictive but confirmed that if the town council is supporting something then committee should know first. The Head of Service confirmed she would keep the committee updated.

5.2.10 Street Pastors - went well.

5.3.1 Visit Wiltshire – the Customer Services Manager and the Head of Service have had good conversations with Visit Wiltshire. A clear commitment was made on both sides. It was confirmed that the town will be marketed as a Magna Carta town. All are liaising with Clare Lyall on anything heritage related. It was suggested that we could consider a mosaic on the ground in the town centre of our Baron Henry De Bohun.

6.1 Civic Service – it was suggested that any future Civic Service not to be held in a church could be held on a Saturday.

1869 TOWN GUIDE (Report item 5.2.6)

Members considered whether the town council should produce a Town Guide, as per the recommendation from Full Council at their meeting held on 17th July 2018. The head of Service reported that a town guide is really only as good as the day it was printed as they go out of date so quickly, although the use of the map is beneficial, however the funding for this marketing will be better utilised than producing a town guide by the new 'Visit Trowbridge' website, which will be so up to date.

RESOLVED not to proceed with the publication of a town guide.

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

1870 QUARTERLY MANAGEMENT ACCOUNTS

The Head of Service reported that phasing had had an impact on both sets of 1st quarter accounts and that her department is working to a scheduled maintenance programme over a period of a time for the future.

Our tenants have now become responsible for their own utility bills and utility companies informed. It became apparent that the town council has been paying business rates, therefore Wiltshire Council have given us 100% discretion. Some refund is due.

The Head of Service is currently looking at lease agreements.

RESOLVED to approve the 1st Quarter Accounts for this committee, copies of which have previously been circulated with the Agenda. An official letter of congratulations to be sent to the team from the committee.

1871 DATE OF NEXT MEETING

NOTED: the next meeting to be held on Tuesday 27TH November 2018 at 19.00 Pitman Room. The Civic Centre, St Stephens Place.

1872 MEDIA RELEASE

RESOLVED to make the following press release:

- a) Active in Your Park***
- b) Walking sports review of summer delivery***

Meeting closed at 20.00hrs

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

LEISURE & INFORMATION SERVICES COMMITTEE MEETING 28th AUGUST 2018

ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
<i>Action: HB to give Cllr David Halik a copy of the Walking Sports support group list. Action: HB to email out the training card to councillors for info purposes.</i>	HB	
<u>QUARTERLY MANAGEMENT ACCOUNTS</u> <i>RESOLVED to approve the 1st Qrt Accounts 2018/19</i>	LA	
<i>RESOLVED not to proceed with the publication of a town guide.</i>		
<i>An official letter of congratulations to be sent to the team from the committee.</i>		
<u>MEDIA RELEASE</u> <i>RESOLVED to make the following press release:</i> a) <i>Active in Your Park</i> b) <i>Walking sports review of summer delivery</i>	HB/AC	