

Civic Centre  
St Stephen's Place  
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Wiltshire.  
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21<sup>st</sup> November 2018

## **SUMMONS**

To members of the Leisure & Information Services Committee: Councillors: David Halik (Chair), Cooper (Vice Chair) Bateman-Gay, Bazan, Blackmore, Brice, Drewett, Fuller, Deb Halik and Palmen

Dear Councillor,

You are hereby summoned to a meeting of the **Leisure & Information Services Committee** to be held on **Tuesday 27<sup>th</sup> November 2018 at 18.00hrs** in the Town Clerk's office, Civic Centre, St Stephens Place, Trowbridge.

Yours faithfully

Lance Allan  
Town Clerk

Members of the public are welcome to attend meetings of the Council and Committees, unless specifically excluded due to the confidential nature of the business.

Enquiries Tel: 01225 765072 or e-mail: [info@trowbridge.gov.uk](mailto:info@trowbridge.gov.uk)

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## **PLEASE NOTE CHANGE OF START TIME AND VENUE**

### **AGENDA**

1. **APOLOGIES**
  - a) **To receive** apologies from those members unable to attend.
  - b) **To consider for acceptance** those apologies received with reasons.
2. **MINUTES**
  - a) **To approve** as a correct record Minutes of the meeting held on Tuesday 28<sup>th</sup> August 2018.
  - b) **To consider** any questions arising from those minutes.
3. **DECLARATIONS OF INTEREST**

**To receive** Declarations of Interest not already included on the Register as appropriate in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and in accordance with the provisions of the Localism Act 2011 in respect of members.
4. **CHAIR'S ANNOUNCEMENTS**

**To note** any announcements from the Chair.
5. **OPEN FORUM**

**To take** questions from the public, these may be answered but not debated.

6. **THE LEISURE SERVICES DEPARTMENT REPORT**  
To consider the Head of Leisure Services report (copy attached).
7. **EVENT PLANNING (Report item 2.9.2 – A)**  
To consider the Facilities Manager's  
**RECOMMENDATION 1:**  
**A. TIMESCALE** - That the minimum time for receipt of documents (booking form) shall be extended from 8 to 16 weeks in advance of event date (large events) and 4 weeks (small events).  
  
**B. PLANNING AND STANDARDS**  
**B.1** That a complete document set shall be provided with the booking form;  
a) Completed Event Management Plan  
b) Risk Assessments  
c) Evidence of Public Liability  
**B.2** That a new plan and risk assessment is created for each event, including reoccurring events providing for; general descriptions of programme and attractions without times or dates and site descriptions that cannot change between events.  
**B.3** That plans are created in accordance with established external precepts (www-purple-guide.co.uk and HSE Event Safety Guidance).  
**B.4** That a dialog is established with Wilts Event Safety Advisory Group (ESAG) who shall be provided with plans for large events  
**B.5** That any plan or assessment is not acceptable until agreed in full by a council officer or committee.  
  
**C. WORKFLOW**  
**C.1** That new workflow shall be adopted for large events and small events with the intention of placing greater responsibility for planning the event onto the organiser.  
  
**D. FINANCES**  
**D.1 Large Events** That administration charges are paid at time of submission of documents. That land hire charges are paid before permission letter is produced.  
**D.2** That additional administration fees for incomplete assessments, plans etc. may be levied at the Facilities Manager's discretion in cases where consultation extends into an 8 week period before event date.  
**D.3 Small Events.** That administration charges and land hire charges are paid on agreement of terms, before permissions letter is produced.  
  
**RECOMMENDATION 2:**  
That a Town Council Event Safety Committee be formed with the intention of reviewing planning for large scale events extending over two or more days (including build up and strike) and that the decision of that committee with respect to planning and permissions shall be upheld by councillors.
8. **PRICING FOR PARK EVENTS (Report item 2.9.2 – 4B)**  
To consider the Facilities Manager's  
**RECOMMENDATION**  
Commercial rate: £300 show day, £200 strike and build days (or part day)  
Charity and non-profit: £50 per part or full day  
Administration fee: £30 single charge  
These charges are published on the booking form that is sent in response to enquiries.
9. **QUARTERLY MANAGEMENT ACCOUNTS**  
To consider the 2<sup>nd</sup> Quarter Accounts for this committee (copy attached).

- 10. DRAFT BUDGET 2019/20 (Report Item 7)**  
**To consider** this committee's draft Budget 2019/20 for approval to the Policy & Resources Committee at their meeting on 8<sup>th</sup> January 2019 (copy attached).
  
- 11. EXCLUSION OF PUBLIC AND PRESS**  
That; in accordance with the Public Bodies (Admission to Meetings) Act 1960, it would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted; and therefore the meeting do resolve that the public and press be temporarily excluded and be instructed to withdraw.
  
- 12. PERSONNEL**  
The Head of Service to give a verbal report.
  
- 13. DATE OF NEXT MEETING**  
**To note** the next meeting to be held on Tuesday 26<sup>th</sup> February 2018 at 19.00 Pitman Room. The Civic Centre, St Stephens Place.
  
- 14. MEDIA RELEASE**  
**To consider** if the Council should make a press or social media release regarding any of the issues considered by this meeting.

*To all Councillors for information.*