

MINUTES

At a meeting of the Leisure Services Committee held in the Pitman Room, The Civic Centre, St Stephens Place, Trowbridge on Tuesday 27th November 2018 at 19.00hrs.

Present: Councillors: Bazan, Blackmore, Brice, Fuller, David Halik (in the Chair), Deb Halik, and Palmen.

Cllr Kirk was in attendance.

Officers: H Bell, Mrs T Carpenter (Minutes)

Members of Public: 0 Members of the press: 0

1873 **APOLOGIES**

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

1874 **MINUTES**

a) **RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 28th August 2018.**

b) No questions arose.

1875 **DECLARATIONS OF INTEREST**

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

1876 **CHAIR'S ANNOUNCEMENTS**

There were no Chair's Announcements.

1877 **OPEN FORUM**

Councillor Kirk requested and the Chair approved that he speak on various agenda items as they arose on the agenda.

There were no members of the public present.

1878 **THE LEISURE SERVICES DEPARTMENT REPORT**

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

1.2.5.1 Training Opportunities – Councillor Deb Halik suggested Active Trowbridge could look into and facilitate degree level qualifications on sports for Active run courses with Wiltshire College. The Town Clerk is meeting the principal, Amanda Burnside, in February.

1.4.3 Partnerships – it was noted that links with nurseries in the centre of Trowbridge are being looked into in January, being mindful of a new soft play activity centre opening in Silver Street in the New Year. All February and Easter dates have been arranged at The Civic.

1.5.3 Inflatables – Active now pack down inflatables prior to any firework displays; inflatables are annually inspected.

1.6.1 Tennis Coaching - Bath Rugby Club want to use hard courts, meeting next week to discuss.

1.6.2 Walking sports - reshaping. No floodlights fitted yet so have moved some sessions and pulled back until March. Running activities will be held off one site only now at John of Gaunt which will allow staff to do split shifts and less TOIL.

1.10 Grants - next round for Tesco's for a new minibus.

2.1.1 Facilities Support Officer - need to split the role – 2 x 20hr week flexible working. Idea of the role was to substitute Karl but will depend on the demand of the building.

2.3 Longfield community Centre – HB needs to review the budget to ensure the Community Centre is on a benchmark –quotes have been requested before finalising the budget. The committee agreed the building looks tired and needs a bit of investment. An instant defecting system has been produced by Richard Riley

2.4 Temporary Storage - The committee congratulated the department on securing temporary storage for less money in Court Street.

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

2.8.1 Vans - One pick-up and 4 vans – only get two hours a week when the whole team are together – meet up on Tuesday mornings, hence the new vans are parked outside the Civic during this time.

2.10.1 Christmas Lights Switch On 2019 - 30th November 2019 – to be confirmed by KB. Feedback on this year's Switch On – the activities on Fore Street were well received. The press prefer photos in Fore Street. De-brief meeting to be held. Looking at shed for Trowbridge Chamber of Commerce for next year. Cllr Drewett will attend the de-brief.

3.1 Sports Pitches - FC don't attend Active Festival – clashes with something else. (13TH July 2019)

3.1.1 Doric Park - looked at squash courts – met with Wiltshire College re relocating sports courses to Doric, who are keen to have daytime use of all facilities. Need Yearly events plan – HB working on it. 2019 like for like.

4.4.7 Trowbridge Pride - thanks to the Customer Services Manager for facilitating.

4.5.3 Remembrance Service – it was noted that the photo in the Wiltshire Times taken from the multi storey included a flag flying, however this must have been last year's photo as no flag was flying this year! The knitted poppies provided a good effect. Thank you to all. Issues with the PA system were noted and will be rectified for next year.

1879 EVENT PLANNING (Report item 2.9.2 – A)

Councillor Kirk enquired if **A – Timescale** applies to long standing clients as well as others – yes. We can offer assistance to fill in booking forms.

RESOLVED to approve the following:

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.

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

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.

1880 PRICING FOR PARK EVENTS (Report item 2.9.2 – 4B)

RESOLVED to approve the following

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.

1881 QUARTERLY MANAGEMENT ACCOUNTS

The committee considered the 2nd Quarter Accounts, copies of which had previously been circulated with the Agenda.

The committee suggested that grants should not be considered as part of guaranteed income as we shouldn't be reliant on them.

Business rates – the HOS has checked all business rates on all our services and The Civic and Museum are not entitled to any reductions.

RESOLVED to approve the 2nd Quarter Accounts.

1882 DRAFT BUDGET 2019/20 (Report Item 7)

RESOLVED to RECOMMEND the draft budget for the department to the Policy & Resources Committee for approval at their meeting on 8th January 2019.

1883 EXCLUSION OF PUBLIC AND PRESS

RESOLVED 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.

1884 PERSONNEL

The Head of Service reported on the recent review of the staffing structure within the department and updated members of the re-shuffle of posts, all of which are to commence in January 2019. Councillors will be sent an updated organisational chart.

1885 DATE OF NEXT MEETING

NOTED the next meeting to be held on Tuesday 26th February 2019 at 19.00 Pitman Room. The Civic Centre, St Stephens Place.

1886 MEDIA RELEASE

RESOLVED not to make any press releases.

Meeting closed at 19.30hrs

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

LEISURE & INFORMATION SERVICES COMMITTEE MEETING 27th NOVEMBER 2018

ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
<p>RESOLVED to approve the following: 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.</p> <p>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.</p> <p>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.</p> <p>D.3 Small Events. That administration charges and land hire charges are paid on agreement of terms, before permissions letter is produced.</p>	<p>HB/KB</p>	

RECOMMENDATION 2: <i>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.</i>		
RESOLVED to approve the following RECOMMENDATION <i>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.</i>	HB	
Councillors will be sent an updated organisational chart	HB	