

Civic Centre
St Stephen's Place
TROWBRIDGE,
Wiltshire.
BA14 8AH
info@trowbridge.gov.uk

2nd December 2020

SUMMONS

To members of the Leisure & Information Services Committee: Councillors: Bates (Chair), Brice, Fuller, Halik, Hill, Hoar (VC), Kirk, Oldrieve, Palmen and Piazza.

Dear Councillor,

You are hereby summoned to a meeting of the **Leisure & Information Services Committee** to be held on **Tuesday 8th December 2020 at 19.00hrs** on Microsoft TEAMS.

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

AGENDA

1. **APOLOGIES**
 - a) **To receive** apologies from those members unable to attend.
 - b) **To consider for acceptance** apologies received with reasons for absence.
2. **MINUTES**
 - a) **To approve** as a correct record Minutes of the meeting held on Tuesday 22nd September 2020.
 - 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 & Information Services report (copy attached).

7. **CHARLES STREET (Report Item 2.3.1)**
To consider the RECOMMENDATION: To approve a new extension of the current lease for Charles Street from Selwood Housing. Trowbridge Town Council to sub lease to Trowbridge Future.

8. **CIVIC CENTRE MAINTENANCE (Report Item 5.1.3)**
To consider the RECOMMENDATION: To approve, in accordance with Standing Orders B10.2.2, to proceed with the repair works as described above to a budget of £6750 which includes a 20% contingency.

9. **LONGFIELD MAINTENANCE (Report Item 5.3.1)**
To consider the RECOMMENDATION: To approve in accordance with Standing Orders B10.2.2, to proceed with roof repair works to LCC and to the budget of £7200 which includes a 20% Contingency on this project.

10. **INFORMATION TECHNOLOGY (Report Item 5.4)**
To consider the RECOMMENDATION: To approve in accordance with Standing Orders B10.2.2, to proceed with leasing 6 x Laptops to the budget of £320 per quarter for 36-months (Total £5,174).

11. **QUARTERLY MANAGEMENT ACCOUNTS**
 - a) **To consider P & Ls** (Report item 1.1)
 - b) **To consider the Q2 Accounts** for this committee (Report Item 1.2) (copy attached).

12. **BUDGET**
To consider the draft budget request to go forward to the Policy & resources Committee on 5th January.

13. **DATE OF NEXT MEETING**
To note the next meeting to be held on Tuesday 9th March 2021 at 19.00hrs, on Microsoft MS TEAMS.

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.

29.9.20 – Beat The Street Press Release

To all Councillors for information.