

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

3rd March 2021

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 9th March 2021 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

This meeting will be recorded.

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 8th December 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. REFURBISHMENT OF THE 4 TROWBRIDGE MUGAS TO ETC SPORTS

To note at the tender review meeting held on TEAMS at 6pm on Thursday 4th February the panel agreed to issue the Award Decision Notice pursuant to Regulation 86 of the Public Contracts Regulations 2015 for refurbishment of the 4 Multi Use Games Areas within Trowbridge to ETC Sports. The works are funded from grants received by Sport England, Selwood and Wiltshire Council.

8. STRATEGY (Report Item 2.4.1)

RECOMMENDATION – that the Head of Service develops of a Leisure Service Strategy 2021 – 2025 in line with the national and local strategic themes, to be approved at the June meeting of the Committee and which will be part of the Council Strategy to be approved at Full Council in July.

9. TROWBRIDGE TOWN PARK FACILITIES (Report Item 2.4.3)

Tennis

RECOMMENDATION – To provide Ron Marshall 4 weeks' worth of free court hire as part of a Covid Recovery for outdoor sport, this will allow him to rebuild Tennis usage the total amount of free usage would be of the value of £400.00.

Bowls Club

RECOMMENDATION – The committee allows a deduction of £500 on the yearly rent for 2020 – 2021. This is to cover the two water heaters the club purchased and the dispute over the standards of the Bowls Club green.

10. CLEANING SERVICES CONTRACTOR (Report Item 5.18.3)

RECOMMENDATION – to extend the SLA for RJC Cleaning Services for 12months, to continue the flexible approach with TTC during this difficult period and to seek to go to tender as an open opportunity again at the start of 2022 for a contract start of 1st April 2022

11. PROCUREMENT DECISIONS

To note: A Tender review panel met on 14th January to review M&E consultancy submissions to provide the service to review and recommend HVAC replacement at the Civic Centre. Two companies were shortlisted at the meeting to provide some further clarification for the project costs afterwards. Both being able to provide the service required for the council and meeting the specification have responded. The lowest quotation was submitted by Ridge & Partners Ltd. Their combined fee, including fees that would be covered under the project of replacement of the Air Source Heat Pump is £5460+VAT (£1800+VAT of that total should be accounted for in the actual project costs for the services to commission and instruct the contractors)

RECOMMENDATION: To allocate £5460+VAT for the services of M&E consultancy by Ridge & Partners as agreed by the tender review panel. This will come from the project budget in 701.

12. CHRISTMAS LIGHTS 2021

To consider the **RECOMMENDATION:** To approve the date for the 2021 Trowbridge Christmas Lights Switch On, either Saturday 27th November or Saturday 4th December.

13. QUARTERLY MANAGEMENT ACCOUNTS

a) To consider P & Ls (Report item I.1)

b) To consider the Q3 Accounts for this committee (Report Item I.2) (copy attached).

14. DATE OF NEXT MEETING

To note the next meeting to be held on Tuesday 29th June 2021 at 19.00hrs, on Microsoft MS TEAMS.

15. MEDIA RELEASES

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.