

MINUTES

At a meeting of the Leisure & Information Services Committee held on MS TEAMS on Tuesday 29th June 2021 at 19.00hrs.

Present: Councillors: Allsworth, Bates (Chair), Hoar, Jacob, Edward Kirk, Emily Kirk, Palmen, Trigg and Vigar.
Officers: H Bell (Head of Leisure & Information Services), K Buckingham (Facilities Manager), A Quick (Minutes).
Members of Public: 3 (Including Cllr Piazza) Members of the press: 0

1995 APOLOGIES

- a) No apologies were received.
- b) **None.**

1996 MINUTES

- a) **RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 9th March 2021.**
- b) There were no questions.

1997 DECLARATIONS OF INTEREST

It was noted that Cllr Trigg and Cllr Palmen will not take part in Item 8 due to their declarations of interest in Trowbridge Future.

1998 CHAIR'S ANNOUNCEMENTS

The committee were welcomed to the first Face to Face meeting for Leisure in 18 months. Thanks were given to TTC Officers and Councillors. Congratulations to H. Bell & A. Saviour for their preparation of the summer holidays – kids camps, soccer schools, roadshows & summer schools. Some members of the team have delayed holiday as it has been so busy. During the summer holidays Hayley will be based at John of Gaunt school and TTC will be charging for her time.

1999 OPEN FORUM

Mr Mitchell – It was requested that public seating is moved for future meetings to allow better visibility of speakers.

It was highlighted that at previous Armed Forces Day uniformed units were always invited to join us. We have missed 2 years of celebrations and it is difficult to support veterans with this loss of events. Have TTC thought of contacting WC to explore the possibility of support? **Mr Mitchell requested a written reply.**

Catering Van – There was an issue with the park café in the past and it is recognised that the café owner's opinion was relevant to the decision. It was requested that if approval is given the van would not be positioned by the War Memorial.

Cllr Piazza – A meeting to discuss Armed Forces Day will be held on 13th July. A Uniformed Service Day would be an opportunity to say thank you to the uniformed services. It would not be intended as an annual event, although could be if desired. HOS stated that there is no current contact list for Armed Forces, this will be discussed further at Agenda Item 7.

1100 THE LEISURE SERVICES DEPARTMENT REPORT

The committee considered the Head of Services report, copies of which had been circulated with the Agenda.

1.1 Finance – An explanation of Finances was requested. HOS explained the facilities budgets include all utilities bills and the Civic Board report on income generation and expenditure relating to that department.

2.2 Environmental – A query was posed regarding the viability of walking to coaching sessions as most activities are not within walking distance. HOS replied that this will be done when possible, eg to local schools, but it will be re-worded in the report.

2.4.3 Trowbridge Town Park Facilities - Cllr Vigar asked if a pay per play option is available for tennis. HOS replied yes, this is an option. Cllr Kirk asked about the issue with the Bowls Club. HOS had a benchmark of the green organised, Ide Verde responded to questions about how this needs to be maintained and the Bowls Club are happy with this. The standard of the green was the issue therefore we got an independent expert to assess this. Cllr Jacob asked if the bowls club pay the maintenance themselves. HOS replied that we have tried to work this out by looking at the contract but it is not clear. When the grounds maintenance contract comes up for renewal we will know this information. A more eco way of looking after the grounds is preferred. Cllr Bates attended the club and they were very welcome and appreciated the work done with HOS & Facilities Manager to rectify issues.

2.4.4 Neighbourhood Facilities - We should be approaching Sgnt Chilton regarding damage done at Seymour. Cllr Kirk is unhappy with the ongoing cost of vandalism and the action of the police is unacceptable. The facilities have been welcomed by the residents. Cllr Kirk asked how much are the ongoing costs for repairs? **It was asked if a record can be kept of this by the Facilities Manager.**

Local Sports Clubs – Young sports teams are struggling to get new members. HOS is going to the committee meeting at TTFC to highlight the issue with recruiting new members and female players. Cllr Kirk highlighted this has a greater impact on TTC with the liability on Woodmarsh. **This needs to be taken to the next LS&I meeting.**

3. Active Trowbridge – Cllr Kirk requested we show the amount of subsidy for Parish schools by Trowbridge Town Council, he also requested HOS to find out why the reasons why certain schools don't use AT It was asked whether the running total could be calculated by the subsidy per hour to give full disclosure on the report. Cllr Jacob suggested we need to view it as supporting children's activity and the service we are providing. Cllr Bates suggested waiting till September so we can bring forward figures and HOS highlighted this information will be available on the P&Ls. Cllr Bates has had a resident asking when Active Trowbridge could return to their school rather than a private provider being used. Cllr Jacobs stated schools make a decision based on the money available and the service they want. Cllr Kirk has looked at different options but he wants to show that we are committing £X to schools therefore should be a positive to represent these figures. Schools and tax payers are contributing to it but is there any drive over the summer to increase the number of schools taking this service on. HOS highlighted that TTC have advised not to provide this service outside the parish. The purpose of Active Trowbridge is to ensure that all children are able to access activities but it is down to the schools to offer this as they choose. It helps us to run roadshows, summer schools etc, we want this to be as inclusive as possible for the whole community. Walwayne, Paxcroft and the Mead school don't provide this service but it doesn't mean the children are missing out.

Marketing – Cllr Kirk asked if this all comes from 1 budget? HOS replied that the marketing budget has been cut as we haven't needed it over the last year. We are now using Brightside and our own social media pages across the council.

Play Area – Cllr Kirk asked if Parsonage Road was flooded? Please can this be corrected as it is not completed. HOS confirmed this will be updated in the report.

6.3.1 Queen's Platinum Jubilee – Cllr Trigg suggested that over the 4 day bank holiday weekend there will be an expectation that events will take place. HOS advised that if we facilitate doing something on the Wednesday during school holidays we might get better attendance.

Civic Service – to be held this Sunday.

Skate Park – Cllr Kirk highlighted that TTC should support the skate park more. Can the council investigate the indoor facility? HOS realises the skate group are very forward thinking and there is conversation with the skate group with a view to getting together with some ideas for the future, eg. Stallards as an asset transfer could be potential for a BMX track, parkour park to target young people who want alternative sports. Funding could be available.

HOS and Liam Cripps will ACTION discussion with the skate group with their vision on the future of the skate park.

1101 **ARMED/UNIFORMED SERVICES DAY (Report Item 6.3.3)**

The committee **CONSIDERED** the HOS report and the following **RECOMMENDATION** and it was proposed, seconded and unanimously; **RESOLVED: That the committee considered the council's support for**
b. Uniformed Services Day on Saturday 10th September 2022
AND also supports Armed Forces Day on Saturday 25th June 2023.

Cllr Palmen asked what level and type of support would be expected? HOS advised if we take responsibility for participants' information this will be a big help and we would support the event management. Cllr Vigar clarified that Geoff Whiffen is in favour of the uniformed day in 2022. HOS clarified that we have been asked to make this decision tonight, ahead of the meeting on 13th July. It was highlighted that we don't have a database for the event yet and it might be that regular participants are already booked up. If we go for 2 events, it's 2 budgets and we would have to fund this from the precept. Cllr Emily Kirk asked if we could title one event 'Armed Forces & Uniform Day'. Cllr Trigg suggests that we want to help build capacity to run these events by including uniformed services. HOS advised it takes time get realistic costings together. Cllr Kirk suggests that if we don't do Armed Forces Day one year everyone will go and run other events going forward. HOS stated we are not doing lots of events and we might not be able to make a final decision until costings are fully available and we might be in a position to apply for a grant.

1102 **TROWBRIDGE FUTURE (Report Item 2.3.1)**

The Committee **CONSIDERED** the following and it was proposed, seconded and unanimously; **RESOLVED: That Active Trowbridge provides one hour of free sports coaching at Longfield Community MUGA, Studley Green MUGA and Seymour MUGA to run alongside Trowbridge Future Youth sessions over the summer Holidays.**

HOS confirmed specific sessions haven't been decided but a maximum spend of £480 will be allocated for staff time over the summer. Youth provision and MUGAs alleviate staffing constraints for Trowbridge Future. The recommendation is 1 hour per week.

1103 **DORIC PARK 3G-ATP (Report Item 2.4.2)**

a) The Committee **NOTED** that planning permission has now been granted, following consideration by the Western Area Planning Committee on 9th June.

b) The Committee **CONSIDERED** the following **RECOMMENDATION** from the Environmental Working Group and it was proposed, seconded and unanimously **RESOLVED: Trowbridge Town Council Environmental Working Group recommends that the Trowbridge Town Council Leisure & Information Services committee ask the appropriate officers to investigate and cost up the installation of solar panels on the roof of the building as part of the Doric Park 3G-ATP project and that once this information is known that the Council considers inclusion of this additional cost in**

the loan application for the project so solar panels can be installed during construction.

Cllr Hoar highlighted that Doric needs to be state of the art in terms of the environment and now is a good opportunity to borrow money for investment.

1104 STRATEGY (Report Item 2.4.1)

The Committee proposed the RECOMMENDATION is deferred to the next LS&I Meeting on 29th September, following the TTC Strategy meeting on 27th July. This was seconded and unanimously;

RESOLVED to consider and approve the HOS Leisure Services 2021 – 2025 strategy for Trowbridge Town Council at the LS&I Meeting on 29th September 2021.

1105 CATERING VAN

The Committee considered the RECOMMENDATION and it was moved, seconded and unanimously;

RESOLVED: That the application for a catering vehicle licence for the Park is referred to full council on 20th July for a decision.

Cllr Kirk asked if we can have licensing and all information before the meeting on 20th July. Cllr Palmen advised that we can decide what we can charge them. Cllr Vigar highlighted that the location is vital and alternative locations must be specified at full council.

1106 OPENING OF THE INFORMATION CENTRE (Report Item 7.7)

The Committee considered the RECOMMENDATION and it was proposed, seconded and:

RESOLVED: The Information Centre is closed on Saturdays and instead will attend the Weavers Market, Innox Mill Market, Town Market, to provide outreach and cross promote the Town Council and re-engage with our community.

HOS highlighted that coming out of Covid people are not going to come into TIC on a Saturday. As HOS I can make the decision in terms of the time frame for this re-deployment. Cllr Kirk would like TIC & The Civic Centre open on Saturdays. Cllr Trigg supports the increased engagement with the community but in an ideal world we would do both. TTC and Councillors should take this opportunity to get involved to show how proud we are of the town. Cllr Palmen stated that we don't have stewards to manage the information stalls so having hours from TTC would be appreciated. HOS clarified that it is about having flexibility in terms of using staff hours, particularly in autumn/winter.

Cllr Edward Kirk disagreed and Cllr Emily Kirk abstained.

1107 QUARTERLY MANAGEMENT ACCOUNTS

The Committee considered the Q4 Accounts included in the report and it was;

RESOLVED to approve the 4th Qtr Accounts, copies of which had been previously circulated with the Agenda.

Cllrs Kirk & Kirk abstained.

Cllr Jacob asked where the savings were made? HOS explained it was from Furlough and reduced expenditure. There will be a reduced budget next year due to redeployment. There will be a slight increase on kids camp but we haven't recruited at full capacity. It will hit the amount we can do in the community, eg roadshow will be 2 days instead of full weeks throughout the summer, but this is the directive being given by the TTC. Cllr Kirk highlighted that Active Trowbridge came about so that staff could provide summer activities but school coaching has taken over the park services. HOS disagrees; The remit of Active has increased and we still have the need to provide more for the community. Cllr Jacob advised that quality staff need to be used throughout the year in order to get them during the summer too. HOS advised that we couldn't offer after school clubs to all schools even if they wanted us. The Active team create healthy families due to the work done at the schools. It was noted that Woodmarsh should be in the main report,

Cllr Jacob advised that Melksham has a floral display for the Olympics, could we look at something similar with regard to significant sporting events?

I 108 DATE OF NEXT MEETING

NOTED: the next meeting to be held on Tuesday 28th September 2021 at 19.00hrs, to be held at The Civic Centre.

I 109 MEDIA RELEASE

The committee *RESOLVED* to make a media release on;

- *MUGAS and Vandalism (Wiltshire Times)*

To all Councillors for information.

Meeting closed at 2050 hrs

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