

MINUTES

At a meeting of the Leisure & Information Services Committee held on MS TEAMS on Tuesday 8th December at 19.00hrs.

Present: Councillors: Bates (Chair), Brice, Cavill (Substituted for Cllr Hill), Fuller, Hoar (Vice Chair), Kirk, Oldrieve, Palmen and Piazza.
Officers: L Allan (Town Clerk/RFO), H Bell (Head of Leisure & Information Services), K Buckingham (Facilities Manager), A Quick (Minutes)
Councillor Bryant
Members of Public: 3 Members of the press: 1

1967 APOLOGIES

- a) Apologies were received from Cllr Halik and Cllr Hill. Cllr Cavill substituted for Cllr Hill
- b) **RESOLVED to accept apologies with reasons.**

1968 MINUTES

- a) **RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 22nd September 2020. Proposed by Cllr Palmen, seconded by Cllr Oldrieve.**
- b) There were no questions.

1969 DECLARATIONS OF INTEREST

Cllr Kirk declared that he owns shops in Trowbridge.

1970 CHAIR'S ANNOUNCEMENTS

Cllr Bates gave thanks to the HOS, Leisure administrator and Healthier Communities Officer for organising Beat The Street which was a very successful community initiative.

1971 OPEN FORUM

Mr. Jubbie asked why the quarterly figure of £320 doesn't add up to the 12 months figure £5,174? The Facilities Manager replied that the total is the cost of the lease of the equipment if at the end of the period we buy the equipment. It is lease only so the equipment is still owned by the company but the extra payment is if we want to purchase the equipment. He asked for the loan criteria which the council have to abide by according to MHCLG. Cllr Kirk is not aware of receiving this and commented that the original request was based on the storage unit. Town Clerk confirmed the loan criteria has been circulated to all Cllrs twice, originally after the park storage query. Cllr Kirk requested criteria to be sent to all members (ACTION).

Mr Jubbie queried what general consultations have taken place for the Football Pitch. Town Clerk confirmed it was a Wiltshire Council consultation but still covered the necessary issues.

1972 THE LEISURE SERVICES DEPARTMENT REPORT

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

1.2.1 Grants – Cllr Oldrieve asked if we are still waiting for funding for the MUGAs. HOS replied we have £90,000 already secured from Sport England, they are aware there is a delay due to Covid. We are currently going through the appropriate tender process.

2. Active Trowbridge – Cllr Kirk asked for figures on what support have we received from the Government? It would be useful to keep track of the spending, who is using Active Trowbridge and how much it's costing the tax payer? Cllr Bates noted this request. The Town Clerk confirmed that this information was compiled on a quarterly basis and would be circulated after the Q3 data had been compiled.

2.2 Doric Park – Cllr Piazza asked about the goal to be Carbon neutral and Doric Park. As this is outside Trowbridge, residents will need to drive there so have we looked at the environmental impact of this? Town Clerk answered that what we have done in assessing the appropriate location for this facility we have found a location closest to Trowbridge so it is the most environmentally positive location which could be found. Cllr Kirk mentioned that the council should consider this as a commercial venture. He highlighted that Survey Monkey is not a representative survey so he will conduct his own representative survey of a selection of households. (NB the Ministry suggests use of Survey Monkey). Cllr Bates highlighted that incurring the cost of another survey for £4,500 was rejected at Full Council. Cllr Oldrieve disagreed with Cllr Kirk as Doric Park is a community project. Cllr Piazza asked how much will be used for residents and how much for commercial use? HOS clarified that it will be available for disability football, schools, festivals, walking football and turn up and play use. An example of Commercial is Bath Rugby who will be paying for the use. Cllr Piazza asked for an idea of the timetable. HOS will provide this in the New Year. HOS highlighted it will be a balance between residential use and commercial. Cllr Bates suggested meeting with HOS and Cllr Piazza in the new year to go through details.

2.4.5 Beat the Street – Cllr Piazza highlighted the excellent feedback from the community and thanked Hayley for the success of this, reiterated by Cllr Bates.

5.2 Environmental – Cllr Oldrieve asked about the priorities for the Carbon Neutral strategy. Facilities Manager replied that the Civic Centre is relatively environmentally friendly. Other buildings will provide bigger gains but it is a matter of funding. It comes down to the budget which depends on the Councillors. He mentioned that it will be a replacement strategy along with a bigger project of heat retention in the building. Cllr Kirk is concerned how we operate the Civic in terms of holding meetings, why don't we hold them in the foyer? Cllr Oldrieve suggested we have 1 hour meetings to reduce costs. Town Clerk answered that staff providing the service for meetings are not key holders of the building, therefore other staff will need to be in the Civic doing other work and securing the building whilst we are servicing the meetings. Cllr Kirk asked about the ongoing costs (repairs etc.) of the Civic Centre.

5.10 Town Centre CCTV – Cllr Piazza asked happened to the working group which was meant to be looking at this. Cllr Palmen responded that an initial meeting hasn't been set up for the Park Warden Working Group yet. Town Clerk stated that we need a Wiltshire Council Officer representative to respond to what has gone wrong with the park PSPO, he hasn't yet received a response.

Cllr Piazza asked for an update with Virgin Media? Town Clerk stated that the court mediation hearing was held yesterday, for which he represented the Council. WE were in receipt of an email from 2019 which explained they are unable to provide the service which they are billing for. They have continued to send bills as there is a problem in their system which cannot stop invoicing while a cable is still live. It will now go to a County Court hearing, for which there is a 52-week delay. Despite numerous emails since the County Court claim was lodged the Town Clerk hasn't received any phone calls from Virgin Media.

5.13.1 MUGAs – Tenders close on 15th January. Cllr Bates is looking for Cllrs to join this tender panel towards the end of January. Cllr Piazza would be interested if he can make the meetings, preferably in the evenings.

5.16 Lantern Festival and Christmas Light Switch-On – Cllr Piazza expressed concern about the lack of Christmas lights? Cllr Bates highlighted a report by Facilities Manager. Westbury Christmas lights cost £65,000 compared with Trowbridge £10,000, from residents. Cllr Bates congratulated the Window Wanderland display. It was decided that the light switch on would be moved a week due to lockdown and the lanterns being distributed to local schools. Cllr Kirk asked if it is a requirement for businesses to pay towards Christmas lights in Trowbridge? This is not the case in other towns. No contribution has been received from the businesses for a number of years. Cllr Bryant thanked Facilities Manager for this work but is disappointed by Cllrs going to social media rather than approaching officers for answers. It is also Cllrs' responsibility to find out about events such as Christmas lights. Cllr Palmen congratulated Facilities Manager on the Christmas lights on a relatively low budget.

We are reviewing the budget so he will be pleased to see support from Cllrs if additional money should be spent on Christmas lights in the future. Criticism of the council on social media is undermining the council. Cllr Fuller thanked the team for the work this weekend. Despite the lights maybe not being as good as previously we need to remember it is paid from the precept so any extra spend will be paid for by the residents. Cllr Piazza believes businesses shouldn't have to pay towards the Christmas lights, particularly after this year. Cllr Bates highlighted that we haven't asked businesses for contributions towards the lights. Cllr Kirk believes we have let the town down in terms of Christmas lights. Cllr Bates highlighted that there was not a lack of effort from the team. Cllr Bryant highlighted that it is either businesses or tax payers that will fund the lights therefore he looks forward to the alternative budget. Cllr Palmen assured that he hasn't heard any complaints from residents regarding the lights, only from Cllrs. We can make improvements in future with an increased budget. Town Clerk stated that Cllr Kirk was making criticisms of Council Officers regarding decisions made over the year. If Cllr Kirk wants to make certain decisions about matters within the council he needs to ask to be involved in these issues or have them brought to the meetings. Cllr Hoar is looking forward to a comprehensive budget from the Conservatives as it will be illuminating for all.

5.18 Van Leases – Cllr Hoar mentioned that we should be considering moving to electric vehicles. Cllr Kirk asked if we are fixed into the mileage for the term and have we made a mistake in having too many vans? Facilities Manager stated the number of vans was decided by operations, based on what they needed. In March/April they could have taken a lease break but this would have extended the lease period and we didn't know how long Covid would go on for. The mileage was based on the previous vans we had. HOS stated we are looking at reducing the number of vans going forward. Cllr Piazza mentioned the Government are proposing to eliminate diesel and petrol by 2030 so when are we looking to move to electric vehicles? Facilities Manager stated there will be no petrol/diesel manufactured by 2025. We have capacity to put charging points in. Cllr Hoar suggested that initially we might be able to do a combination on lease.

6. Information Services – Cllr Oldrieve asked if we intend to feedback to staff regarding our Covid Review through the newsletter. HOS will discuss this with Aby Cooper to look at putting this into the newsletter.

6.5 Twinning – Cllr Piazza is hoping this will look more positive in 2021 with the vaccine.

7. Mayors Events – Cllr Piazza enjoyed the Remembrance event and congratulated the team on this.

Cllr Bates passed on her thanks to the team for this comprehensive report.

1973 CHARLES STREET HUB (Report Item 2.3.1)

The committee considered the RECOMMENDATION:

Proposed by Cllr Brice, seconded by Cllr Oldrieve.

Town Clerk confirmed that we have been leasing the property from Selwood housing for a number of years, Selwood housing require TTC to take on this lease. The residents' association have been our tenants but this now transfers to Trowbridge Future. Cllr Kirk asked if this left any responsibility with the existing trustees. Town Clerk confirmed that the former trustees of Seymour Hub will have no responsibility once this sub-lease comes to an end. Cllr Brice stated these were leased because Seymour have no community centre so we have always supported them to make up for this. Cllr Piazza asked if anything is available for Drynam due to a lack of community centre? Cllr Brice stated that Longfield supported this but as Drynam is growing this may need to be looked at this in the future.

RESOLVED: To approve extension of the current lease for Charles Street from Selwood Housing. Trowbridge Town Council to sub- lease to Trowbridge Future.

1974 CIVIC CENTRE MAINTENANCE (Report Item 5.1.3)

The committee considered the RECOMMENDATION:

Proposed by Cllr Oldrieve, seconded by Cllr Palmen.

Cllr Piazza asked where the money is coming from? Town Clerk answered there is a maintenance budget and reserves. Cllr Kirk asked for details of ongoing costs of Civic Centre and offices above the building.

RESOLVED: To approve, in accordance with Standing Orders B10.2.2, to proceed with the repair works as described to a budget of £6750 which includes a 20% contingency.

1975 LONGFIELD MAINTENANCE (Report Item 5.3.1)

The committee considered the RECOMMENDATION:

Proposed by Cllr Oldrieve, seconded by Cllr Palmen.

Cllr Piazza asked where the money is coming from? Town Clerk responded there is a Longfield maintenance reserve of £8,000, ultimately funded by the DVSA test centre lease income.

RESOLVED: 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.

1976 INFORMATION TECHNOLOGY (Report Item 5.4)

The committee considered the RECOMMENDATION:

Proposed by Cllr Oldrieve, seconded by Cllr Hoar.

Cllr Oldrieve stated as part of our Covid review we need to investing in our IT systems. Cllr Piazza asked how we came to this number? Facilities Manager responded that the laptops are quite high spec in order to access multiple applications which will enable a fast connection to the TTC system. The 6 laptops will cover the staff which are struggling. We are tendering the IT next year as it runs out in July 2021. We are already in a consultation process with suppliers for laptops. Cllr Piazza asked if this spec is necessary? Facilities Manager responded that we need to look at the home working policy to ensure officers are productive when working from home. Cllr Hoar highlighted that the spec isn't particularly high and won't be in 3 years time. Leasing will allow an upgrade at a later date. Facilities Manager stated that the lease will work out less than the capital cost and if the device becomes problematic it can be returned and replaced to ensure working to continue. Cllr Hoar urged Cllrs to support this.

RESOLVED: To approve in accordance with Standing Orders B10.2.2, to proceed with leasing 6 x Laptops for £320 per quarter for 36-months.

Cllr Piazza abstained from the vote.

1977 QUARTERLY MANAGEMENT ACCOUNTS

a) The committee considered the figures included in the report.

Cllr Fuller commented that the report looks good, do we have the back pay occurring in the next quarter's figures? Town Clerk confirmed we were paid the back pay in September 2020. Cllr Kirk asked how the furlough amount is shown? Town Clerk confirmed it has been taken off the salaries, shown in the figures which also shows the staff which have left. Cllr Kirk stated there is a lack of detail which Town Clerk objected to as he has already been provided with additional information by Juliet Weimar from the P&R Committee.

b) The committee considered the 2nd Qtr Accounts included in the report.

Proposed by Cllr Brice, seconded by Cllr Palmen.

RESOLVED to approve the 2nd Qtr Accounts, copies of which had been previously circulated with the Agenda.

Cllr Kirk voted against.

1978 BUDGET 2021-2022

The committee considered the draft budget request to go forward to the Policy & resources Committee on 5th January.

Leisure Services

- Town Clerk stated the net budgeted cost for Active Trowbridge reduced from £219,000 to around £150,000, reflecting the reduced number of staff who have left during the year and hours which have not been replaced.
- The Leisure Grant proposal is no change.
- Woodmarsh football ground – we repay the loan and receive rent from the Football Club which is £702 less than the loan payments next year. The loan payments go down slightly and the rent goes up each year.
- Doric Park – shows a net 0. Once we start the operation in 4th Qtr of this budget we will employ someone at the site. Full purchase cost and fees are shown, in addition to the grant from the Football Foundation and the earmarked reserves.
- Tennis Courts – Will make a positive contribution of just under £3,500, this has been a good year for the courts.
- Overall, net Leisure shows £157,000 which is £60,000 less than current year budget.
- Reserves figures have been updated this week.
Some of the facilities budgets will impact on the provision of leisure services. Fleet services £15,000 and the cost of providing facilities at Studley Green. Some of the utility costs we incur ourselves and we receive rent from Trowbridge Wanderers.

Information Services

- Events we're proposing a reduction from £37,300 to £28,600 due to cancelling the Active Festival next year but we are putting some money in for alternative events through the year.
- Cllr Piazza asked about the armed forces event. Town Clerk stated we have now put in approx. £3,000 to run a heritage event which might bring in some of the armed forces and some activity from the museum. What this will look like will depend on whether crowds will be allowed into the park next year.
- The Mayors Budget – No change.
- Information Services operations - Slight reduction from £116,8000 to £114,600.
- Overall Information Services shows a £10,000 reduction from current year.

Facilities

- Civic Centre £250,000 loan repayments plus all other utilities and services provided to all other parts of the building. Total cost is £440,000 mainly due to now contribution from the museum project as this project will have come to an end.
- Longfield – an increase is shown, partly due to insurance reallocation.
- Studley Green – This is shown against leisure too.
- Facilities General shows a slight increase from £107,000 to £113,000 partly due to CCTV.
- Museum Facilities – cost of museum building is shown with changes in insurance.
- Park Facilities – reflective of additional budget for the toilet going into the Civic Centre if this is decided. £40,000 is for the toilet, other £20,000 is for other cost increases, mainly on insurance.
- Reserves figures are being updated since the original figures were issued.

Cllr Oldrieve is pleased to see the continued investment into Trowbridge. He urged Cllrs to put forward their suggestions and ideas for the budget. Cllr Kirk stated he has some ideas, some of which are based on working more efficiently. Cllr Palmen welcomed suggestions to come forward before Christmas so they are ready for P&R on 5th January.

Cllr Bates proposed the draft budget will go forward to P&R on 5th January 2021, seconded by Cllr Oldrieve.

RESOLVED to approve the draft budget for the committee for 2021/2022

1978 DATE OF NEXT MEETING

NOTED: the next meeting to be held on Tuesday 9th March 2020 at 19.00hrs, on Microsoft MS TEAMS.

1979 MEDIA RELEASE

HOS expressed her thanks to all the Managers and their teams, working hard through this difficult time to do their best for Trowbridge.

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

- **Thank you to the Government for the furlough scheme, including the amount claimed.**
- **Trowbridge Future during lockdown in Wiltshire Times and Nub News (HOS will ask Meg to do a press release).**
- **Cllr Oldrieve and Cllr Hoar would like to thank TTC staff for all their work this year, particularly to Active Trowbridge, under difficult circumstances.**

Cllr Bates wished everyone a happy and healthy Christmas and New Year.

To all Councillors for information.

Meeting closed at 21.25 hrs

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