

MINUTES

At a meeting of the Leisure & Information Services Committee held at The Civic, Trowbridge on Tuesday 7th December 2021 at 19.00hrs.

Present: Councillors: Bates (Chair), Bryant (Substitute for Allsworth), 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: 0 Members of the press: 0

1119 APOLOGIES

- a) **Apologies were received** from Cllr Allsworth, substituted by Cllr Bryant. Cllr Halik not present (no apologies received).
- b) **Apologies were accepted** with reasons for absence.

1120 MINUTES

- a) **RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 28th September 2021.** Approved by Cllr Palmen, seconded by Cllr Trigg.
- b) There were no questions.

1121 DECLARATIONS OF INTEREST

Declarations of Interest were received from Cllr Palmen & Cllr Trigg due to their involvement with Trowbridge Future.

1122 CHAIR'S ANNOUNCEMENTS

Personal thanks to Allsworth Flooring and Ford Trowbridge for sponsoring the Civic Dinner with a total £3,000 contribution. They are honoured to be supporting the community and supporting this annual fund raising event for Bath Cancer Support group for RUH & Dorothy House Hospice.

1123 OPEN FORUM

None.

1124 THE LEISURE SERVICES DEPARTMENT REPORT

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

2.2 Environmental – Cllr Trigg asked if we are able to put something forward in terms of timelines? HOS stated this will be provided in the February report. HOS responded to Cllr Jacob's question to confirm that Doric Park is included in Environmental due to the solar panels on the roof.

Action: HOS to include environmental timelines in February report.

2.4.2 Doric Park – Cllr Jacob asked whether Doric Park is finalised? HOS stated no, this will be re-worded to make this clear. Cllr Edward Kirk asked about bus services to Doric, can we detail what the service is, particularly weekends? HOS has a print out of bus lines in relation to Doric and will forward this to Cllr Kirk and clarify this in February's report. Cllr Palmen advised that where there is demand it will be possible to improve the service. Cllr Trigg suggested that it makes sense to use public transport as much as possible. Is it possible to talk to Jason Salter and look at the possibility of Trowbridge Council supplying a minibus? HOS advised that regarding a minibus we would need to source volunteer drivers with the appropriate DI driving licences. Cllr Jacob suggested maybe we could investigate Melksham bus hire/driver?

Action: HOS to include Doric bus services in February's report.

2.4.3 – Trowbridge Town Park Facilities – Cllr Bryant asked about the cost of tennis courts per year. HOS stated that the LTA sent a regional officer out to advise but we didn't have the figures available at the time re. electricity usage. Therefore we need to look at this usage to work out how much it is actually going to be. Cllr Bryant asked if it would be sensible to increase the figure to £42 so it is not a disincentive to use the courts? HOS suggested our courts are really affordable but we need to consult with our members in terms of the best way to cover the cost of the floodlights. Cllr Jacob advised that we need to consider those who only play during the day. Another local council charges £147 per annum for courts so ours is much cheaper but no usage figures are available for the comparison council. Ours used to be free but we don't want to end up with a derelict WC asset in the park.

Skate Park – We had a meeting about what we could do in the future. Potentially we would need to look at Stallards Park as an asset transfer to provide an extreme sports option. It depends what the future is for that land. Cllr Edward Kirk asked about any indoor skate parks? HOS responded that there are none run by local councils as far as we are aware.

2.4.5 Beat The Street – Cllr Trigg asked when we are looking at this? HOS stated that ideally we would run this through Commonwealth Games or Oct Half Term.

2.4.13 Play Park – Steve from WASP has applied for funding. Meeting in new year which will link into budget for next year.

Cllr Jacob asked about the situation with recruitment with schools increasing the service? HOS advised that we will discuss this during budget discussions. Recruitment landscape has changed during Covid so it can be a struggle to find the ideal candidates with the desired hours. We had a member of staff leave which is now having an impact, particularly with increased demand from schools.

5.2 Football Club – Cllr Vigar advised there is now a drainage solution which pumps a little water out at a time into the culvert. The brambles belong to WC, Cllr Vigar has put a land registry request. Part of the solution would be for WC to clear the brambles to clear the water.

5.6.1 Painters Mead – Cllr Jacob asked if there is a timeline on this? Facilities Manager advised that drainage issues need to be resolved so we will get quotes in for this.

6.1 Christmas Lights – Cllr Edward Kirk is not happy with the Christmas lights this year. HOS advised that festoon lighting has been added to Fore Street and we will look at doing more next year. Cllr Trigg thanked the team for dealing with the weather situation and noted that Fore Street was very busy. Mayor stated it was very disappointing for HOS and V. Spriggs due to the weather. There was a wonderful atmosphere at the church so thank you to the officers for turning it around at very short notice. Cllr Bryant thanked officers and cllrs supporting the event and asked what do shop keepers contribute to Christmas lights? HOS advised that they are totally funded by Town Council. We have a meeting regarding future plans and costs. Many of the businesses were very supportive by offering to take lanterns and light them up every night. We could grow this next year. Cllr Bryant asked if we could push chamber of commerce next year to contribute. We are looking at a whole town 3 day celebration next year. St Georges Works businesses did a lot towards the event. Cllr Palmen highlighted that other local towns have their lights funded. It would help to have business input, maybe with a bidding process? Cllr Kirk highlighted that other towns spend more on lights eg Westbury, we need to look at this going forward.

Facilities Manager stated there are connection points in Wicker Hill but they are faulty. Our contractors can resolve this but the relationship with Atkins has prevented this. There are approx. 4 down Wicker Hill but there should be 8, this is due to red tape and needs resolving before next year. To do more than 8 it will need more investment. Other towns have £2-2,500 contributions from businesses on a voluntary basis. We have a list to increase light connections for Christmas lights, banners & hanging baskets. This needs to be simplified as at the moment we have to complete three separate forms. We will meet with highways next week. Cllr Bryant suggested that for next year could we look at businesses putting lighting in the windows and images projected on the outside of the buildings. Facilities Manager advised that Longleat spend in excess of £100,000 projecting onto the building. In the Town Clerk's absence, Cllr Palmen will attend next Wednesday's meeting with Adrian from Highways.

6.7 Weavers Market – 9th April Market to be removed. Date needs to be corrected to 19-20th November 2022.

7.1 Remembrance – Cllr Edward Kirk requested apologies be given if you can't attend this important event.

Cllr Hoar gave thanks to Aby and her team for the crisp packet collection.

White Ribbon - Cllr Kirk asked whether TTC should be involved in other ribbon initiatives? HOS will look at this.

Christmas lantern festival - Aby and Laura were in the Shires with a chocolate tombola raising £352 for the Mayor's charity. Thank you to the officers.

The Mayor gave thanks for the team working hard for events in 2022 and thank you to Cllrs for their continued support and for all contributions for this detailed report.

1125 TROWBRIDGE FUTURE (REPORT ITEM 2.3.1)

The Committee considered the RECOMMENDATION and it was;

RESOLVED: To provide continued in kind support staff in all school holiday either with the core delivery team or a casual member of staff.

HOS is looking at how to scope our recruitment but we will need extra support for our holiday provision. With our current team on their contracted hours this won't be achievable. We will need to look at this potentially from April 2022 onwards. HOS clarified that we have February this financial year and April in the next financial year. Potentially we will need to use a casual member of staff or use a contracted member of staff with additional hours. You need to allow a specified number of hours between finishing 1 job before starting another the next day. We don't yet know exactly how many hours will need to be covered. HOS could come back in Feb meeting with more detail. Cllr Trigg advised that recruitment is potentially difficult so if we are short without trustees to help then there are no options.

Cllr Hoar proposed, seconded by Cllr Jacob.

Cllr Edward Kirk abstained.

All others voted in favour.

1126 DRAFT BUDGET 2022-2023

The Committee noted the Draft Budget 2022-2023.

Cllr Jacob queried the positive difference in the pension? Town Clerk is to confirm whether this is due to reduction in the town council contribution. HOS had a conversation with the Mayor regarding the hours worked which have reduced significantly. If we want to achieve the strategy we have no movement in terms of staff without any changes. There is demand from the schools but we can't do this without more staff. The forecast is based on the staff currently available. Cllr Kirk noted that Christmas lights are increasing in next year's budget. Cllr Trigg suggested it would be helpful to have commentary against biggest variances. Leisure Services Manager is now in place and more may have been put forward in the event of green book salary increases. Cllr Trigg asked about the £7.5k tennis courts maintenance figure. HOS advised that all the courts need another spray paint and costs for ongoing maintenance. Cllr Trigg asked about the Information Services staff salary increase. HOS advised this is the Events Officer being moved over to info services. Cllr Trigg asked about Doric Park, as we expect the cost to increase with tenders etc. the expectation is that it will all happen in the next financial year? HOS advised that we are anticipating a January 2023 opening with new budget in the April.

Cllr Vigar stated it is great to have demand for the service. Is there any market testing to see if we could charge more without losing customers. HOS stated that the amount we are charging is correct as prices have been tweaked appropriately. We are looking at more events coming in but we only have 1 events officer. Guidance will be needed on how you see this progressing in order to achieve the strategy.

Cllr Kirk agreed that Active Trowbridge has come a long way but there is still a profit element in some schools. The core Active role is to provide a service such as summer camps with year round staff to prevent training at specific times in the year. HOS responded that we are 14 years on with Active Trowbridge beginnings with 4 members of staff. By getting in early with young children we can drive making a healthy town going forward. We are looking at marketing with Celebrate Magazine, managing the website and marketing across town. This is different to how it was done previously as it used to be a larger sum given to 1 company but now other departments have their own marketing budgets. Cllr Jacob suggested that £26.50 price is comparable with other schools.

Cllr Bryant left the meeting at 20.23, returned at 20.25

1127 **QUARTERLY MANAGEMENT ACCOUNTS (REPORT ITEM 1.1)**

The Committee considered the Q2 Accounts included in the report and it was;

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

Facilities Manager advised we needed to move some monies around as the account codes have been put in the wrong places.

Proposed by Cllr Palmen, seconded by Cllr Vigar.

1128 **DATE OF NEXT MEETING**

NOTED: the next meeting to be held on Tuesday 22nd February 2022 at 19.00hrs, at The Civic, Trowbridge.

1129 **MEDIA RELEASE**

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

None.

1130 **EXCLUSION OF PUBLIC AND PRESS**

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 should resolve that the public and press be temporarily excluded and be instructed to withdraw.

Meeting closed at 21.04 hrs

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