

# **Report to the Leisure & Information Services Committee Quarter One**

**18<sup>th</sup> October 2022 (27<sup>th</sup> September 2022)**



# **active trowbridge**

**Active Trowbridge – Trowbridge Town Council will continue to work with partners to improve the health of the community, to tackle the health inequalities. With active Trowbridge Services ensuring that, it is supporting accessible and inclusive opportunities for the whole community.**



**Trowbridge Town Council will deliver a more vibrant town through its own facilities and by supporting those organised by others.**

## 1. Key Decisions

### Financials Agenda Item 10

#### 1.1 Leisure Services Quarter 1

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>Gross Expenditure</b>	<b>£128,176</b>	<b>£124,399</b>	<b>£3,777</b>
<b>Income</b>	<b>£79,451</b>	<b>£79,931</b>	<b>£480</b>
<b>Net Expenditure</b>	<b>£48,725</b>	<b>£44,468</b>	<b>£4,257</b>

Active Trowbridge including the Tennis Courts first Qtr. results are favourable £11,688, this is reflected in the overall budget inducing Doric Park budget to provide the adverse of £4,257

#### 1.2 Information Services Quarter 1

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>Gross Expenditure</b>	<b>£40,042</b>	<b>£43,454</b>	<b>£3,412</b>
<b>Income</b>	<b>£7,064</b>	<b>£2,801</b>	<b>£4,263</b>
<b>Net Expenditure</b>	<b>£32,978</b>	<b>£40,653</b>	<b>£7,675</b>

#### 1.3 Active Fleet

The council runs vehicles for two departments, all leased (except the Minibus) Active Trowbridge has now reduced their fleet from four vehicles to two.

Appendix A= Information Services.

Appendix B= Leisure Services

## 1.4 Town/Town Park Events and Weavers Market Dates

1 <sup>st</sup> May	Yoga in the park every Sunday Morning	Q1
14 <sup>th</sup> May	Weavers Market	Q1
23 <sup>rd</sup> May - 5 <sup>th</sup> June	Jennings Fair	Q1
7 <sup>th</sup> June	Queen's Jubilee Picnic in the Park (schools)	Q1
11 <sup>th</sup> June	Weavers Market	Q1
11 <sup>th</sup> June	South African Market - Civic and edge of park	Q1
13 <sup>th</sup> - 20 <sup>th</sup> June	John Lawsons Circus (open to public 15 <sup>th</sup> - 19 <sup>th</sup> June)	Q1
25 <sup>th</sup> June	Trowbridge Carnival Fayre & Dog Show	Q1
9 <sup>th</sup> July	Active Festival	Q2
9 <sup>th</sup> July	Weavers Market	Q2
23 <sup>rd</sup> - 24 <sup>th</sup> July	Labyrinth Inflatable Challenge @ Clarendon	Q2
29 <sup>th</sup> July	Active Community Roadshow (10am set up 11 - 3 open clear by 4pm)	Q2
5 <sup>th</sup> August	Active Community Roadshow (10am set up 11 - 3 open clear by 4pm)	Q2
12 <sup>th</sup> August	Active Community Roadshow (10am set up 11 - 3 open clear by 4pm)	Q2
13 <sup>th</sup> August	Weavers Market	Q2
19 <sup>th</sup> August	Active Community Roadshow (10am set up 11 - 3 open clear by 4pm)	Q2
26 <sup>th</sup> August	Active Community Roadshow (10am set up 11 - 3 open clear by 4pm)	Q2
10 <sup>th</sup> September	Uniform Services Day	Q2
10 <sup>th</sup> September	Weavers Market	Q2
11 <sup>th</sup> September	Last Yoga in the Park Session	Q2
17 <sup>th</sup> September	Wiltshire Wildlife Trust (civic and park)	Q2
8 <sup>th</sup> October	Weavers Market	Q3
22 <sup>nd</sup> October	Trowbridge Carnival	Q3
13 <sup>th</sup> November	Remembrance Sunday	Q3
18/19/20 <sup>th</sup> November	Christmas Celebrations, Light Switch On, Lanterns	Q3

## 2023 Town/Town Park Events and Weavers Market Dates

21 <sup>st</sup> Feb	Pancake Day	Q4
6 <sup>th</sup> May	Coronation	Q1
13 <sup>th</sup> May	Weavers Market	Q1
TBC	Coronation Events	Q1
TBC	Park Yoga	Q1
10 <sup>th</sup> June	Food, Drink, Music and Arts Festival & Weavers Market	Q1
11 <sup>th</sup> – 25 <sup>th</sup> June	Circus Ginnett	Q1
17 <sup>th</sup> June	Trowbridge Carnival Fayre & Dog Show	Q1
24 <sup>th</sup> June	Armed Forces Small Scale Park Based Military Themed Event	Q1
1 <sup>st</sup> July	Open Day Park Tennis Courts	Q2
7 <sup>th</sup> July	Urban Youth Event – Stallards Park	Q2
8 <sup>th</sup> July	Active Festival and Weavers Market	Q2
28 <sup>th</sup> July	Active Community Roadshow	Q2

4 <sup>th</sup> August	Active Community Roadshow	Q2
11 <sup>th</sup> August	Active Community Roadshow	Q2
12 <sup>th</sup> August	Weavers Market	Q2
18 <sup>th</sup> August	Active Community Roadshow	Q2
25 <sup>th</sup> August	Active Community Roadshow	Q2
9 <sup>th</sup> September	Uniform Services Day and Weavers Market	Q2
7 <sup>th</sup> October	Weavers Market	Q3
TBC	Trowbridge Carnival	Q3
12 <sup>th</sup> November	Remembrance Sunday	Q3
TBC	Christmas Celebrations, Light Switch on, Lanterns	Q3

As announced on 11<sup>th</sup> October 2022 the Coronation of His Majesty The King will take place on Saturday 6<sup>th</sup> May 2023. The allocated money in reserves for events will be carried forward to 2023 for the Coronation.

## **2. LEISURE & INFORMATION SERVICES REPORT (1<sup>st</sup> QUARTER)**

These areas continue to work cross-departmentally for the best of Trowbridge. Ensuring all our residents are able to have the opportunities to create and continue healthy lifestyles. Information services continue to provide exceptional customer services to our residents promoting 'Discover Trowbridge' and supporting our Town Mayor.

Active Trowbridge continues with their strong links with schools, providing as ever a high standard of professionalism in all they do. Over the last quarter, the department has delivered over 285 hours of active support to local schools. During the summer, the team will be busy with Kids Camps, Soccer school and Active Trowbridge Wildcats

There have been many events in quarter one including pop up parks and picnic in the park. With many more to happen throughout the coming months like: Uniform services day along with the Weavers market (Every 2<sup>nd</sup> Saturday). Information services have been busy keeping residents in the loop with social media and the Discover Trowbridge magazine. You can keep up to date on all things Trowbridge on the Website [DiscoverTrowbridge](#)

I would like to take this opportunity to thank Aby and the team for their hard work during this quarter and their continuing work in quarter 2 especially co-ordination of operation London Bridge.

## 2.1 STAFFING STRUCTURE

Haley Bell- Head of Services  
Victoria Spriggs – Community Events Officer

### Information Services

Aby Cooper- Customer Services Manager  
Ben Deadman – Customer Services

Laura Grey – Customer Services  
Zoe Jefferies – Customer Services  
Louisa Van Zalinge – Customer Services  
Lin Stevens – Receptionist

### Leisure Services

Aaron Seviour – Active Trowbridge Manager  
Christina O Connor- Leisure Service Admin officer  
Richard Rees – AT Team Supervisor  
Adam Casserly – Coach Development Officer  
Jasmine Todd – Healthier Communities Co-  
Sally Dicks- Community Play Worker  
**Sports Coaches:** Matt Abreu, Sean Horobin, Chloe Johnson, Matt Morris, Brett Partner, Harriet Tate, Jack Davis, Joe Farnham, Callum Heal, Billy Neale, Craig Robbins, Harry Ruddy.

**Apprentice Sports Coach:** Connor Martin, Paige Jones.

Due to the increase workload within Information Services on Freedom of Information requests, Data Protection, Community Outreach, and supporting the wider council, to achieve the adopted Town Council strategy. I will be providing a recommendation to council alongside the proposed budget in December 2022.

## 3. ACTIVE TROWBRIDGE

The leisure services team continue to provide activities within the local community including schools to deliver a high standard of activities, roadshows and holiday activities. Click on link to discover the full range of services. [Active Trowbridge](#)

### 3.1 Other Active Trowbridge Activities

Active Trowbridge a busy organising and planning Active festival that will take place in the park in July. There will be many sporty fun activities for all to enjoy. The weavers market will also be on so plenty for all the community to enjoy.

### 3.2 Kids Camp

The Kids Camp are successful year on year and run through the summer holiday, providing inspiring sports and activities. They were well attended with 418 children attending Kids Camp in April and May 2022.

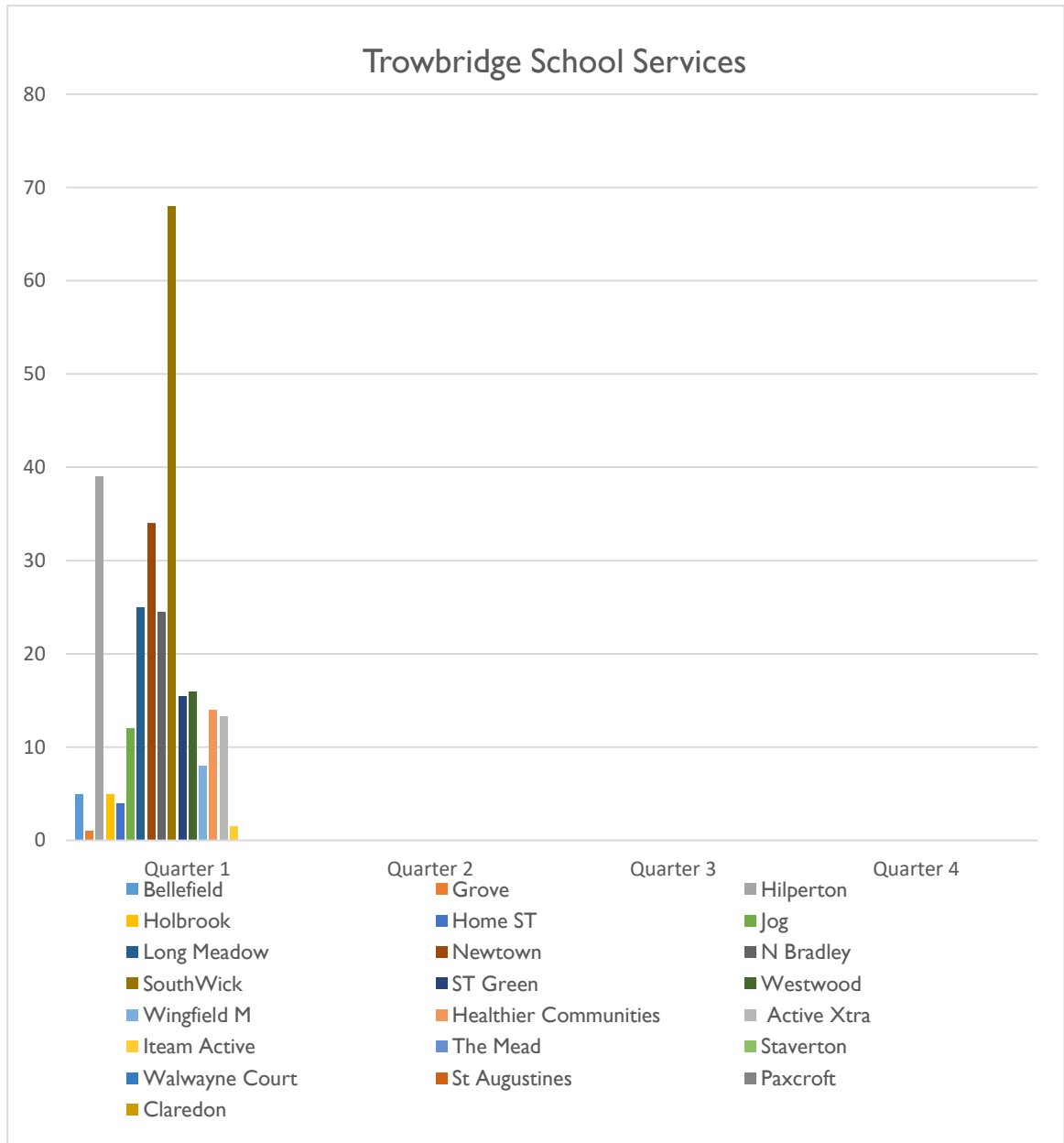
### 3.3 Soccer Schools

Soccer school continues to be a success; they are well attended 252 children attending over the April and May school holidays.

### 3.5 Active Trowbridge School Services

Quarter one Active Trowbridge are supporting within local schools offering breakfast, afterschool club, wrap around care and PPA cover.

The chart below show our current clients and the hours per week for the term 5&6



## 4. HEALTH

As part of TCC strategy 16 to work with partners to improve health of the community, the following continue to provide:

### 4.1 Healthier Community Projects

A wide range of healthy community projects go on around the town, examples are:

- **Soccercise**
- **This girl can**
- **Walking Netball**
- **Walking football**
- **Yoga Park <https://parkyoga.co/trowbridge/>**

A comprehensive timetable of healthy community projects can be found here. [Healthier communities](#)

## 4.2 Ping Pong Parlour

The HOS is actively working with the Table Tennis England and the Shires Centre Manager on the project of setting up a ping-pong parlour. Ping Pong Parlours are 'pop-up' spaces (usually empty shop units), filled with table tennis tables to provide a fun, accessible venue for passers-by to play ping pong for free as well as creating a buzz in shopping centres and the High Street. Find out more here [PingPongEngland](#)

## 4.3 HAF

HAF continue to deliver the Department of Education funded Holiday Activity and food programme in locations across Wiltshire during the school holidays, including Trowbridge. The programme branded as FUEL in Wiltshire aims to provide children in receipt of benefit related free school meals to enriching activities and nutritious meals during the school holiday periods. Delivery locations have been selected based upon the number of eligible pupils with areas with the greatest need prioritised for delivery.

## 4.4 Trowbridge Sports Forum

HOS and Active Trowbridge Supervisor will be working with Wiltshire and Swindon Sports Partnership on the implementation of the sports forum. The Forum is planned to be launched ideally when Doric Park opens and will be the home for all meeting, training and development opportunities. Phased one approach on a new brand, logo, web site has been completed. <https://trowbridgesportsforum.co.uk/>

## 4.5 Community Sports

There is a wide range of different sports across Trowbridge, they are as follows

**Basketball** – Trowbridge Basketball Club is a leading basketball club in Wiltshire, running sessions for all ages the club has 229 members of all age. Active Trowbridge is in discussions with the club regarding running remote sessions on the new MUGAS in 2023

<https://www.trowbridgebasketballwiltshire.co.uk/>

**Badminton** – Phoenix badminton club home is John of Gaunt Schools, sessions available for all ages. The enter teams in both mid Wiltshire and County leagues.

<https://www.phoenixtrowbridge.club/>

**Hockey** – Trowbridge does not have a hockey team based in the Town and I am aware our residents have to travel to other local towns. If Doric Park is to go ahead, this facility will allow us to redeploy sport across the town, John of Gaunt is the right surface for Hockey and we could look to start a Hockey Club working in partnership possibly with West Wiltshire, Frome or Devizes in what we call a satellite club. I have already had conversations with England Hockey and WASP and we both feel the need within Trowbridge. Until we are able to have more facilities we are limited in what the town can offer and how it is a real challenge. I have emailed all Hockey clubs asking for information on how many Trowbridge residents they have registered as members, I am awaiting the information.

<http://www.westwiltshockeyclub.co.uk/>

<http://fromehockey.clubbuzz.co.uk/>

<https://www.devizeshockey.co.uk/>

**Football** – Trowbridge has a wide offering of local football clubs within the town. With the season starting, the clubs are now in full swing of both winter training and the leagues. We welcome Trowbridge Wanderers Ladies who are a new and only women team within the

Town. Until the end of the 23/24 season we will refer to Woodmarsh as The Daykin Estates Ground. We would also like to welcome new chairman to both clubs, Jamie Jordan at Trowbridge Town Football Club and Rich Elkins at Trowbridge Wanderers. If you are interested in joining a local club please see details below;

<https://trowbridgetownfootballclub.co.uk/>

<https://trowbridgewanderers.co.uk/>

<https://en-gb.facebook.com/groups/TrowTigers/>

<https://www.wiltshirefa.com/players/ways-to-play/walking-football>

Dodgeball – Trowbridge Dodgeball are a relatively new club to the town. They are located at John of Gaunt School and run sessions for all ages. Active Trowbridge Coaches recently visited the club to take part in a friendly game.

<https://en-gb.facebook.com/trowbridgetigersdodgeball/>

Gymnastics – West Wilts Esprit is located on the white horse business park and facilities Gymnastics for the Trowbridge community. HOS would like to send her deepest thoughts to the director of the Club on the loss of Kevin Borley to his battle with cancer. He was fundamental in the club being within Trowbridge and the rapid growth. I would like to thank him for all he did for gymnastics within Trowbridge and the legacy he leaves.

<https://www.wwesprit.com/>

## **4.6 Questions from Councillors**

Please may I ask if there are any plans for a facility or any Town Council investment for Hockey, or as the Leisure Services report and budgets appear to indicate is this Council only interested in recognising and funding Football?

If Doric Park is to go ahead, this facility will allow us to redeploy sport across the town, John of Gaunt is the right surface for Hockey and we could look to start a Hockey Club working in partnership possibly with West Wiltshire, Frome or Devizes in what we call a satellite club. I have already had conversations with England Hockey and WASP and we both feel the need within Trowbridge. Until we are able to have more facilities we are limited in what the town can offer and how it's a real challenge.

We did explore the surface for Doric but it doesn't match with football and Rugby, England Hockey prior to the pandemic didn't have any facilities investment funding available, however it's not just the funding element.

From a sport development point of view I can confirm the council is interested in any opportunities for our community to take part in sport and activities and isn't just football focused.

## **5. YOUNG PEOPLE**

As part of TTC Strategy 11 we continue to develop additional services and facilities for the young people of Trowbridge and continue to support Trowbridge Future to provide youth work and activities. Community Events Officer and HOS will be working with local community groups to provide a youth engagement event at Stallards Park the evening before the Active Festival on Friday 7<sup>th</sup> July 2023 5.00 – 9.00pm.

### **5.1 Trowbridge Future Youth Groups**



The youth groups continue to be free of charge but do require parental consent for more information on activities click on link <https://www.trowbridgefuture.org.uk/>

## **5.2 Doorsteps Project**

Active Trowbridge work in partnership with Wiltshire Council and Street Games to deliver a youth sports group, Doorstep. Based in Studley Green, Active Trowbridge coaches provide sports and physical activities accessible to young people aged 10+ of all abilities. <https://activetrowbridge.co.uk/youth-activities/>

## **6. NEIGHBOURHOOD**

As part of TTC Strategy 13 We maintain and continue to develop additional active facilities and recreational parks in our local communities. HOS working with the Facilities Manager will look at the overall strategy and development of all community facilities to ensure we have a wider town approach and community engagement is pivotal to sustainable facilities.

## **7. DEVELOPMENT OF NEW FACILITIES**

### **7.1 Doric Park**

We are still waiting for the outcome from the PWLB application. Head of Terms with TRFC are in the final stages with solicitors. HOS is developing the License to occupy agreement form Wiltshire College. [Appendix C Notes of Working Group Meeting 6/10/22.](#)

### **7.2 New Wiltshire Council Leisure Facility Trowbridge**

Wiltshire Council has confirmed £25 million to be allocated in the next 3-year budget for a new leisure facility. HOS attend area board on the 10<sup>th</sup> January where Richard Clewer, Wiltshire Council Leader provided an update on the project to date. He confirmed consultation will take place but could not confirm the period.

## **8. PLANNING FOR SUSTAINABLE TROWBRIDGE**

### **8.1 Mini Bus**

Minibus bookings in March and April remained focused on school and youth group hires. Rivermead Primary School and Warminster Scouts have booked the minibus for camping trips in May. Chippenham Harriers and Avon Valley Runners are also looking at dates for road races in June and July. We will be making contact with local sports clubs and the community guild to promote the use of the Mini Bus.

### **8.2 Ukraine Friends**

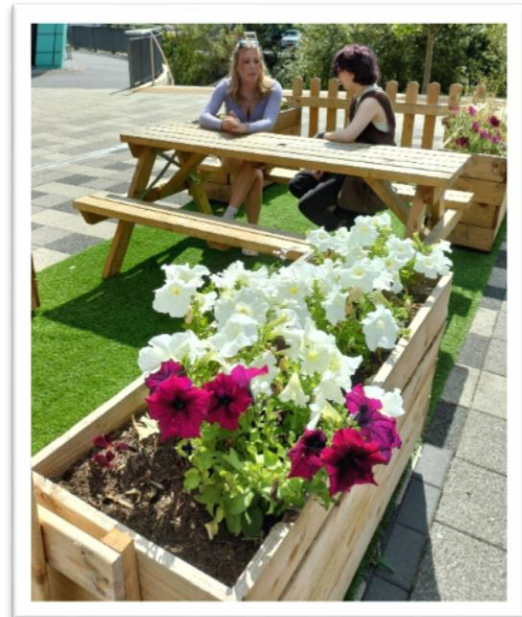
Once a fortnight a coffee morning is held at Emmanuel's Yard, Church Street. This gives Ukrainian Friends and their sponsors to come and meet each other informally to chat and share experiences with one another, ask questions and seek advice. A member of Trowbridge Council is there to help or signpost to the right organisations.

## **9 A MORE VIBRANT TROWBRIDGE**

Trowbridge Town council will deliver a more vibrant Trowbridge through its own facilities and events and by supporting those organised by others.

## 9.1 [City Dressing](#)

Over quarter one, people of Trowbridge had the pleasure of 5 pop up parks around the town! These have been kindly gifted to the town from City Dressing; they are in the following locations 1) Bottom of Wicker Hill, 2) St Stephens outside the Odeon, 3) Between Sainsbury's and the crossing, 4) The Gateway. These are all mini parks and then a large one is in Fore Street! Each pop up park features seating, flowers, grass and games. There will also be a grass animal trail around the town.



These will remain in place until September

## 9.2 [Weavers Market](#)

The weavers market is held every second Saturday of every month. Dates for 2023

May 13<sup>th</sup>

September 9<sup>th</sup>

June 10<sup>th</sup>

November 11<sup>th</sup>? Or light stitch on

July 8<sup>th</sup>

December 9<sup>th</sup>

August 12<sup>th</sup>

## 9.3 [New Residents Video](#)

The development of the new resident's video is under construction with the first draft completed, it is looking really promising and show cases Trowbridge at its best. We will keep you posted on its development and hope it will be ready early September.

## 10. [INFORMATION SERVICES](#)

### 10.1 [Discover Trowbridge](#)

We are presently working on our 2<sup>nd</sup> edition of Discover Trowbridge Magazine.

### 10.2 [Talking News](#)

We continue to support Talking News. If councillors or staff wish to read or would like more information, please get in contact with the Customer Service Manager.

### 10.3 [Outreach](#)

The team attended the first Weavers Market on the 14<sup>th</sup> May. If any Councillors wish to join the team, please get in contact with CSM. We also attended the Celebrate Trowbridge event. Our aim for the outreach in the next coming months is to engage residents with their

councillors. To know the wards and who represents them and to sign them up to the Town Council enewsletter.

## 10.4 Social Media & Website

Social media continues to be an important link to the community; we continue to upload information videos as well as links to our enews and social media accounts. We are currently investigating development our new website this will be more user friendly and will contain all the usual information and a Mayor's Blog. Councillor's feedback will be taken into account.

**Social Media** - Please make sure you follow and like us on our social media platforms

**YouTube** – we continue to upload information videos to our YouTube channel as well as link into our enews and social media accounts. We wish to ensure Trowbridge Town Council departments cross each other's services through our social media platforms.

### Facebook

Discover Trowbridge

Trowbridge Park

**Twitter - @TrowTIC**

**Instagram – discovertrowbridge**

## 10.5 Freedom of Information & Data Protection

As reported in the Risk & Audit Panel on 16<sup>th</sup> August. Councillors and staff have been issued dates for basic GDPR training.

A gentle reminder: All councillors should be using their @Trowbridge email addresses for all council business.

## 10.6 Training

Aby has recently completed a Market Law Training course in readiness for taking over the control and co-ordination of the market on the 1<sup>st</sup> December. Aby also co-ordinates the GDPR training for Councillors and staff If you have not booked on a course yet please contact the CSM to look.

## 10.7 Flag Flying Events

This recently up-dated list is subject to change.

<b>1<sup>st</sup> June</b>	Pride Month
<b>21<sup>st</sup> June</b>	Birthday of the Prince of Wales
<b>17<sup>th</sup> July</b>	Birthday of the Queen Consort
<b>15<sup>th</sup> August</b>	Birthday of the Princess Royal
<b>11<sup>th</sup> November</b>	Armistice day
<b>13<sup>th</sup> November</b>	Remembrance Day ( Second Sunday)
<b>14<sup>th</sup> November</b>	Birthday of His Majesty King
<b>9<sup>th</sup> January</b>	Birthday of the Princess of Wales
<b>20<sup>th</sup> January</b>	Birthday of the Countess of Wessex
<b>10<sup>th</sup> March</b>	Birthday of the Earl of Wessex
<b>14<sup>th</sup> March</b>	Commonwealth Day ( Second Monday in March)
<b>9<sup>th</sup> April</b>	His Majesty's Wedding Day
<b>23<sup>rd</sup> April</b>	St Georges Day (in England)

## 11. MAYORS ENGAGEMENTS

# Trowbridge Town Council

*Leisure & Information Services 2022*

*Working with the Community*

Since being elected Mayor Cllr. Graham Hill and Deputy Mayor Stephen Cooper have been busy serving the community of Trowbridge and attending many engagements. Here are some of the highlights.

The Mayor has chosen the following charities this year: Storehouse food Bank and Wiltshire Air Ambulance.

- Launch of Leo the Lion
- Go Train Trowbridge Job Fair
- Citizenship Ceremony
- Weft exhibition



(copyright K J Hartley)

## Appendix A

Information Services Quarter 1 Actuals 2022-23						
269	Information Services	Qtr 1 Actuals 2022/2023	YTD Budget 2022/2023	Variance Favourable (Adverse)	Annual Budget 2022/2023	Notes
	<b>EXPENDITURE</b>					
4001	Staff Salaries	£22,108	£28,146	£6,038	£112,758	
4002	Staff Nat. Insurance	£1,469	£2,253	£784	£9,024	
4003	Pension	£2,514	£3,684	£1,170	£14,757	
4006	Casual Staff	£0	£250	£250	£1,000	
4007	Staff Clothing	£0	£700	£700	£750	
4008	Staff Training/Conference Fees	£75	£217	£142	£865	
4009	Travel Expenses	£0	£106	£106	£433	
4022	Postage	£3	£500	£497	£750	
4024	Subscriptions (Visit Wiltshire)	£814	£1,900	£1,086	£3,000	
4026	Printing/Publicity	£32	£250	£218	£500	
4032	Marketing	£8,066	£3,750	-£4,316	£15,000	
4036	Equipment Purchases	£0	£50	£50	£200	
4037	Equipment Maintenance	£0	£50	£50	£200	
4052	Bank Charges	£163	£150	-£13	£600	
4110	Payrise Accrual	£1,720	£0	-£1,720	£0	
4183	Souvenirs	£378	£600	£222	£600	
4185	Radar Keys	£0	£200	£200	£200	
4194	Duck Food	£74	£126	£52	£500	
	<b>Sub-Total Expenditure</b>	<b>£37,416</b>	<b>£42,932</b>	<b>£5,516</b>	<b>£161,137</b>	
	<b>INCOME</b>					
1009	Other Income (Photocopying, Postage)	£2	£0	£2	£0	
1033	Hanging baskets and Round-a-bouts	£2,751	£2,376	£375	£9,500	
1080	Chandlers	£13	£25	-£12	£100	
1083	National Express	£119	£50	£69	£200	
1087	Souvenirs	£81	£200	-£119	£1,000	
1088	Other Events - Income	£4	£50	-£46	£300	
1090	Radar Keys	£34	£25	£9	£100	
1110	Duck food	£110	£75	£35	£300	
	<b>Sub-Total Income</b>	<b>£3,114</b>	<b>£2,801</b>	<b>£313</b>	<b>£11,500</b>	
	<b>Net Actual Costs</b>	<b>£34,302</b>	<b>£40,131</b>	<b>£5,829</b>	<b>£149,637</b>	

202	Mayor	Qtr I Actuals 2022/2023	YTD Budget 2022/2023	Variance Favourable (Adverse)	Annual Budget 2022/2023	Notes
	<b>EXPENDITURE</b>					
4155	Civic Events (Service, Gathering & )	£715	£1,500	£785	£2,000	
4279	Mayor's Allowance	£300	£300	£0	£300	
4280	Mayor's Expenses	£223	£624	£401	£2,500	
4286	Civic Regalia	£15	£249	£234	£1,000	
4287	Town Crier	£0	£0	£0	£1,000	
4289	Mayor's Civic Dinner	£0	£0	£0	£7,500	Due to Piano Invoice not being processed from 2019 to 2020
4290	Twinning	£400	£1,000	£600	£2,000	
	<b>Sub Total Expenditure</b>	<b>£1,653</b>	<b>£3,673</b>	<b>£2,020</b>	<b>£16,300</b>	
	<b>INCOME</b>					
1041	Income - Civic Events	-£174	£0	-£174	£4,500	
	<b>Sub Total Income</b>	<b>-£174</b>	<b>£0</b>	<b>-£174</b>	<b>£4,500</b>	
<b>402</b>	<b>Net Actual Costs</b>	<b>£1,827</b>	<b>£3,673</b>	<b>£1,846</b>	<b>£11,800</b>	

274	Trowbridge Events	Qtr 1 Actuals 2022/2023	YTD Budget 2022/2023	Variance Favourable (Adverse)	Annual Budget 2022/2023	Notes
	<b>EXPENDITURE</b>					
4130	October Fest	£0	£0	£0	£1,500	
4152	Carnival	£0	£0	£0	£5,000	
4170	Active Fest	£0	£0	£0	£15,000	
4205	Uniform Services Day	£0	£0	£0	£10,000	
4206	Queens Jubilee	£2,449	£1,000	-£1,449	£1,000	
4303	Beat the Street	£0	£0	£0	£1,000	Not Happening in 2022 money used towards Jubilee Activity and Town Bunting
4551	Christmas Lights	£6	£0	-£6	£25,000	
4733	Pancake Race	£0	£100	£100	£100	
4736	Remembrance	£0	£0	£0	£1,000	
4911	TFR from Earmarked Reserve	-£1,482	-£4,251	-£2,769	-£17,000	
	<b>Sub Total Expenditure</b>	£973	-£3,151	-£4,124	£42,600	
	<b>INCOME</b>					
1106	Active Festival	£0	£0	£0	£1,000	
1119	Christmas Lights	£0	£0	£0	£2,000	
1120	Other Events	£0	£0	£0	£5,000	
1122	Hire of the Park	£4,124	£0	£4,124	£4,000	
	<b>Sub Total Income</b>	£4,124	£0	£4,124	£12,000	
<b>402</b>	<b>Net Actual Costs</b>	-£3,151	-£3,151	£0	£30,600	
	<b>SUMMARY FIGURES</b>					
	Information Services Qtr 1 (April '22 - June '22)	Actual	Budget	Variance		
	Gross Expenditure	£40,042	£43,454	£3,412		
	Income	£7,064	£2,801	£4,263		
	Net	£32,978	£40,653	£7,675		

## Appendix B

Leisure Services Quarter 1 Actuals 2022-23						
		Qtr 1 Actuals 2022/2023	YTD Budget 2022/2023	Variance Favourable (Adverse)	Annual Budget 2022/2023	Notes
203	Grants - Leisure					
	<b>EXPENDITURE</b>					
4298	Grants TCAF	£10,000	£10,000	£0	£10,000	
	<b>Sub- Total Expenditure</b>	<b>£10,000</b>	<b>£10,000</b>	<b>£0</b>	<b>£10,000</b>	
	Printed 19 October 2022					
		Qtr 1 Actuals 2022/2023	YTD Budget 2022/2023	Variance Favourable (Adverse)	Annual Budget 2022/2023	Notes
265	Active Trowbridge					
	<b>EXPENDITURE</b>					
4001	Staff Salaries,	£81,822	£91,676	£9,854	£380,872	
4002	Staff Nat. Insurance	£6,214	£7,526	£1,312	£31,270	
4003	Staff Pension	£13,941	£14,680	£739	£60,988	
4006	Casual Staff	£430	£5,000	£4,570	£5,000	
4007	Staff Clothing	£2,864	£670	-£2,194	£1,341	
4008	Staff Training/Conference Fees	£314	£1,813	£1,499	£3,208	
4009	Travel Expenses	£53	£405	£352	£1,604	
4026	Printing/Publicity	£131	£1,000	£869	£2,000	
4036	Equipment Purchases	£331	£1,000	£669	£2,000	
4037	Equipment Maintenance	£783	£2,500	£1,717	£2,500	
4071	CRB/DBS Checks	£110	£350	£240	£350	
4110	Payrise Accrual	£6,176	£0	-£6,176	£0	
4158	School Service Purchases	£268	£409	£141	£1,500	
4160	Holiday Activities	£1,160	£340	-£820	£1,500	
	<b>Sub-Total Expenditure</b>	<b>£114,597</b>	<b>£127,369</b>	<b>£12,772</b>	<b>£494,133</b>	
	<b>INCOME</b>					
1001	Grants	£13,066	£0	£13,066	£0	
1042	Coaching	£37,709	£48,020	-£10,311	£190,000	
1062	Minibus	£868	£1,200	-£332	£4,800	
1109	Roadshows	£5,791	£3,750	£2,041	£16,005	
1240	Kids Camp	£17,528	£23,100	-£5,572	£105,000	
	<b>Sub-Total Income</b>	<b>£74,962</b>	<b>£76,070</b>	<b>-£1,108</b>	<b>£315,805</b>	
	<b>Net Actual Costs</b>	<b>£39,635</b>	<b>£51,299</b>	<b>£11,664</b>	<b>£178,328</b>	



		Qtr 1	YTD	Variance	Annual	
267	Tennis Courts	Actuals	Budget	Favourable	Budget	Notes
		2022/2023	2022/2023	(Adverse)	2022/2023	
	<b>EXPENDITURE</b>					
4012	Water Rates	£137	£0	-£137	£0	
4014	Electricity	£32	£99	£67	£400	
4032	Marketing	£0	£500	£500	£500	
4035	Grounds Maintenance	£1,109	£1,875	£766	£7,500	
4117	LTA Subscription Fees	£50	£0	-£50	£500	
4911	TFR to Earmarked Reserves	£1,000	-£750	-£1,750	-£3,000	Annual fee for backend system
	<b>Sub-Total Expenditure</b>	<b>£2,328</b>	<b>£1,724</b>	<b>-£604</b>	<b>£5,900</b>	
	<b>INCOME</b>					
1009	Income Other	£619	£174	£445	£700	
1050	Key Fob Sales	£775	£720	£55	£2,200	
1055	Pay & Play	£520	£240	£280	£800	
1058	Multi sports court booking	£148	£300	-£152	£1,200	
	<b>Sub-Total Income</b>	<b>£2,062</b>	<b>£1,434</b>	<b>£628</b>	<b>£4,900</b>	
	<b>Net Actual Costs</b>	<b>£266</b>	<b>£290</b>	<b>£24</b>	<b>£1,000</b>	

270	Doric Park	Qtr 1 Actuals 2022/2023	YTD Budget 2022/2023	Variance Favourable (Adverse)	Annual Budget 2022/2023	Notes
	<b>EXPENDITURE</b>					
4001	Staff Salaries	£0	£0	£0	£10,139	
4002	Staff Nat Insurance	£0	£0	£0	£195	
4003	Staff Pensions	£0	£0	£0	£1,896	
4007	Clothing/ Uniforms	£0	£0	£0	£72	
4008	Training	£0	£0	£0	£185	
4009	Travelling	£0	£0	£0	£93	
4011	Business Rates	£0	£624	£624	£2,500	
4012	Water rates	£0	£87	£87	£350	
4014	Electric	£0	£819	£819	£3,275	
4019	service charges	£0	£1,005	£1,005	£4,025	
4021	Telephone Expenses	£0	£126	£126	£500	
4025	Insurance	£0	£162	£162	£650	
4032	Marketing	£0	£0	£0	£2,000	
4036	Equipments Purchases (Sport Pitches)	£0	£0	£0	£3,668,875	
4053	Loan interest	£0	£0	£0	£59,000	
4054	Loan Capital	£0	£0	£0	£51,000	
4056	Legal/Professional Fees	£2,915	£91,722	£88,807	£366,888	
4110	Payrise Accrual	£208	£0	-£208	£0	
4126	Maintenance	£0	£0	£0	£4,400	
4145	Vending Expenditure	£0	£0	£0	£1,000	
4147	Equipment Replacement	£0	£0	£0	£250	
4191	Equipment & Materials	£0	£0	£0	£10,000	
4912	TFR From Earmarked Reserve	£0	-£100,284	-£100,284	-£401,136	
4917	TFR From CIL Reserve	-£2,915	-£9,999	-£7,084	-£40,000	
	<b>Sub- Total Expenditure</b>	<b>£208</b>	<b>-£15,738</b>	<b>-£15,946</b>	<b>£3,746,157</b>	
	<b>INCOME</b>					
1001	Grants Income			£0	£488,908	
1003	Sponsorship Income			£0	£2,500	
1067	Facility Hire Standard			£0	£9,000	
1096	Loans			£0	£3,200,000	
1127	Vending Income			£0	£2,000	
1243	Fees			£0	£63,747	
	<b>Sub- Total Income</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£3,766,155</b>	
	<b>Net Actual Costs</b>	<b>£208</b>	<b>-£15,738</b>	<b>-£15,946</b>	<b>-£19,998</b>	

		Qtr I	YTD	Variance	Annual	
271	Woodmarsh	Actuals	Budget	Favourable	Budget	Notes
		2022/2023	2022/2023	(Adverse)	2022/2023	
	<b>EXPENDITURE</b>					
4036	Equipment Purchases	£75	£2,637	£2,562	£10,553	
4053	Loan Interest Repayments	£1,043	£1,044	£1	£4,131	
4054	Loan Repayments Capital	£0	£0	£0	£5,833	
4912	TFR From Earmarked Reserve	-£75	-£2,637	-£2,562	-£10,553	
	<b>Sub- Total Expenditure</b>	<b>£1,043</b>	<b>£1,044</b>	<b>£1</b>	<b>£9,964</b>	
	<b>INCOME</b>					
1000	Rent Woodmarsh TTFC	£2,427	£2,427	£0	£9,706	
	<b>Sub- Total Income</b>	<b>£2,427</b>	<b>£2,427</b>	<b>£0</b>	<b>£9,706</b>	
	<b>Net Actual Costs</b>	<b>-£1,384</b>	<b>-£1,383</b>	<b>£1</b>	<b>£258</b>	
	<b>SUMMARY FIGURES</b>					
	<b>Leisure Services Qtr 1 (April '22 - June '22)</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>		
	Gross Expenditure	£128,176	£124,399	-£3,777		
	Income	£79,451	£79,931	-£480		
	Net	£48,725	£44,468	-£4,257		

## Appendix C

### Trowbridge Town Council

Doric Park Project Working Group 6<sup>th</sup> October 2022

Working with the Community

#### **Doric Park Project Working Group**

#### **Notes of Meeting - Thursday, 6 October 2022**

**Councillors:** Mel Jacob (part), Stephen Cooper, David Vigar and Stewart Palmen.

**Officers:** Lance Allan (Town Clerk), Hayley Bell (Head of Services) and Natasha Patterson (Council Secretary).

#### **1 Welcome and Apologies**

Discussion about publication of notes from Working Group – notes will be added to Leisure & Information Report and when the report is published on the website, the notes of the WG meetings will then be published.

#### **2 Updates**

**2.1** Valuation in respect of facilities at 50-year age has been received: £2.7million and passed on to PWLB. Town Clerk has written to DLUHC Minister Baroness Scott of Bybrook to ask if the borrowing application can now be addressed quickly. Working Group asked if we get guidance re length of time to get response. The only guidance indicates a period of a few weeks. **Action - Town Clerk to chase response. [Town Clerk has sent email to DLUHC]**

**2.2** Valuation of consideration for Stamp Duty Land Tax regarding lease/agreement with TRFC –still ongoing. Not requested by DLUHC.

**2.3** Legal Agreements with TRFC – Heads of Terms are being finalised and will be signed at point loan is agreed (subject to agreement by Full council and revised costs/business plan being satisfactory)

**2.4** Pike Estate – TRFC are liaising with Pike Estate. No risk anticipated that Pike Estate will not agree for this development to take place. **Action - Town Clerk to seek written confirmation. [Discussed with TRFC]**

**2.5** Licence to Occupy – Commercial agreements with Wiltshire College and Bath Rugby – no update both in draft form.

#### **3 Beard Construction**

**3.1 Letter of intent** – Letter of intent issued with intention of Sept 2023 opening. Working Party requesting costs to date and confirm that Beard have suspended works pending decision on the loan. Total spent to date is £41k plus VAT.  
**[Confirm all further work suspended and no additional invoices due. Detailed costs circulated to Working Group]**

*Doric Park Project Working Group 6<sup>th</sup> October 2022*

**Trowbridge Town Council**

*Working with the Community*

- 4 **Football Foundation Grant/project manager update – see Points 1-3.**
- 5 **Other eg maintenance contracts – nothing to report.**
- 6 **Response to correspondence – nothing to report.**
- 7 **Wiltshire College – senior staff from college met with Working Group to discuss next steps and impact of delay.**
- 8 **AOB – none.**
- 9 **Date of next meeting – not yet agreed.**