

8th October 2018

Dear Councillor

You are summoned to a meeting of the:

Devolved Assets and Services Committee
on Tuesday 16th October 2018 at 7.00pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Committee Membership:

Cllr Brett (East) Chairman	Cllr MacFarlane (West)
Cllr Fraser (West)	Cllr Nicklin (West)
Cllr Fryer (Broadway)	Cllr Robbins (East)
Cllr Jeffries (Copheap)	

Peter Hewitt (Volunteer); Stuart Legg, Park and Open Spaces Manager; Fiona Fox, Town Clerk and RFO; Tom Dommett, Assistant Town Clerk; and other invited guests.

Copied to all other members for information.

Members of the public are welcome to attend meetings of the council and committees, unless excluded due to the confidential nature of the business.

Yours sincerely



Fiona Fox BA (Hons) MCIPD FILCM
Town Clerk and Responsible Financial Officer

A G E N D A

1. **Appointment of Chairman**
Members to appoint a committee chairman.
2. **Appointment of Vice Chairman**
Members to appoint a vice chairman.

3. **Apologies for absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
4. **Declarations of Interest**
To receive any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.
5. **Minutes**
5.1 To approve and sign as a correct record, the minutes of the Devolved Services and Assets Sub-Committee meeting held 10th September 2018; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.
5.2 To note any matters arising from the minutes of the Devolved Services and Assets Sub-Committee meeting held 10th September 2018.
6. **Chairman's Announcements**
To note any announcements made by the Chair.

Standing Orders will be suspended to allow for public participation.

7. **Public Participation**
To enable members of the public to address the committee with an allowance of three minutes per person regarding any item on the agenda and to receive any petitions and deputations.

Standing Orders will be reinstated following public participation.

8. **Reports from Unitary Authority Members**
To note reports provided which are relevant to this committee
9. **Clerk's Report: Town Park and Associated Land**
For noting. (See attached).
10. **Communications**
The members to decide on items requiring a press release and to nominate a speaker for any item on the agenda if required.

The date of the next Devolved Assets and Services Committee will be Thursday 22nd November 2018 at 7pm

Minutes from this meeting will be available to all members of the public either from our website www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.

Devolved Assets and Services: Tuesday 16th October 2018

Clerk's Report: Town Park and Associated Land

Item 9

- a) Lake: nothing to note.
- b) Pavilion Café: winter hours started on 1st October 2018 and will continue until 31st March 2019. The café is now open Thursday – Sunday inclusive, 9.30am – 3.30pm. A new supervisor has been appointed and will start early November.
- c) Skate park: the council has resolved to see this project through to completion, a working party has been established and the Clerk is managing the funding applications. Provisional start date for the works, late spring 2019.
- d) Putting green: noting to note.
- e) Lake Pleasure Grounds (LPG) and central car park public conveniences: the LPG toilet door is still subject to an insurance claim.
- f) Tennis courts: noting to note.
- g) Boats on the lake: these have now been put to bed for the winter.
- h) MUGA area: nothing to note.
- i) The Boat House: nothing to note.
- j) Tree works: trees works on-going as per last meeting's update.
- k) Green Flag: noting to note.
- l) Paddling Pool: members have already noted that the paddling pool has required extensive patching since it was devolved from Wiltshire Council. It is now apparent that the pool, including the surrounding safety matting, requires more extensive works to ensure its future use. Officers are currently exploring several options for the area and will present these to members for consideration at the next meeting.
- m) The council's grounds maintenance contracts are due for renewal on 31st March 2019. The Council may, on the recommendation of the Town Clerk, extend the period of the contract annually at the end of the term for a period not exceeding a total of five years. This is the contracts' first renewal.

Officers are carrying out a review of the same and will be presenting the findings with associated costs to members at the next meeting.

Clerk

09.10.2018