

23th September 2019

AGENDA

Dear Councillor

You are summoned to a meeting of the:

Devolved Services and Assets Committee
to be held on Monday 30th September 2019 at 7.00pm
at The Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Brett (East)	Cllr Macfarlane (West)
Cllr Doyle (East)	Cllr Nicklin (West)
Cllr Fraser (West) Chairman	Cllr Robbins (East)
Cllr Fryer (Broadway) Vice Chairman	Peter Hewitt (co-opted)

Copied to all other members for information.

Members of the public are warmly welcome to attend meetings of the Council and its committees, unless excluded owing to the confidential nature of the business.

Yours sincerely



Tom Dommett BA (Hons)
Assistant Town Clerk

1. Apologies for absence

To receive and accept apologies, including reason for absence, from those unable to attend.

2. Declarations of Interest

To receive any declarations of interest under Warminster Town Council's (WTC) Code of Conduct issued in accordance with the Localism Act 2011.

3. **Minutes**

3.1 To approve and sign as a correct record, the minutes of the Devolved Assets and Services Committee meeting held on 5th August 2019; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

3.2 To note any matters arising from the minutes of the Devolved Assets and Services Committee meeting held on 5th August 2019.

4. **Chairman's Announcements**

To note any announcements made by the chairman.

***Standing Orders will be suspended
to allow for public participation.***

5. **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.***

6. **Reports from Unitary Authority Members**

To note reports provided which are relevant to this committee

7. **Working Groups**

See attached reports for noting.

7.1 Play areas.

7.2 Paddling pool regeneration, reference minute FC/19/043

7.3 Asset and service transfer from Wiltshire.

8. **Clerk's Report: Lake Pleasure Grounds and Associated Land**

Report attached for members information.

9. **Draft Budget 2020/21**

Members are requested to support the budget report attached and recommend any other budget proposals relevant to this committee that they wish to be considered as part of the budget setting process. (See attached)

10. **Road Sweeper**

Members had previously directed officers to investigate how WTC can improve the street sweeping service which is currently provided by Wiltshire Council and report back in due course. To include a schedule and projected costs. Subsequently it was agreed that investigations into improved street sweeping should be subsumed into the wider discussion about the transfer of services from Wiltshire Council. In the light of the process of and timescale for these talks, **Members are asked to authorise**

officers to investigate the cost implications of the Town Council operating a road sweeper and to invite tenders from contractors.

11. Community Infrastructure Levy (CIL) Funding

Members are requested to put forward any projects that they would like the CIL working group to consider for WTC CIL funding.

12. Communications

12.1 The members to decide on items requiring a press release.

12.2 The members to confirm their spokesperson for any item listed on the agenda to report on the Council's decision if required.

**The date of the next Devolved Services and Assets Committee will be Monday
25th November 2019 at 7.00pm**

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.

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Working Groups – Report to Devolved Services and Assets Committee 30/9/2019

7.1 Play areas: Farnfields have agreed to act for the Council and the leases are being prepared by Wiltshire Council. It is hoped that they will be ready for agreement by Full Council on 18th November.

7.2 Paddling pool regeneration:

Members will recall July Full Council Minute: FC/19/043 Paddling Pool Working Group

FC/19/043.1 Members agreed the allocation of £3000 for initial costs including the employment of a project manager.

FC/19/043.2 Members agreed the appointment of Steve Matthews as project manager.

FC/19/043.3 Members noted the indicative budget of £100,000 for the replacement of the pool and improvement to the surrounding area.

A contract Requirements and Schedule of Client Specification has been sent to the contractors who completed the expression of interest.

This includes the Community Consultation Response Data, Warminster Town Council Essential Requirements Warminster and Town Council Desirable Essential Requirements

Outline of Timescale

- Week Commencing 16 September 2019 - Design and Build brief sent to all companies who have met the Expression of Interest requirements.
- 25 October 2019 – Deadline for the completed Form of Tender and written submission to be returned
- Week Commencing 28 October 2019 - Formal opening of tender submissions and assessments of written submission.
- Week Commencing 11 November 2019 – Interviews to be conducted by Paddling Pool Working Group.
- 18 November Full Town Council – Formal approval or not of Design and Build contractor based on assessment of submissions and interview.
- 25 November 2019 – Contract awarded to approved contractor.
- Works to begin on site – Early 2020

7.3 Asset and service transfer from Wiltshire

A meeting was held on 5th September between members of the working group and Devizes Town Council to discuss their experience of the service delegation and asset transfer process.

A meeting was held on 21st September between members of the working group and with Wiltshire Council Officers Adrian Hampton and Martin Cox. Wiltshire Council Officers briefed the working group on the range and scope of the negotiations.

Devolved Assets and Services 30th September 2019

Clerk's Report: Lake Pleasure Grounds and Outside Spaces

- 1 Lake Pleasure Grounds:** the signs about dogs being on leads have been purchased and installed. The tree trail has been revised and reprinted. The extension to the wildflower area will be carried out in October.
- 2 Lake:** The Japanese knotweed on the island is being controlled as part of a management programme and will be treated in October.
- 3 Pavilion Café:** Staff are working on a series of small-scale events to generate more business, for example celebrating children's books. Crayons and tracing paper for bark rubbing are now available in the café.
- 4 Skatepark:** Work on the skate park finished on 12th September when it was handed over to the Town Council. Work on removing the haul road is due to start on 30th September.
- 5 Putting green:** Takings are significantly up on last year.
- 6 Tennis courts:** Some tennis coaching and fun days have boosted income in the Café, however, the condition of the courts limits potential usage.
- 7 Central Car Park public conveniences**
Nothing to note.

Lake Pleasure Grounds public conveniences:
Nothing to note
- 8 Boats on the lake:** Boat hire has now ended for the year, except they will be available on the 5th October as part of the launch of the new Skatepark.
- 9 MUGA area:** Nothing to report.
- 10 The Boat House:** Nothing to report.
- 11 Tree works:** Nothing to report
- 12 Paddling Pool:** The pool is now closed. See also the agenda.
- 14 Elizabeth Collyns Garden:** Nothing to report
- 15 Play Area in the Lake Pleasure Grounds –** Nothing to report

Tom Dommett
Assistant Town Clerk
23.09.2019

<u>209</u>	<u>Outside Services</u>						
4001	Salaries	4,352	15,699	45,500	29,801	29,801	34.5 %
4007	Uniform	0	29	200	171	171	14.6 %
4008	Training	0	160	300	140	140	53.3 %

Month No : 4

July 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4042	Vehicle Costs	1,096	2,134	5,500	3,366		3,366	38.8 %
	Outside Services :- Expenditure	5,447	18,022	51,500	33,478	0	33,478	35.0 %
	Net Expenditure over Income	5,447	18,022	51,500	33,478			
<u>210</u>	<u>Town Park</u>							
4001	Salaries	1,030	4,298	14,300	10,002		10,002	30.1 %
4008	Training	0	0	200	200		200	0.0 %
4011	Rates	295	1,175	2,975	1,800		1,800	39.5 %
4012	Water Rates	1,342	4,775	14,000	9,225		9,225	34.1 %
4014	Electricity and Gas	440	696	2,500	1,804		1,804	27.8 %
4020	Consumables & Other Expenses	0	40	500	460		460	8.1 %
4023	Printing & Stationery	0	0	100	100		100	0.0 %
4028	Insurance	98	392	2,300	1,908		1,908	17.1 %
4035	Refuse Collection\Bin Emptying	942	1,256	30,000	28,744		28,744	4.2 %
4036	Repairs and Renewals	3,120	5,402	30,000	24,598		24,598	18.0 %
4037	Maintenance Contracts	0	0	1,000	1,000		1,000	0.0 %
4038	Grounds Maintenance	3,358	14,012	40,000	25,988		25,988	35.0 %
4040	Equipment/Furniture	569	1,037	5,000	3,963		3,963	20.7 %
4085	Town Park Events	0	2,460	6,500	4,040		4,040	37.8 %
	Town Park :- Expenditure	11,194	35,545	149,375	113,830	0	113,830	23.8 %
1006	Rent - 23 Weymouth St	330	1,320	3,960	-2,640			33.3 %
1007	Rent - Pavilion	0	15	0	15			0.0 %
1020	Town Park Events Income	768	4,030	183	3,847			2202.4
1193	Miscellaneous Income	0	50	0	50			0.0 %
1550	Boats Income	1,015	2,527	3,000	-473			84.2 %
1901	Insurance Claims	0	3,880	0	3,880			0.0 %
	Town Park :- Income	2,113	11,822	7,143	4,679			165.5 %
	Net Expenditure over Income	9,081	23,723	142,232	118,509			
<u>211</u>	<u>Open Spaces</u>							
4012	Water Rates	16	16	30	14		14	52.3 %
4038	Grounds Maintenance	0	2,402	10,000	7,598		7,598	24.0 %
4040	Equipment/Furniture	0	0	250	250		250	0.0 %
4214	Bins	0	0	5,000	5,000		5,000	0.0 %
	Open Spaces :- Expenditure	16	2,418	15,280	12,862	0	12,862	15.8 %
	Net Expenditure over Income	16	2,418	15,280	12,862			

Month No : 4

July 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
212	<u>Cemetery and Churchyard</u>							
4011	Rates	17	66	155	89		89	42.5 %
4028	Insurance	78	310	945	635		635	32.8 %
4036	Repairs and Renewals	0	343	0	-343		-343	0.0 %
4212	War Memorial	0	0	0	0	-8,246	8,246	0.0 %
	Cemetery and Churchyard :- Expenditure	95	719	1,100	381	-8,246	8,627	-684.3 %
1212	Burial Fees	0	626	1,500	-874			41.7 %
	Cemetery and Churchyard :- Income	0	626	1,500	-874			41.7 %
	Net Expenditure over Income	95	93	-400	-493			
213	<u>Public Conv - Town Park</u>							
4036	Repairs and Renewals	0	0	250	250		250	0.0 %
4200	Public Toilets	629	1,886	8,000	6,114		6,114	23.6 %
	Public Conv - Town Park :- Expenditure	629	1,886	8,250	6,364	0	6,364	22.9 %
	Net Expenditure over Income	629	1,886	8,250	6,364			
214	<u>Public Conv - Central Car Park</u>							
4012	Water Rates	1,154	1,257	2,500	1,243		1,243	50.3 %
4014	Electricity and Gas	340	327	1,500	1,173		1,173	21.8 %
4028	Insurance	14	55	172	117		117	32.1 %
4036	Repairs and Renewals	0	497	1,500	1,003		1,003	33.2 %
4200	Public Toilets	943	3,772	11,500	7,728		7,728	32.8 %
	Public Conv - Central Car Park :- Expenditure	2,450	5,908	17,172	11,264	0	11,264	34.4 %
	Net Expenditure over Income	2,450	5,908	17,172	11,264			
215	<u>Streets Furniture</u>							
4028	Insurance	29	116	355	239		239	32.7 %
4038	Grounds Maintenance	3,339	3,339	0	-3,339		-3,339	0.0 %
4040	Equipment/Furniture	0	90	1,500	1,410		1,410	6.0 %
4803	Baskets & Tubs	0	2,596	9,000	6,404		6,404	28.8 %
	Streets Furniture :- Expenditure	3,368	6,141	10,855	4,714	0	4,714	56.6 %
	Net Expenditure over Income	3,368	6,141	10,855	4,714			
216	<u>Pavilion Cafe</u>							
4001	Salaries	3,976	17,429	20,500	3,071		3,071	85.0 %
4007	Uniform	0	0	150	150		150	0.0 %

Month No : 4

July 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4008	Training	0	175	250	75		75	70.0 %
4016	Cleaning	11	11	100	89		89	11.0 %
4020	Consumables & Other Expenses	204	780	2,000	1,220		1,220	39.0 %
4022	Postage & Telephone	46	199	600	401		401	33.1 %
4023	Printing & Stationery	0	0	200	200		200	0.0 %
4025	IT (Website & Email)	0	0	100	100		100	0.0 %
4035	Refuse Collection\Bin Emptying	120	394	500	106		106	78.8 %
4036	Repairs and Renewals	0	1,229	1,000	-229		-229	122.9 %
4040	Equipment/Furniture	33	438	500	62		62	87.5 %
4055	Stocktaking Fees	0	0	240	240		240	0.0 %
4061	Streamline Charges	54	220	360	140		140	61.1 %
	Pavilion Cafe :- Expenditure	4,445	20,873	26,500	5,627	0	5,627	78.8 %
3540	Pavilion Purchases	4,075	11,295	20,000	8,705		8,705	56.5 %
	Pavilion Cafe :- Direct Expenditure	4,075	11,295	20,000	8,705	0	8,705	56.5 %
1193	Miscellaneous Income	0	20	0	20			0.0 %
1600	Pavillion Cafe Sales	7,158	21,795	40,000	-18,205			54.5 %
1601	Putting Green Income	270	403	0	403			0.0 %
	Pavilion Cafe :- Income	7,428	22,219	40,000	-17,781			55.5 %
	Net Expenditure over Income	1,092	9,950	6,500	-3,450			
217	Play Areas							
4010	Health & Safety	0	0	14,000	14,000		14,000	0.0 %
4016	Cleaning	0	0	1,000	1,000		1,000	0.0 %
4020	Consumables & Other Expenses	0	0	450	450		450	0.0 %
4023	Printing & Stationery	0	0	100	100		100	0.0 %
4028	Insurance	0	0	4,050	4,050		4,050	0.0 %
4035	Refuse Collection\Bin Emptying	0	0	3,382	3,382		3,382	0.0 %
4037	Maintenance Contracts	0	0	11,000	11,000		11,000	0.0 %
4038	Grounds Maintenance	0	0	15,000	15,000		15,000	0.0 %
4044	Tree Works	0	0	2,000	2,000		2,000	0.0 %
4058	Legal Fees	0	0	4,400	4,400		4,400	0.0 %
	Play Areas :- Expenditure	0	0	55,382	55,382	0	55,382	0.0 %
1180	Grants Recieved	0	0	9,000	-9,000			0.0 %
	Play Areas :- Income	0	0	9,000	-9,000			0.0 %
	Net Expenditure over Income	0	0	46,382	46,382			

Month No : 4

July 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>218</u>	<u>Skate Park</u>							
4028	Insurance	0	0	2,000	2,000		2,000	0.0 %
4036	Repairs and Renewals	0	0	5,000	5,000		5,000	0.0 %
	Skate Park :- Expenditure	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>7,000</u>	<u>0</u>	<u>7,000</u>	<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>7,000</u>			

Devolved services budget request 2020/21

Income: Using this year as a guide I believe the income in the café will increase by £2000 from increased sales and £1000 from increased use of the putting green making £3000 in total.

The income from town park events (spring in the park) and the boats income is also up on last year and budgets have been reviewed accordingly.

This gives additional income budget of **£7317** for the year.

Expenditure: The expenditure budget increases to £44550 for the year. The first large change is for the addition of a supervisor. This was already budgeted for half a person last year with £14000 put into the play areas budget. I feel that with the potential additional work load a full-time supervisor is now required so therefore have added this into the budget. I have also moved this onto the outside services cost code from play areas.

(This is a new member of staff, who will need to be recruited on SCP 8-10)

The second large change is the addition of a Repairs and Renewals budget line for the Play areas. This equates to £5000 per play area.

I have moved the seasonal staff salaries to the relevant lines and increased the budgets as last year the budgets were too low.

Total expenditure over income: **£37233**

2020/21 Budget request from Chair and Parks and Open Spaces Manager

Red= Increase required

Location	Works	Amount required 2020/21	Variance from last year	
209	Outside services			
4001	Salaries	70500	30000	supervisor wages included 14k moved from play areas
4007	Uniform	250	50	
4008	Training	600	300	new supervisor will need more training
4042	Vehicle costs	5500		
210	Town park			
4001	Boats Salaries	9000	-5300	Café staff out. Only boats staff
4008	Training	400	200	boats staff training
4011	Rates	2975	-2975	
4012	Water Rates	14000		
4014	Electricity and gas	2500		
4020	Consumables & other	500		
4023	Printing and stationary	900	800	Tree trail printing
4028	Insurance	2300		
4035	Refuse collection bin emptying	10000	-20000	
4036	Repairs and renewals	40000	10000	5000 increase plus 5000 from skate park R&R
4037	Maintenace contracts	1000		
4038	Grounds maintenance	40000		
4040	Equipment/Furniture	5000		
4085	Town park events	6500		
	Recruitment	500	500	seasonal staff costs

	23 weymouth st repairs and renewals	2000	2000	We have an income line for this but nothing to spend on maintenance
	211 Open Spaces			
4012	Water Rates	30		
4038	Grounds maintenance	10000		
4040	Equipment/ Furniture	250		
4214	Bins	5000		
	213 Public conveniences- Town park			
4036	Repairs and renewals	250		
4200	Public toilets	8000		
	214 Public conveniences - central car park			
4012	Water Rates	2500		
4011	Rates	2975	2975	Moved from Town Park
4014	Electricity and gas	1500		
4028	Insurance	172		
4036	Repairs and renewals	1500		
4200	Public toilets	11500		
	215 Street Furniture			
4028	Insurance	355		
4038	Grounds maintenance	0		
4040	Equipment/ Furniture	1500		
4803	Hanging baskets	9000		

216	Pavillion Café			
4001	Salaries	29000	11000	Supervisor plus seasonal staff
4007	Uniform	150		
4008	Training	250		
4016	Cleaning	100		
4020	Consumables & other exp	2000		
4022	Postage and Phone	600		
4023	Printing and stationary	200		
4025	IT (website and email)	100		
4035	Refuse bin emptying	0	-500	Remove. Café uses skips
4036	Repairs and renewals	1000		
4040	Equipment/furniture	500		
4055	Stocktaking	240		
4016	Streamline charges	360		
3540	Purchases	20000		
	Marketing	500	500	Marketing budget for café events and promotion
217	Play areas			
4010	Health and safety	0	-14000	Remove this was for supervisor now in open spaces
4016	Cleaning	1000		
4020	Consumables & other expenses	450		
4023	Printing and Stationary	100		
4028	Insurance	4050		
4035	Refuse collection/Bin Emptying	3382		
4037	Maintenance contract	5000	-6000	
4038	Grounds maintenance	15000		
4044	Tree works	2000		
4058	Legal fees	4400		

[illegible]

216:	Pavilion café Income		
1600:	Pavilion café sales	42000	2000
1601:	Putting green income	1000	1000
210:	Town Park Income		
1006:	Rent- 23 Weymouth street	3960	
1020:	Town Park events income	3000	2817
1193:	Miscellaneous Income	0	
1550:	Boats income	4500	1500
		54460	7317