

5th July 2022

AGENDA

Dear Councillor,

You are summoned to a meeting of the:

Parks and Estate Committee
**on Monday 11th July 2022 at 7.00pm, to be held at the
Civic Centre, Sambourne Road, Warminster, BA12 8LB**

Membership:

Cllr Allensby (West) Chairman	Cllr Macdonald (East)
Cllr Brett (East)	Cllr Macfarlane (West)
Cllr Fraser (West)	Cllr Parks (North) Vice Chairman
Cllr Fryer (Broadway)	Mr Peter Hewitt (Advisor)

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.

If you wish to contribute during public participation, please contact admin@warminster-tc.gov.uk prior to the meeting to enable this to be facilitated. If you do not wish to attend in person, the chairman may read out your contribution.

Yours sincerely



Tom Dommett (CiLCA)
Town Clerk and Responsible Financial Officer

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 Parks and Estates Committee meeting held on Monday 23rd May 2022; 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 Parks and Estates Committee meeting held on Monday 23rd May 2022.

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 a written submission, an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations. The chairperson will read any statements submitted in advance.

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. **Parks and Estate Manager's report**

**Report attached for members information. For Noting.
(See attached)**

8. **Accounts**

Members to note the accounts for the Parks and Estates Committee up to 31st May 2022. (See attached)

9. **The Beeches Play Area**

At the meeting of the Parks and Estates Committee on 23rd May 2022 Members resolved to ask officers to obtain quotes for the installation of a hedge and gate and bring the matter back to the subsequent committee meeting for decision (PE/21/011).

Officers approached contractors to get quotes however none were forthcoming.

Three quotes have been obtained for the hedging from nurseries (see below)

Company	Quote
Hedges Direct	£10,675 +VAT
Johnsons of Wixley	£10,200 +VAT
Hopes Grove Nursery	£11,832 +VAT

There is also the additional cost of a new play area gate (£2000) and instillation of the gate and hedging. This can be carried out by our grounds staff. But will cost in the region of £2800 in terms of equipment hire and staff time.

This will bring the total cost to between £15,000 and £16,632.

Members should note that there will also be ongoing maintenance costs.

Members have raised concern about the cost of this work. Officers have considered a temporary repair to the existing fencing using concrete repair spurs to each post.

Officers would like to remind members of the original proposal to remove the fencing and either not replace or replace with a low maintenance fence.

Members to decide to proceed with one of the quotes or to select another option.

10. Boat House and The Lake Pleasure Grounds Centenary Celebrations

The Working Group met on Tuesday 5th July. They discussed an outline of plans for the Centenary Celebrations. The consensus was that they should be held on Friday 26th July 2024 from 4pm onwards. The celebrations would have an Edwardian theme and seek to have a modern equivalent of the events known to be held in the 1920's. There might be fairground type rides, food vendors, live music, competitions etc. As dusk falls, there would be various illuminations from a lantern parade to garden lights and a pyrotechnic display. A ballpark budget figure of £10,000 is being suggested.

A further meeting is scheduled for August 2022 to consider options for the boat house. A fuller report will be made to the next meeting of the Parks and Estate committee.

Members to Note

11. Communications

Members to decide on items requiring a press release and to confirm a spokesperson if required

The date of the next Parks and Estate Committee will be Monday 24th October 2022 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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Parks and Estate Manager's Report:

Parks and Estates Committee 11th July 2022

Lake Pleasure Grounds

- 1 **Lake:** Replacement duck ramps have been made and will be fitted soon.
- 2 **Pavilion Café:** Is open for trade. Sales continue to exceed targets.
- 3 **Play area:** A replacement gate been fitted after the gate closest to the Larva Trail failed.
- 4 **Skatepark:** Is being well used.
- 5 **Lake Pleasure Grounds public conveniences:** All toilets are open. Additional afternoon cleans continue to take place. There have been several incidents of locks being vandalised. These have been replaced by grounds staff. Due to the popularity of the splash pad several requests have been received for toilets closer to the splash pad.
- 6 **Splash Pad:** The splash pad is open and working well. Officers have had some teething problems which have been time consuming but have worked with the contractor to sort these out. As expected, the splash pad has proved very popular with the public.
- 7 **Elizabeth Collyns Garden:** Open and being well used.
- 8 **Flower Beds:** All beds have now been planted and watering is being undertaken as required by the grounds staff.
- 9 **Boats on the lake:** Are open School holidays and weekends
- 10 **MUGA area:** see tennis courts
- 11 **Boat House:** Essential maintenance work to make the building safe is ongoing and will be completed soon.
- 12 **Putting green:** Is open.
- 13 **Tennis Courts:** Officers have been in talks with the LTA and will give a verbal update at the meeting.
- 14 **Tree works:** Nothing to report
- 15 **Scout hut:** Nothing to report.

Outside Services

- 16 **Play Areas:** Officers are about to begin the annual review of the play areas. This report will be brought to committee and aid budget setting for next year.
- 17 **Public Toilets: Central Car Park public conveniences:** All toilets are open. Additional afternoon cleans are now taking place.
- 18 **War Memorial:** The RBL have begun the agreed work at the war memorial.
- 19 **Closed churchyards:** Grass cutting continues.
- 20 **Hanging baskets and Tubs:** The baskets are in place and being watered by Basil Brushes.

approached officers for a cost to hire the sweeper for a couple of days a month. If they accept the quote this will offset some of the sweeper costs. Officers are confident this can be done with no noticeable affect on the level of service provided to Warminster.

- 22** **Street Furniture:** Several bins have so far been refurbished. More are scheduled.

Stuart Legg

04.07.2022

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>209 Outside Services</u>								
4001 Salaries	18,589	32,386	197,500	165,114		165,114	16.4%	
4007 Uniform	0	90	1,500	1,410		1,410	6.0%	
4008 Training	0	215	3,500	3,285		3,285	6.1%	
4020 Consumables & Other Expenses	4,522	4,764	1,800	(2,964)		(2,964)	264.7%	
4022 Postage & Telephone	104	208	2,400	2,192		2,192	8.7%	
4024 Photocopier Charges	0	0	300	300		300	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4025 IT (Website & Email)	103	207	800	593		593	25.8%	
4028 Insurance	0	371	550	179		179	67.4%	
4035 Refuse Collection\Bin Emptying	0	0	7,000	7,000		7,000	0.0%	
4036 Repairs and Renewals	0	0	5,000	5,000		5,000	0.0%	
4040 Equipment/Furniture	0	90	10,000	9,910		9,910	0.9%	
4042 Vehicle Costs	901	3,220	27,000	23,780		23,780	11.9%	
4044 Tree Works	0	0	4,000	4,000		4,000	0.0%	
Outside Services :- Indirect Expenditure	24,219	41,550	261,350	219,800	0	219,800	15.9%	0
Net Expenditure	(24,219)	(41,550)	(261,350)	(219,800)				
<u>210</u> <u>Town Park</u>								
1006 Rent - 23 Weymouth St	330	660	3,960	3,300			16.7%	
1020 Town Park Events Income	233	2,294	3,000	706			76.5%	
1550 Boats Income	512	1,693	4,500	2,807			37.6%	
Town Park :- Income	1,074	4,647	11,460	6,813			40.6%	0
4001 Salaries	3,810	3,810	13,200	9,390		9,390	28.9%	
4012 Water Rates	0	0	14,000	14,000		14,000	0.0%	
4014 Electricity and Gas	0	0	2,500	2,500		2,500	0.0%	
4020 Consumables & Other Expenses	94	356	5,000	4,644		4,644	7.1%	
4028 Insurance	0	943	1,400	457		457	67.4%	
4035 Refuse Collection\Bin Emptying	654	1,039	0	(1,039)		(1,039)	0.0%	
4036 Repairs and Renewals	0	751	10,000	9,249		9,249	7.5%	
4037 Maintenance Contracts	0	0	2,000	2,000		2,000	0.0%	
4038 Grounds Maintenance	225	225	0	(225)		(225)	0.0%	
4040 Equipment/Furniture	83	277	5,000	4,723		4,723	5.5%	
4085 Town Park Events	771	2,963	13,000	10,037		10,037	22.8%	
5329 Tfr from Open Spaces	0	(457)	0	457		457	0.0%	
Town Park :- Indirect Expenditure	5,638	9,908	66,100	56,192	0	56,192	15.0%	0
Net Income over Expenditure	(4,564)	(5,261)	(54,640)	(49,379)				
<u>211</u> <u>Open Spaces</u>								
4038 Grounds Maintenance	0	573	0	(573)		(573)	0.0%	
4045 Flood Wardens	70	70	200	130		130	34.8%	
Open Spaces :- Indirect Expenditure	70	643	200	(443)	0	(443)	321.3%	0
Net Expenditure	(70)	(643)	(200)	443				

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
212 Cemetery and Churchyard								
1212 Burial Fees	165	165	500	335			33.0%	
Cemetery and Churchyard :- Income	165	165	500	335			33.0%	0
4011 Rates	32	68	250	182		182	27.3%	
4028 Insurance	0	741	1,100	359		359	67.4%	
Cemetery and Churchyard :- Indirect Expenditure	32	810	1,350	540	0	540	60.0%	0
Net Income over Expenditure	133	(645)	(850)	(205)				
214 Public Conveniences (TP & CCP)								
4012 Water Rates	0	0	2,500	2,500		2,500	0.0%	
4014 Electricity and Gas	0	0	3,000	3,000		3,000	0.0%	
4016 Cleaning	187	187	0	(187)		(187)	0.0%	
4020 Consumables & Other Expenses	0	0	2,000	2,000		2,000	0.0%	
4028 Insurance	0	135	200	65		65	67.4%	
4036 Repairs and Renewals	0	0	3,000	3,000		3,000	0.0%	
Public Conveniences (TP & CCP) :- Indirect Expenditure	187	322	10,700	10,378	0	10,378	3.0%	0
Net Expenditure	(187)	(322)	(10,700)	(10,378)				
215 Street Furniture								
4028 Insurance	0	270	400	130		130	67.4%	
4803 Baskets & Tubs	0	0	3,500	3,500		3,500	0.0%	
Street Furniture :- Indirect Expenditure	0	270	3,900	3,630	0	3,630	6.9%	0
Net Expenditure	0	(270)	(3,900)	(3,630)				
216 Pavilion Cafe								
1600 Pavillion Cafe Sales	10,880	20,857	50,000	29,143			41.7%	
Pavilion Cafe :- Income	10,880	20,857	50,000	29,143			41.7%	0
3540 Pavilion Purchases	2,031	7,220	25,000	17,780		17,780	28.9%	
Pavilion Cafe :- Direct Expenditure	2,031	7,220	25,000	17,780	0	17,780	28.9%	0
4001 Salaries	5,531	7,322	37,300	29,978		29,978	19.6%	
4007 Uniform	0	0	150	150		150	0.0%	
4008 Training	0	0	250	250		250	0.0%	
4010 Health & Safety	0	0	100	100		100	0.0%	
4011 Rates	266	534	3,050	2,516		2,516	17.5%	
4020 Consumables & Other Expenses	294	780	3,000	2,220		2,220	26.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2022

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4022 Postage & Telephone	25	50	400	350		350	12.6%	
4023 Printing & Stationery	0	0	200	200		200	0.0%	
4025 IT (Website & Email)	9	19	200	181		181	9.4%	
4036 Repairs and Renewals	1,355	1,355	2,000	645		645	67.8%	
4037 Maintenance Contracts	0	0	500	500		500	0.0%	
4040 Equipment/Furniture	43	43	500	457		457	8.7%	
4055 Stocktaking Fees	0	0	240	240		240	0.0%	
4061 Streamline Charges	137	264	1,400	1,136		1,136	18.9%	
Pavilion Cafe :- Indirect Expenditure	7,661	10,368	49,290	38,922	0	38,922	21.0%	0
Net Income over Expenditure	1,189	3,270	(24,290)	(27,560)				
217 Play Areas								
4010 Health & Safety	0	0	1,000	1,000		1,000	0.0%	
4016 Cleaning	0	0	1,000	1,000		1,000	0.0%	
4020 Consumables & Other Expenses	0	0	500	500		500	0.0%	
4036 Repairs and Renewals	1,321	1,321	10,000	8,679		8,679	13.2%	
4040 Equipment/Furniture	11,461	11,461	1,000	(10,461)		(10,461)	1146.1%	
Play Areas :- Indirect Expenditure	12,782	12,782	13,500	718	0	718	94.7%	0
Net Expenditure	(12,782)	(12,782)	(13,500)	(718)				
219 Sweeper								
4007 Uniform	30	30	0	(30)		(30)	0.0%	
4036 Repairs and Renewals	223	223	2,000	1,777		1,777	11.2%	
4090 Sweeper Leasing	2,056	4,113	24,675	20,562		20,562	16.7%	
4091 Sweeper Consumables	919	919	1,200	281		281	76.6%	
4092 Sweeper Fuel	737	1,741	9,000	7,259		7,259	19.3%	
4093 Sweeper Waste Disposal	1,426	2,363	25,000	22,637		22,637	9.5%	
Sweeper :- Indirect Expenditure	5,391	9,389	61,875	52,486	0	52,486	15.2%	0
Net Expenditure	(5,391)	(9,389)	(61,875)	(52,486)				
220 Depot								
4011 Rates	358	711	7,500	6,789		6,789	9.5%	
4014 Electricity and Gas	0	0	750	750		750	0.0%	
4018 Rent	3,965	7,715	16,000	8,285		8,285	48.2%	
4025 IT (Website & Email)	40	80	0	(80)		(80)	0.0%	
4036 Repairs and Renewals	1,294	1,294	1,000	(294)		(294)	129.4%	
4037 Maintenance Contracts	0	0	200	200		200	0.0%	
4040 Equipment/Furniture	95	95	0	(95)		(95)	0.0%	
Depot :- Indirect Expenditure	5,753	9,896	25,450	15,554	0	15,554	38.9%	0
Net Expenditure	(5,753)	(9,896)	(25,450)	(15,554)				