

3rd July 2023

AGENDA

Dear Councillor,

You are summoned to a meeting of the:

Parks and Estate Committee
on Monday 10th July 2023 at 7.00pm,
to be held at the
Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Allensby (West)	Cllr Jones (East) Vice Chairman
Cllr Brett (East)	Cllr Macfarlane (West)
Cllr Fraser (West) (Chairman)	Cllr Parks (North)
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 Tuesday 30th May 2023; 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 Tuesday 30th May 2023.

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, an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations. The chairman may 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. (See attached)

Members to Note.

8. **Accounts**

Members to note the accounts for the Parks and Estates Committee up to 31st May 2023. (See attached)

9. **Hand Wash Facilities**

Members are asked to resolve to replace the 4 existing hand wash facilities in the toilets in the Boathouse in the Lake Pleasure Grounds at a cost of £9,463.68+VAT. This to be funded from the EMR capital projects.

10. **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 23rd October 2023 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.

Parks and Estate Manager's Report: Parks and Estates Committee 10/6/2023

Lake Pleasure Grounds

- 1 **Lake:** Duck ramps have been re attached to the lake edge after becoming detached with one more ramp added.
- 2 **Pavilion Café:** Continues to perform strongly.
- 3 **Play area:** Weekly inspections continue to be carried out.
- 4 **Skatepark:** Is open and being well used, the Skatepark Jam on 5th August will bring welcome publicity.
- 5 **Lake Pleasure Grounds public conveniences:** The temporary toilet has been delivered. We are waiting for a visit from an engineer to sort out an issue with the door before they can open.
- 6 **Splash Pad:** The splash pad is open and being used as a single use system at the moment after one of the control units stopped working. The replacement part has now arrived and will be installed w/c 3/7/2023. The play panels for the railings next to the splash pad are also being installed w/c 3/7/2023.
- 7 **Elizabeth Collyns Garden:** Open and being well used.
- 8 **Flower Beds:** Reported in the Warminster Journal as "Perfect Park" with a full page of pictures of flower beds.
- 9 **Boats on the lake:** Are open at weekends and proving very popular taking just over £1800 in June. The boats will be open 7 days a week from the 17th July for the school holidays.
- 10 **MUGA area:** now refurbished and in use.
- 11 **Boat House:** Nothing to report.
- 12 **Putting green:** Is open for the summer.
- 13 **Tennis Courts:** The official opening was a great success, with substantial coverage particularly on social media. Use continues to grow with further growth expected as Wimbledon and summer holidays increase demand. Agreement has been reached with a coaching provider and coaching will hopefully start in time for Wimbledon. This will be followed by establishment of a tennis club and free tennis sessions.
- 14 **Tree works:** Nothing to report.
- 15 **Scout hut:** The working group has had an 2nd meeting and is still gathering information to work up a initial proposal. A 3rd meeting has been scheduled.

Outside Services

- 16 **Play Areas:** Weekly inspections continue.
- 17 **Public Toilets: Central Car Park public conveniences:** All toilets are open. Officers will look for alternatives to the hand wash facilities once the new lease has been agreed with Wiltshire Council
- 18 **War Memorial:** Nothing to report.
- 19 **Closed churchyards:** Nothing to report.
- 20 **Hanging baskets and Tubs:** Are up around the town and look fabulous.
- 21 **Sweeper (Basil Brushes):** Officers continue speaking with local landowners to look at the possibility of having a nearby secure, compliant waste tip site.
- 22 **Street Furniture:** Nothing to report

Stuart Legg

30.06.2023

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

May 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>208 Town Park Splashpad</u>								
4012 Water Rates	891	1,737	10,000	8,263		8,263	17.4%	
4014 Electricity and Gas	880	880	5,000	4,120		4,120	17.6%	
4020 Consumables & Other Expenses	513	790	1,500	710		710	52.7%	
4022 Postage & Telephone	18	18	200	182		182	9.2%	
4036 Repairs and Renewals	0	1,129	5,000	3,871		3,871	22.6%	
4037 Maintenance Contracts	0	0	7,500	7,500		7,500	0.0%	
4040 Equipment/Furniture	0	0	500	500		500	0.0%	
Town Park Splashpad :- Indirect Expenditure	2,302	4,554	29,700	25,146	0	25,146	15.3%	0
Net Expenditure	(2,302)	(4,554)	(29,700)	(25,146)				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

May 23

	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>								
1193 Miscellaneous Income	0	687	0	(687)			0.0%	
Outside Services :- Income	0	687	0	(687)				0
4001 Salaries	18,179	38,085	263,138	225,053	225,053	14.5%		
4007 Uniform	116	116	1,500	1,384	1,384	7.8%		
4008 Training	0	0	3,500	3,500	3,500	0.0%		
4018 Rent	0	650	573	(77)	(77)	113.4%		
4020 Consumables & Other Expenses	155	707	2,500	1,793	1,793	28.3%		
4022 Postage & Telephone	194	307	2,400	2,093	2,093	12.8%		
4025 IT (Website & Email)	97	194	3,000	2,806	2,806	6.5%		
4028 Insurance	0	874	950	76	76	92.0%		
4035 Refuse Collection\Bin Emptying	0	0	7,000	7,000	7,000	0.0%		
4036 Repairs and Renewals	32	85	5,000	4,915	4,915	1.7%		
4037 Maintenance Contracts	0	288	0	(288)	(288)	0.0%		
4038 Grounds Maintenance	0	0	1,000	1,000	1,000	0.0%		
4040 Equipment/Furniture	1,906	2,097	5,500	3,403	3,403	38.1%		
4041 Equipment Hire	258	258	5,000	4,742	4,742	5.2%		
4042 Vehicle Costs	1,310	2,574	30,000	27,426	27,426	8.6%		
4044 Tree Works	0	0	6,000	6,000	6,000	0.0%		
4045 Flood Wardens	0	0	200	200	200	0.0%		
4803 Baskets & Tubs	0	0	3,500	3,500	3,500	0.0%		
Outside Services :- Indirect Expenditure	22,247	46,235	340,761	294,526	0	294,526	13.6%	0
Net Income over Expenditure	(22,247)	(45,549)	(340,761)	(295,212)				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

May 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Town Park</u>								
1006 Rent - 23 Weymouth St	385	770	3,980	3,210			19.4%	
1020 Town Park Events Income	393	2,982	3,000	18			99.4%	
1550 Boats Income	1,800	1,998	7,000	5,002			28.5%	
Town Park :- Income	2,578	5,750	13,980	8,230			41.1%	0
4001 Salaries	1,088	1,186	13,523	12,337		12,337	8.8%	
4012 Water Rates	1,369	2,345	7,000	4,655		4,655	33.5%	
4014 Electricity and Gas	322	520	3,000	2,480		2,480	17.3%	
4020 Consumables & Other Expenses	73	500	5,000	4,500		4,500	10.0%	
4028 Insurance	0	1,288	1,400	112		112	92.0%	
4035 Refuse Collection\Bin Emptying	479	678	0	(678)		(678)	0.0%	
4036 Repairs and Renewals	653	756	10,000	9,244		9,244	7.6%	
4037 Maintenance Contracts	0	0	1,500	1,500		1,500	0.0%	
4040 Equipment/Furniture	30	3,010	4,000	990		990	75.2%	
4041 Equipment Hire	579	579	1,000	421		421	57.9%	
4085 Town Park Events	2,346	4,913	10,000	5,087		5,087	49.1%	
Town Park :- Indirect Expenditure	6,940	15,776	56,423	40,647	0	40,647	28.0%	0
Net Income over Expenditure	(4,361)	(10,026)	(42,443)	(32,417)				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

May 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 Cemetery and Churchyard</u>								
1212 Burial Fees	0	0	1,000	1,000			0.0%	
Cemetery and Churchyard :- Income	0	0	1,000	1,000			0.0%	0
4011 Rates	31	66	290	224		224	22.9%	
4028 Insurance	0	1,012	1,100	88		88	92.0%	
Cemetery and Churchyard :- Indirect Expenditure	31	1,078	1,390	312	0	312	77.6%	0
Net Income over Expenditure	(31)	(1,078)	(390)	688				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

May 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>214 Public Conveniences (TP & CCP)</u>								
4012 Water Rates	170	334	2,500	2,166		2,166	13.4%	
4014 Electricity and Gas	778	1,199	3,000	1,801		1,801	40.0%	
4016 Cleaning	0	0	1,000	1,000		1,000	0.0%	
4020 Consumables & Other Expenses	329	329	1,500	1,171		1,171	21.9%	
4028 Insurance	0	184	200	16		16	92.0%	
4036 Repairs and Renewals	0	70	3,000	2,930		2,930	2.3%	
Public Conveniences (TP & CCP) :- Indirect Expenditure	<u>1,276</u>	<u>2,115</u>	<u>11,200</u>	<u>9,085</u>	<u>0</u>	<u>9,085</u>	<u>18.9%</u>	<u>0</u>
Net Expenditure	<u>(1,276)</u>	<u>(2,115)</u>	<u>(11,200)</u>	<u>(9,085)</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2023

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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
<u>216 Pavilion Cafe</u>								
1600 Pavillion Cafe Sales	14,843	21,359	80,000	58,641			26.7%	
Pavilion Cafe :- Income	14,843	21,359	80,000	58,641			26.7%	0
3540 Pavilion Purchases	5,264	9,647	28,000	18,353		18,353	34.5%	
Pavilion Cafe :- Direct Expenditure	5,264	9,647	28,000	18,353	0	18,353	34.5%	0
4001 Salaries	4,825	7,123	40,217	33,094		33,094	17.7%	
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	279	563	2,950	2,387		2,387	19.1%	
4014 Electricity and Gas	293	293	2,500	2,207		2,207	11.7%	
4020 Consumables & Other Expenses	300	1,039	3,000	1,961		1,961	34.6%	
4022 Postage & Telephone	28	56	300	244		244	18.8%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4025 IT (Website & Email)	12	47	100	53		53	47.0%	
4035 Refuse Collection\Bin Emptying	160	226	0	(226)		(226)	0.0%	
4036 Repairs and Renewals	1,319	1,545	2,000	455		455	77.3%	
4037 Maintenance Contracts	0	0	200	200		200	0.0%	
4040 Equipment/Furniture	26	91	500	409		409	18.2%	
4055 Stocktaking Fees	0	0	240	240		240	0.0%	
4061 Streamline Charges	217	320	1,400	1,080		1,080	22.9%	
Pavilion Cafe :- Indirect Expenditure	7,460	11,304	54,007	42,703	0	42,703	20.9%	0
Net Income over Expenditure	2,119	407	(2,007)	(2,414)				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

May 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>217 Play Areas</u>								
4010 Health & Safety	0	0	500	500		500	0.0%	
4020 Consumables & Other Expenses	16	16	500	484		484	3.3%	
4036 Repairs and Renewals	1,125	1,125	10,000	8,875		8,875	11.3%	
4040 Equipment/Furniture	0	618	1,000	382		382	61.8%	
5338 Tfr from EMR Play Area	0	(618)	0	618		618	0.0%	
Play Areas :- Indirect Expenditure	<u>1,141</u>	<u>1,141</u>	<u>12,000</u>	<u>10,859</u>	<u>0</u>	<u>10,859</u>	<u>9.5%</u>	<u>0</u>
Net Expenditure	<u>(1,141)</u>	<u>(1,141)</u>	<u>(12,000)</u>	<u>(10,859)</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

May 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>219 Sweeper</u>								
4007 Uniform	0	0	50	50		50	0.0%	
4036 Repairs and Renewals	0	225	2,000	1,775		1,775	11.3%	
4090 Sweeper Leasing	2,056	4,113	24,675	20,562		20,562	16.7%	
4091 Sweeper Consumables	113	225	2,500	2,275		2,275	9.0%	
4092 Sweeper Fuel	574	1,282	9,000	7,718		7,718	14.2%	
4093 Sweeper Waste Disposal	1,348	3,586	20,000	16,414		16,414	17.9%	
Sweeper :- Indirect Expenditure	4,090	9,430	58,225	48,795	0	48,795	16.2%	0
Net Expenditure	(4,090)	(9,430)	(58,225)	(48,795)				

Detailed Income & Expenditure by Budget Heading 31/05/2023

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May 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Depot</u>								
4011 Rates	375	756	3,950	3,194		3,194	19.1%	
4014 Electricity and Gas	110	110	750	640		640	14.7%	
4018 Rent	3,958	7,708	16,000	8,292		8,292	48.2%	
4025 IT (Website & Email)	57	113	500	387		387	22.7%	
4036 Repairs and Renewals	0	0	1,000	1,000		1,000	0.0%	
4037 Maintenance Contracts	0	0	1,000	1,000		1,000	0.0%	
4040 Equipment/Furniture	21	21	100	79		79	20.8%	
Depot :- Indirect Expenditure	4,521	8,708	23,300	14,592	0	14,592	37.4%	0
Net Expenditure	(4,521)	(8,708)	(23,300)	(14,592)				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

May 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>221 Tennis Courts</u>								
4040 Equipment/Furniture	320	320	0	(320)		(320)	0.0%	
Tennis Courts :- Indirect Expenditure	320	320	0	(320)	0	(320)		0
Net Expenditure	(320)	(320)	0	320				

REPORT FOR DECISION Hand Wash Facilities

Stuart Legg, Parks and Estate Manager

Parks and Estate Committee Meeting 10th July 2023

Recommendation

Members are asked to resolve to replace the 4 existing hand wash facilities in the toilets in the Boathouse in the Lake Pleasure Grounds at a cost of £9,463.68+VAT.

Purpose of the Report

To provide members with the information required to make a decision.

Background

Warminster Town Council inherited the Boat house toilets as part of the asset transfer from Wiltshire Council in 2016. In the 7 years following regular repairs and maintenance has been carried out on the hand wash facilities.

The existing hand wash facilities (picture below) were provided by Interpublic, a company which ceased trading almost 10 years ago. Therefore, replacement parts are extremely difficult to find. Members of staff regularly have complaints from the public about the current provision.



Findings

Officers have been looking for an alternative hand wash unit over the last 12 months with very few suppliers interested in the work involved to change the units. This is specialist work with only a handful of companies covering this area.

Officers have now received a quote to replace the 4 existing units with the Wallgate Thrii unit. (see image below) This unit will perform the same function as the existing Interpublic unit i.e. Dispense soap, Hand Wash and Dry. As these are new units they are be more energy efficient helping to reduce the energy consumption of the boathouse.



The quote for the 4 units is £9,463.68+VAT.

Summary

Officers believe it is essential to replace the existing hand wash units to enable the council toilets to provide hand wash facilities.

Financial and Resource Implications

The cost for the new hand wash units will be £9,463.68+VAT this can be funded from the EMR capital projects.

Legal Implications and Legislative Powers

The Council has the power to provide this service under the General Power of Competence.

Environmental Implications

The new units will be more energy efficient. This will reduce the energy consumption of the boathouse.

Risk Assessment

Any required risk assessments will be carried out prior to any work being undertaken.

Crime and Disorder

The design of the Wallgate unit should make them less easy to vandalise.