

4th March 2024

AGENDA

Dear Councillor,

You are summoned to a meeting of the:

Parks and Estate Committee
on Monday 11th March 2024 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 Jeffries (North)	Mr Peter Hewitt (Adviser)

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

- 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 22nd January 2024; 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 22nd January 2024.

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. (See attached).
Members to Note.

8. **Accounts**

Members to note the accounts for the Parks and Estates Committee to 31st January 2024. (See attached).

9. **Commemoration of Cllr Rob Fryer**

At the meeting of the Parks and Estate Committee on 22nd January 2024:

'Members resolved to ask the Parks and Estate Manager to pursue the following ideas to commemorate Cllr Fryer's life:

- *an amendment to the existing plaque on the Boat House by the Lake to include the words 'in memory of',*
- *the planting of a tree with a commemorative plaque; a hornbeam was suggested.*

It was agreed that the proposed wording for both ideas would be brought back to the next meeting of the committee for approval'.

Minute [PE23/051](#) refers.

It looks difficult to amend the existing plaque (**See attached**).

Members are asked to approve the following:

An additional boat house plaque – *'In memory of Cllr Rob Fryer, Mayor of Warminster 2012 – 2013 and 2017 – 2018'*.

The planting of a hornbeam in the Lake Pleasure Grounds.

10. 100th Anniversary of the Lake Pleasure Grounds

At their meeting on 26th February 2024, the Town Development Committee voted not to have tickets for this event. However, the Town Clerk advises that the combined weight of health and safety issues, new anti-terrorism laws, advice from the Police and the Town Councils' insurers means the event will have to be ticketed. The tickets will be free.

Members to note.

11. Additional CCTV Camera in the Lake Pleasure Grounds

After several incidents of anti-social behaviour and vandalism in the park, Officers recommend an additional CCTV Camera is installed in the Lake Pleasure Grounds. This will provide better coverage of the Cafe, the Tennis Courts and the Picnic area.

Members to approve the purchase and installation of an additional CCTV Camera at a cost of £3,800. Funding to come from Ear Marked Reserves Capital Projects.

12. 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 28th May 2024 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 11/03/2024

Lake Pleasure Grounds

- 1 **Lake:** Wiltshire Wildlife Trust have carried out topographical and other surveys of the lake. They are now working on some options and will be meeting with officers in due course. A report will be presented to committee once more detail is known.
- 2 **Pavilion Café:** Is open Thursday to Sunday. Sales are very weather dependent.
- 3 **Play area:** The annual RoSPA inspection has been carried out. Very few issues were raised. All highlighted issues are being addressed. The new Multiplay is being installed in the Lake Pleasure Grounds w/c 25th March.
- 4 **Skatepark:** After two weekends of Graffiti, two youths were identified by CCTV and picked up by police. The skate park is open and being well used when the weather allows.
- 5 **Lake Pleasure Grounds public conveniences:** Are open and working well.
- 6 **Splash Pad:** The splash pad is being re commissioned for the summer season later in March. Ready to open towards the end of April.
- 7 **Elizabeth Collyns Garden:** Open during the day and being well used. It is currently locked at night after youths were found to be vandalising it. This will be monitored over the next few weeks.
- 8 **Flower Beds:** The wildflower beds will be planted in the coming weeks as soon as conditions allow.
- 9 **Boats on the lake:** Recruitment for seasonal staff is underway with the boats aiming to open towards the end of April.
- 10 **MUGA area:** Nothing to report.
- 11 **Boat House:** Nothing to report.
- 12 **Putting green:** Is closed and winter work is ongoing.
- 13 **Tennis Courts:** The courts are still receiving bookings when the weather allows.
- 14 **Tree works:** Nothing to report.

Outside Services

- 15 **Play Areas:** The RoSPA inspections have been carried out as above.
- 16 **Public Toilets: Central Car Park public conveniences:** All toilets are open. There has been an incident of vandalism in the disabled toilets. Repairs have been made and the incident was reported to the police. Several of the hand wash basins are no longer working and officers are looking into replacing these.
- 17 **War Memorial:** The instructed new fence has been installed and the Royal British Legion will be carrying out further improvements in the coming months.
- 18 **Closed churchyards:** Nothing to report.
- 19 **Hanging baskets and tubs:** Nothing to report.
- 20 **Sweeper (Basil Brushes):** Is continuing with his scheduled work.
- 21 **Street Furniture:** Nothing to report.

Stuart Legg

01.03.2024

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	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	24	(3,174)	10,000	13,174		13,174	(31.7%)	
4014 Electricity and Gas	0	12,239	5,000	(7,239)		(7,239)	244.8%	
4020 Consumables & Other Expenses	16	1,128	1,500	372		372	75.2%	
4022 Postage & Telephone	0	48	200	152		152	24.2%	
4036 Repairs and Renewals	0	3,126	5,000	1,874		1,874	62.5%	
4037 Maintenance Contracts	0	28	7,500	7,472		7,472	0.4%	
4040 Equipment/Furniture	0	10	500	490		490	2.0%	
Town Park Splashpad :- Indirect Expenditure	40	13,406	29,700	16,294	0	16,294	45.1%	0
Net Expenditure	(40)	(13,406)	(29,700)	(16,294)				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	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	1,536	0	(1,536)			0.0%	
<u>Outside Services :- Income</u>	<u>0</u>	<u>1,536</u>	<u>0</u>	<u>(1,536)</u>				<u>0</u>
4001 Salaries	17,980	197,409	263,138	65,729		65,729	75.0%	
4003 Employers NI	0	69	0	(69)		(69)	0.0%	
4007 Uniform	137	712	1,500	788		788	47.5%	
4008 Training & Team Building	263	1,722	3,500	1,778		1,778	49.2%	
4009 Travel	0	6	0	(6)		(6)	0.0%	
4018 Rent	0	650	573	(77)		(77)	113.4%	
4020 Consumables & Other Expenses	200	3,322	2,500	(822)		(822)	132.9%	
4022 Postage & Telephone	154	1,553	2,400	847		847	64.7%	
4023 Printing & Stationery	0	3	0	(3)		(3)	0.0%	
4025 IT (Website & Email)	172	1,336	3,000	1,664		1,664	44.5%	
4028 Insurance	0	874	950	76		76	92.0%	
4035 Refuse Collection\Bin Emptying	865	6,283	7,000	717		717	89.8%	
4036 Repairs and Renewals	92	452	5,000	4,548		4,548	9.0%	
4037 Maintenance Contracts	0	915	0	(915)		(915)	0.0%	
4038 Grounds Maintenance	117	574	1,000	426		426	57.4%	
4040 Equipment/Furniture	137	5,952	5,500	(452)		(452)	108.2%	
4041 Equipment Hire	1,515	3,384	5,000	1,616		1,616	67.7%	
4042 Vehicle Costs	1,450	20,998	30,000	9,002		9,002	70.0%	
4044 Tree Works	796	3,473	6,000	2,527		2,527	57.9%	
4045 Flood Wardens	0	0	200	200		200	0.0%	
4066 Copheap Memorial	5,050	5,050	0	(5,050)		(5,050)	0.0%	
4803 Baskets & Tubs	0	3,363	3,500	137		137	96.1%	
5318 Tfr from EMR Outside Services	0	(968)	0	968		968	0.0%	
<u>Outside Services :- Indirect Expenditure</u>	<u>28,927</u>	<u>257,133</u>	<u>340,761</u>	<u>83,628</u>	<u>0</u>	<u>83,628</u>	<u>75.5%</u>	<u>0</u>
Net Income over Expenditure	(28,927)	(255,597)	(340,761)	(85,164)				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	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	3,852	3,980	128			96.8%	
1020 Town Park Events Income	287	4,127	3,000	(1,127)			137.6%	
1550 Boats Income	0	8,124	7,000	(1,124)			116.1%	
Town Park :- Income	672	16,103	13,980	(2,123)			115.2%	0
4001 Salaries	0	8,561	13,523	4,962		4,962	63.3%	
4012 Water Rates	1,006	10,931	7,000	(3,931)		(3,931)	156.2%	
4014 Electricity and Gas	743	3,286	3,000	(286)		(286)	109.5%	
4020 Consumables & Other Expenses	0	1,273	5,000	3,727		3,727	25.5%	
4028 Insurance	0	1,288	1,400	112		112	92.0%	
4036 Repairs and Renewals	0	3,230	10,000	6,770		6,770	32.3%	
4037 Maintenance Contracts	0	28	1,500	1,472		1,472	1.9%	
4040 Equipment/Furniture	30	3,974	4,000	26		26	99.4%	
4041 Equipment Hire	0	782	1,000	218		218	78.2%	
4085 Town Park Events	0	10,458	10,000	(458)		(458)	104.6%	
5359 Tfr from EMR Market Towns	0	(4,078)	0	4,078		4,078	0.0%	
Town Park :- Indirect Expenditure	1,780	39,732	56,423	16,691	0	16,691	70.4%	0
Net Income over Expenditure	(1,108)	(23,630)	(42,443)	(18,813)				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	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	597	1,000	403			59.7%	
Cemetery and Churchyard :- Income	0	597	1,000	403			59.7%	0
4011 Rates	31	314	290	(24)		(24)	108.4%	
4028 Insurance	0	1,012	1,100	88		88	92.0%	
Cemetery and Churchyard :- Indirect Expenditure	31	1,326	1,390	64	0	64	95.4%	0
Net Income over Expenditure	(31)	(729)	(390)	339				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	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	245	4,247	2,500	(1,747)		(1,747)	169.9%	
4014 Electricity and Gas	1,830	7,650	3,000	(4,650)		(4,650)	255.0%	
4016 Cleaning	0	36	1,000	964		964	3.6%	
4020 Consumables & Other Expenses	93	1,743	1,500	(243)		(243)	116.2%	
4028 Insurance	0	184	200	16		16	92.0%	
4036 Repairs and Renewals	46	2,156	3,000	844		844	71.9%	
4040 Equipment/Furniture	0	75	0	(75)		(75)	0.0%	
Public Conveniences (TP & CCP) :- Indirect Expenditure	2,214	16,092	11,200	(4,892)	0	(4,892)	143.7%	0
Net Expenditure	(2,214)	(16,092)	(11,200)	4,892				

Detailed Income & Expenditure by Budget Heading 31/01/2024

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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	1,290	93,000	80,000	(13,000)			116.2%	
Pavilion Cafe :- Income	1,290	93,000	80,000	(13,000)			116.2%	0
3540 Pavilion Purchases	82	33,599	28,000	(5,599)		(5,599)	120.0%	
Pavilion Cafe :- Direct Expenditure	82	33,599	28,000	(5,599)	0	(5,599)	120.0%	0
4001 Salaries	2,196	38,424	40,217	1,793		1,793	95.5%	
4007 Uniform	0	18	150	132		132	11.8%	
4008 Training & Team Building	0	0	250	250		250	0.0%	
4010 Health & Safety	0	0	100	100		100	0.0%	
4011 Rates	279	2,795	2,950	155		155	94.8%	
4014 Electricity and Gas	449	6,418	2,500	(3,918)		(3,918)	256.7%	
4020 Consumables & Other Expenses	0	3,045	3,000	(45)		(45)	101.5%	
4022 Postage & Telephone	28	282	300	19		19	93.8%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4025 IT (Website & Email)	0	107	100	(7)		(7)	107.0%	
4036 Repairs and Renewals	0	2,430	2,000	(430)		(430)	121.5%	
4037 Maintenance Contracts	0	0	200	200		200	0.0%	
4040 Equipment/Furniture	0	91	500	409		409	18.2%	
4055 Stocktaking Fees	0	60	240	180		180	25.0%	
4061 Streamline Charges	36	1,267	1,400	133		133	90.5%	
Pavilion Cafe :- Indirect Expenditure	2,988	54,937	54,007	(930)	0	(930)	101.7%	0
Net Income over Expenditure	(1,780)	4,464	(2,007)	(6,471)				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	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	130	500	370		370	26.0%	
4036 Repairs and Renewals	185	5,298	10,000	4,702		4,702	53.0%	
4040 Equipment/Furniture	0	1,080	1,000	(80)		(80)	108.0%	
5338 Tfr from EMR Play Area	0	(618)	0	618		618	0.0%	
Play Areas :- Indirect Expenditure	<u>201</u>	<u>5,889</u>	<u>12,000</u>	<u>6,111</u>	<u>0</u>	<u>6,111</u>	<u>49.1%</u>	<u>0</u>
Net Expenditure	<u>(201)</u>	<u>(5,889)</u>	<u>(12,000)</u>	<u>(6,111)</u>				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	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	2,702	2,000	(702)		(702)	135.1%	
4042 Vehicle Costs	0	221	0	(221)		(221)	0.0%	
4090 Sweeper Leasing	2,056	20,563	24,675	4,112		4,112	83.3%	
4091 Sweeper Consumables	129	1,514	2,500	986		986	60.6%	
4092 Sweeper Fuel	1,037	5,945	9,000	3,055		3,055	66.1%	
4093 Sweeper Waste Disposal	2,409	15,506	20,000	4,494		4,494	77.5%	
Sweeper :- Indirect Expenditure	5,631	46,451	58,225	11,774	0	11,774	79.8%	0
Net Expenditure	(5,631)	(46,451)	(58,225)	(11,774)				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	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	3,756	3,950	194		194	95.1%	
4014 Electricity and Gas	219	996	750	(246)		(246)	132.8%	
4018 Rent	0	16,278	16,000	(278)		(278)	101.7%	
4025 IT (Website & Email)	57	568	500	(68)		(68)	113.7%	
4036 Repairs and Renewals	0	600	1,000	400		400	60.0%	
4037 Maintenance Contracts	0	397	1,000	604		604	39.6%	
4040 Equipment/Furniture	0	528	100	(428)		(428)	527.7%	
Depot :- Indirect Expenditure	650	23,122	23,300	178	0	178	99.2%	0
Net Expenditure	(650)	(23,122)	(23,300)	(178)				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	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>								
1601 Putting Green Income	80	80	0	(80)			0.0%	
1602 Tennis Court Income	40	3,846	0	(3,846)			0.0%	
Tennis Courts :- Income	120	3,926	0	(3,926)				0
4040 Equipment/Furniture	0	320	0	(320)		(320)	0.0%	
4062 Stripe Fees	3	190	0	(190)		(190)	0.0%	
4063 Go Cardless Fees	2	36	0	(36)		(36)	0.0%	
6323 Tfr to Tennis Courts	115	3,380	0	(3,380)		(3,380)	0.0%	
Tennis Courts :- Indirect Expenditure	120	3,926	0	(3,926)	0	(3,926)		0
Net Income over Expenditure	0	0	0	0				



LAKE PLEASURE GROUNDS
Warminster Town Park

LAKE PLEASURE GROUNDS BOATING LAKE

Rowing boats were reintroduced to the lake
on 6th May 2018, launched by
Councillor Rob Fryer, Mayor of Warminster

With support from the Ernest and Marjorie Fudge Trust

