



*Delivering a brighter, greener future for all*

20<sup>th</sup> May 2024

## AGENDA

Dear Councillor,

You are summoned to a meeting of the:

**Parks and Estate Committee**  
**on Tuesday 28<sup>th</sup> May 2024 at 7.00pm or on the rising of the preceding**  
**Extraordinary Full Council meeting,**  
**to be held at the**  
**Civic Centre, Sambourne Road, Warminster, BA12 8LB**

### Membership:

<b>Clr Allensby (West)</b>	<b>Clr Jeffries (North)</b>
<b>Clr Brett (East)</b>	<b>Clr Jones (East)</b>
<b>Clr Cooper (Broadway)</b>	<b>Clr Macfarlane (West)</b>
<b>Clr Fraser (West)</b>	

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](mailto: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. **Election of a committee Chairman for the municipal year 2024-2025**  
Members to elect a committee Chairman for the municipal year 2024-2025.
2. **Election of a committee Vice Chairman for the municipal year 2024-2025**  
Members to elect a committee Vice Chairman for the municipal year 2024-2025.
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 Parks and Estate Committee meeting held on Monday 11<sup>th</sup> March 2024; 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 Parks and Estate Committee meeting held on Monday 11<sup>th</sup> March 2024.
6. **Chairman's Announcements**  
To note any announcements made by the chairman.

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

7. **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.*

8. **Reports from Unitary Authority Members**  
To note reports provided which are relevant to this committee.
9. **Parks and Estate Manager's report**  
Report attached for members information (see attached).  
Members to Note.
10. **Accounts**  
Members to note the accounts for the Parks and Estate Committee up to 31<sup>st</sup> March 2024 (see attached).
11. **Internet in the Lake Pleasure Grounds**  
Members are asked to allocate a budget of £3,000 to allow for the installation of internet in the Lake Pleasure Grounds. To be funded from 318 Earmarked Reserves Outside Services.

## **12. Communications**

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

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

**Date of next meeting: Monday 8<sup>th</sup> July 2024.**

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## Parks and Estate Manager's Report: Parks and Estate Committee 28/05/2024

### Lake Pleasure Grounds

- 1 **Lake:** Officers are working with Wiltshire Wildlife Trust and will be submitting a report in the coming weeks.
- 2 **Pavilion Café:** Is open 7 days a week. Sales are increasing with the better weather.
- 3 **Play area:** The new Multiplay has been installed and is proving extremely popular.
- 4 **Skatepark:** With the better weather more people are using the skate park. The Jam is booked for the 25<sup>th</sup> May.
- 5 **Lake Pleasure Grounds public conveniences:** Are open and working well.
- 6 **Splash Pad:** The splash pad is now open and being used daily.
- 7 **Elizabeth Collyns Garden:** Open and being well used. The spate of petty vandalism has now stopped.
- 8 **Flower Beds:** The wildflower beds have been planted. The schools' planting will begin w/c 3<sup>rd</sup> June.
- 9 **Boats on the lake:** Open weekends and school holidays and are doing well now the weather has improved.
- 10 **MUGA area:** Nothing to report.
- 11 **Boat House:** Nothing to report.
- 12 **Putting green/Picnic area:** Is open and being well used. Three additional picnic benches have been installed for the summer season.
- 13 **Tennis Courts:** Tennis bookings have increased again with the better weather.
- 14 **Tree works:** Nothing to report.

### Outside Services

- 15 **Play Areas:** Repairs have been carried out to the outdoor gym equipment at Queensway after there was some damage caused.
- 16 **Public Toilets: Central Car Park public conveniences:** All toilets are open. Several of the hand wash basins are no longer working and officers are waiting for costings to replace these.
- 17 **War Memorial:** Nothing to report.
- 18 **Closed churchyards:** Nothing to report.
- 19 **Hanging baskets and tubs:** Nothing to report.
- 20 **Sweeper (Basil Brushes):** Has carried out some work to support the RoW volunteers and is now continuing with his scheduled work.
- 21 **Street Furniture:** Nothing to report.

Stuart Legg      17.05.2024

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

March 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	75	(3,074)	10,000	13,074		13,074	(30.7%)	
4014 Electricity and Gas	0	12,239	5,000	(7,239)		(7,239)	244.8%	
4020 Consumables & Other Expenses	16	1,160	1,500	340		340	77.3%	
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	6,602	6,630	7,500	870		870	88.4%	
4040 Equipment/Furniture	139	149	500	351		351	29.9%	
Town Park Splashpad :- Indirect Expenditure	<b>6,832</b>	<b>20,279</b>	<b>29,700</b>	<b>9,421</b>	<b>0</b>	<b>9,421</b>	<b>68.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,832)</b>	<b>(20,279)</b>	<b>(29,700)</b>	<b>(9,421)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

March 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>209 Outside Services</b>								
1193 Miscellaneous Income	74	1,906	0	(1,906)			0.0%	
Outside Services :- Income	<b>74</b>	<b>1,906</b>	<b>0</b>	<b>(1,906)</b>				<b>0</b>
4001 Salaries	17,525	232,858	263,138	30,280		30,280	88.5%	
4003 Employers NI	0	69	0	(69)		(69)	0.0%	
4007 Uniform	120	1,012	1,500	488		488	67.5%	
4008 Training & Team Building	0	1,822	3,500	1,678		1,678	52.1%	
4009 Travel	0	6	0	(6)		(6)	0.0%	
4018 Rent	0	650	573	(77)		(77)	113.4%	
4020 Consumables & Other Expenses	353	3,836	2,500	(1,336)		(1,336)	153.4%	
4022 Postage & Telephone	154	1,860	2,400	540		540	77.5%	
4023 Printing & Stationery	0	3	0	(3)		(3)	0.0%	
4025 IT (Website & Email)	172	1,680	3,000	1,320		1,320	56.0%	
4028 Insurance	0	874	950	76		76	92.0%	
4029 Licences	0	846	0	(846)		(846)	0.0%	
4035 Refuse Collection\Bin Emptying	1,383	7,666	7,000	(666)		(666)	109.5%	
4036 Repairs and Renewals	2,640	3,301	5,000	1,699		1,699	66.0%	
4037 Maintenance Contracts	0	915	0	(915)		(915)	0.0%	
4038 Grounds Maintenance	0	574	1,000	426		426	57.4%	
4040 Equipment/Furniture	185	6,190	5,500	(690)		(690)	112.5%	
4041 Equipment Hire	440	4,142	5,000	858		858	82.8%	
4042 Vehicle Costs	2,397	26,111	30,000	3,889		3,889	87.0%	
4044 Tree Works	927	4,400	6,000	1,600		1,600	73.3%	
4045 Flood Wardens	0	90	200	110		110	44.9%	
4066 Copheap Memorial	0	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%	
Outside Services :- Indirect Expenditure	<b>26,295</b>	<b>306,351</b>	<b>340,761</b>	<b>34,410</b>	<b>0</b>	<b>34,410</b>	<b>89.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(26,220)</b>	<b>(304,444)</b>	<b>(340,761)</b>	<b>(36,317)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

March 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</u> <u>Town Park</u>								
1006 Rent - 23 Weymouth St	385	4,622	3,980	(642)			116.1%	
1020 Town Park Events Income	0	4,160	3,000	(1,160)			138.7%	
1550 Boats Income	0	8,124	7,000	(1,124)			116.1%	
<b>Town Park :- Income</b>	<b>385</b>	<b>16,906</b>	<b>13,980</b>	<b>(2,926)</b>			<b>120.9%</b>	<b>0</b>
4001 Salaries	0	8,561	13,523	4,962		4,962	63.3%	
4012 Water Rates	143	12,511	7,000	(5,511)		(5,511)	178.7%	
4014 Electricity and Gas	749	4,558	3,000	(1,558)		(1,558)	151.9%	
4020 Consumables & Other Expenses	1,329	2,602	5,000	2,398		2,398	52.0%	
4028 Insurance	0	1,288	1,400	112		112	92.0%	
4036 Repairs and Renewals	110	3,619	10,000	6,381		6,381	36.2%	
4037 Maintenance Contracts	0	28	1,500	1,472		1,472	1.9%	
4040 Equipment/Furniture	0	3,974	4,000	26		26	99.4%	
4041 Equipment Hire	0	782	1,000	218		218	78.2%	
4085 Town Park Events	220	10,678	10,000	(678)		(678)	106.8%	
4950 CAP - Town Park Compound Fence	6,995	6,995	0	(6,995)		(6,995)	0.0%	
5359 Tfr from EMR Market Towns	0	(4,078)	0	4,078		4,078	0.0%	
<b>Town Park :- Indirect Expenditure</b>	<b>9,546</b>	<b>51,518</b>	<b>56,423</b>	<b>4,905</b>	<b>0</b>	<b>4,905</b>	<b>91.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,161)</b>	<b>(34,611)</b>	<b>(42,443)</b>	<b>(7,832)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

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

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

March 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 &amp; CCP)</u>								
4012 Water Rates	718	5,084	2,500	(2,584)		(2,584)	203.4%	
4014 Electricity and Gas	1,869	10,605	3,000	(7,605)		(7,605)	353.5%	
4016 Cleaning	0	280	1,000	720		720	28.0%	
4020 Consumables & Other Expenses	150	1,893	1,500	(393)		(393)	126.2%	
4028 Insurance	0	184	200	16		16	92.0%	
4036 Repairs and Renewals	0	2,264	3,000	736		736	75.5%	
4040 Equipment/Furniture	0	75	0	(75)		(75)	0.0%	
Public Conveniences (TP & CCP) :- Indirect Expenditure	<b>2,737</b>	<b>20,385</b>	<b>11,200</b>	<b>(9,185)</b>	<b>0</b>	<b>(9,185)</b>	<b>182.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,737)</b>	<b>(20,385)</b>	<b>(11,200)</b>	<b>9,185</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

March 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>216 Pavilion Cafe</b>								
1600 Pavillion Cafe Sales	1,727	96,761	80,000	(16,761)			121.0%	
<b>Pavillion Cafe :- Income</b>	<b>1,727</b>	<b>96,761</b>	<b>80,000</b>	<b>(16,761)</b>			<b>121.0%</b>	<b>0</b>
3540 Pavilion Purchases	267	34,958	28,000	(6,958)		(6,958)	124.8%	
<b>Pavillion Cafe :- Direct Expenditure</b>	<b>267</b>	<b>34,958</b>	<b>28,000</b>	<b>(6,958)</b>	<b>0</b>	<b>(6,958)</b>	<b>124.8%</b>	<b>0</b>
4001 Salaries	2,196	42,817	40,217	(2,600)		(2,600)	106.5%	
4007 Uniform	0	18	150	132		132	11.8%	
4008 Training & Team Building	0	50	250	200		200	20.0%	
4010 Health & Safety	0	0	100	100		100	0.0%	
4011 Rates	279	3,353	2,950	(403)		(403)	113.7%	
4014 Electricity and Gas	855	7,687	2,500	(5,187)		(5,187)	307.5%	
4020 Consumables & Other Expenses	266	3,479	3,000	(479)		(479)	116.0%	
4022 Postage & Telephone	28	338	300	(38)		(38)	112.6%	
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	2,446	2,000	(446)		(446)	122.3%	
4037 Maintenance Contracts	83	83	200	118		118	41.3%	
4040 Equipment/Furniture	0	91	500	409		409	18.2%	
4055 Stocktaking Fees	60	120	240	120		120	50.0%	
4061 Streamline Charges	39	1,346	1,400	54		54	96.2%	
<b>Pavillion Cafe :- Indirect Expenditure</b>	<b>3,805</b>	<b>61,935</b>	<b>54,007</b>	<b>(7,928)</b>	<b>0</b>	<b>(7,928)</b>	<b>114.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,346)</b>	<b>(132)</b>	<b>(2,007)</b>	<b>(1,875)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

March 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	700	500	(200)		(200)	140.0%	
4020 Consumables & Other Expenses	16	163	500	337		337	32.5%	
4036 Repairs and Renewals	102	9,018	10,000	982		982	90.2%	
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	<b>118</b>	<b>10,341</b>	<b>12,000</b>	<b>1,659</b>	<b>0</b>	<b>1,659</b>	<b>86.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(118)</b>	<b>(10,341)</b>	<b>(12,000)</b>	<b>(1,659)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

March 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	703	3,404	2,000	(1,404)		(1,404)	170.2%	
4042 Vehicle Costs	0	221	0	(221)		(221)	0.0%	
4090 Sweeper Leasing	2,056	24,675	24,675	(0)		(0)	100.0%	
4091 Sweeper Consumables	8	1,640	2,500	860		860	65.6%	
4092 Sweeper Fuel	623	7,404	9,000	1,596		1,596	82.3%	
4093 Sweeper Waste Disposal	1,276	17,714	20,000	2,286		2,286	88.6%	
Sweeper :- Indirect Expenditure	<b>4,666</b>	<b>55,059</b>	<b>58,225</b>	<b>3,166</b>	<b>0</b>	<b>3,166</b>	<b>94.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,666)</b>	<b>(55,059)</b>	<b>(58,225)</b>	<b>(3,166)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

March 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	4,506	3,950	(556)		(556)	114.1%	
4014 Electricity and Gas	381	1,623	750	(873)		(873)	216.4%	
4018 Rent	0	16,388	16,000	(388)		(388)	102.4%	
4025 IT (Website & Email)	57	682	500	(182)		(182)	136.4%	
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	<b>813</b>	<b>24,723</b>	<b>23,300</b>	<b>(1,423)</b>	<b>0</b>	<b>(1,423)</b>	<b>106.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(813)</b>	<b>(24,723)</b>	<b>(23,300)</b>	<b>1,423</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

March 2024

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<u>221 Tennis Courts</u>								
1602 Tennis Court Income	175	4,311	0	(4,311)			0.0%	
Tennis Courts :- Income	<u>175</u>	<u>4,311</u>	<u>0</u>	<u>(4,311)</u>				<u>0</u>
4040 Equipment/Furniture	0	320	0	(320)		(320)	0.0%	
4062 Stripe Fees	8	206	0	(206)		(206)	0.0%	
4063 Go Cardless Fees	2	41	0	(41)		(41)	0.0%	
6323 Tfr to Tennis Courts	165	3,744	0	(3,744)		(3,744)	0.0%	
Tennis Courts :- Indirect Expenditure	<u>175</u>	<u>4,311</u>	<u>0</u>	<u>(4,311)</u>	<u>0</u>	<u>(4,311)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>				

## **Report for decision**

### **Broadband in the Lake Pleasure Grounds**

Parks and Estate Committee 28<sup>th</sup> May 2024

#### **Summary**

Members are asked to allocate a budget of £2,500 to allow for the installation of broadband in the Lake Pleasure Grounds.

#### **Background**

The Lake Pleasure Grounds is one of the few areas not well covered by the internet.

The internet is used by the council to:

- Run the tills and accept card payments in the Pavilion café,
- Take payments for boat hire (in the Café)
- Record and monitor readings at the splash pad
- Monitor the solar panels energy generation
- Run tennis court bookings.

Currently this is achieved by a combination of mobile phones.

A good broadband connection would simplify things and be revenue neutral. It would be more reliable as often the signal currently drops out. It would allow the boats hire to have their own payment point rather than have people que at the café.

Various options have been considered from satellite providers to installation of broadband. It is clear from discussions with service providers that they will not otherwise be installing internet in the Park. There are no phonelines in the Park, so standard Broadband cannot be obtained.

The suggested route forward is that the council pays for the installation of a 4G router with point to point wireless access.

#### **Conclusion**

Members are asked to allocate a budget of £2,500 to allow for the installation of internet in the Lake Pleasure Grounds. This can be funded from 318 Earmarked Reserves Outside Services.