

21st September 2020

AGENDA

Dear Councillor,

You are invited to a meeting of the:

Parks and Recreation Committee
to be held online, on Monday 28th September 2020 at 7.00pm

Membership:

Cllr Brett (East) Chairman	Cllr Pitcher (Broadway)
Cllr Davis (East)	Cllr Robbins (East)
Cllr Doyle (East)	Cllr Spender (Broadway)
	Vice-Chairman
Cllr Fryer (Broadway)	Peter Hewitt (co-opted)

Copied to all other members for information.

Normally, the Committee would meet in person and provide an opportunity for members of the public to attend. However, during the current emergency, this is not possible, and the Government have put in place Regulations that allow 'Virtual' committees to be convened and held to conduct local authority business.

The Council has adopted appropriate procedures to ensure the smooth administration of such virtual meetings.

If you wish to attend the meeting and speak in public participation please contact admin@warminster-tc.gov.uk at least a day prior to the meeting to enable this to be facilitated. If you wish to view the meeting please see the link on the Warminster Town Council Website www.warminster-tc.gov.uk in the meetings diary.

Yours sincerely



Fiona Fox BA (Hons) MCIPD FSLCC
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 Recreation Committee meeting held on Monday 27th July 2020; 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 Parks and Recreation Committee meeting held on Monday 27th July 2020.
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 Council with an allowance of three minutes per person regarding any item on the agenda and to receive any petitions and deputations. The Mayor will read any statements submitted

***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. **Clerk's Report: Lake Pleasure Grounds and Associated Land**
Report attached for members information. For Noting
8. **Pavilion Café Winter Opening**
To note the report of the Pavilion Café (attached) and to **Resolve** whether to close the Pavilion Café during November-February inclusive or to remain open with winter opening hours.
9. **Accounts until July 2020**
To note the accounts for Parks and Recreation Committee until July 2020.
(attached)
10. **Communications**
10.1 The members to decide on items requiring a press release.

10.2 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 Parks and Recreation Committee will be Monday
23rd November 2020 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.

Clerk's Report: Lake Pleasure Grounds and Outside Spaces

Parks and Recreation Committee 28th September 2020

- 1 Lake Pleasure Grounds:** Nothing to report
- 2 Lake:** Nothing to report.
- 3 Pavilion Café:** Continues to have strong sales, despite being takeaway only.
- 4 Skatepark:** Currently open. Classified as a sport so not subject to rule of 6.
- 5 Central Car Park public conveniences:** Currently only the disabled toilet open.

Lake Pleasure Grounds public conveniences: Currently open.
- 6 Paddling Pool:** Currently Closed awaiting rebuilding.
- 7 Elizabeth Collyns Garden:** Nothing to report.
- 8 Play Areas:** Nothing to report. The Parks and Open Spaces Manager is putting together a schedule of works for the play areas for the next meeting.
- 9 Boats on the lake, MUGA area, the boat house, putting green, tennis courts:** Nothing to report.
- 10. Tree works:** Nothing to report

21.09.2020

REPORT FOR DECISION

Pavilion Café Winter Closing

Recommendation

The council closes the Pavilion Café from the 31st October, reopening on 1st March.

Purpose of the Report.

To provide information to enable members to make an informed decision.

Background

Warminster Town Council began running the Pavilion Café in the summer of 2017. The café serves hot and cold beverages, sweets and ice creams as well as cakes and sausage rolls. The café is open seven days a week from 10.00-17.00 from 1st April until the end 30th September and 09.30-15.30 from 1st October to 31st March.

The café is extremely popular with visitors to the Lake Pleasure Grounds. It serves as a meeting point and a place to hire tennis rackets and putting equipment.

Findings

Over the summer period the Pavilion Café is extremely busy and serves many customers, peak trading times are school holidays and weekends and trade is somewhat weather dependent.

Sales over the past three summer periods have averaged £33,235.

Sales over the past three winter periods have averaged £4,613.00. (Most of these sales are During the months of March and October respectively.)

Over the winter period our costs are fixed. With the minimum required staff and utilities.

The reduced sales over the winter period mean that any surplus over costs accrued during the summer, which could be re-invested into the Lake Pleasure Grounds facilities, are lost over the winter period. Sales figures drop significantly during November to February inclusive, when the days are shorter and the weather not as good, this leads to far fewer visitors.

Officers consider it prudent to close the Pavilion Café from the 31st October until the 1st March to limit the loss-making period.

The Pavilion Café supervisor can work in the Civic Centre during the closed period which coincides with the busy winter season.

Financial and Resource Implications

There will be a budget saving for the Pavilion Cafe of around £8,582 through staff wages and utilities.

Legal Implications and Legislative Powers

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

Environmental Implications

Closing the Pavilion Café during November-February would reduce the amount of electricity used in heating and lighting.

Risk Assessment

Officers will ensure all risks are assessed and covered.

Crime and Disorder

Officers are not aware of any issues the Council should consider under the Crime and Disorder Act.

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

July 2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Open Spaces & Services								
209 Outside Services								
4001 Salaries	4,523	16,991	72,718	55,727		55,727	23.4%	
4007 Uniform	17	113	200	87		87	56.7%	
4008 Training	0	0	1,000	1,000		1,000	0.0%	
4040 Equipment/Furniture	0	122	0	(122)		(122)	0.0%	
4042 Vehicle Costs	1,645	5,762	5,500	(262)		(262)	104.8%	
Outside Services :- Indirect Expenditure	6,185	22,988	79,418	56,430	0	56,430	28.9%	0
Net Expenditure	(6,185)	(22,988)	(79,418)	(56,430)				
210 Town Park								
1006 Rent - 23 Weymouth St	0	0	3,960	3,960			0.0%	
1020 Town Park Events Income	(192)	(2)	4,000	4,002			0.0%	
1550 Boats Income	0	0	4,500	4,500			0.0%	
Town Park :- Income	(192)	(2)	12,460	12,462			0.0%	0
4001 Salaries	4,311	8,669	13,300	4,631		4,631	65.2%	
4008 Training	0	0	200	200		200	0.0%	
4011 Rates	299	1,201	0	(1,201)		(1,201)	0.0%	
4012 Water Rates	1,763	3,346	14,000	10,654		10,654	23.9%	
4014 Electricity and Gas	175	214	2,500	2,286		2,286	8.6%	
4020 Consumables & Other Expenses	0	27	300	273		273	9.1%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4028 Insurance	103	393	1,200	807		807	32.7%	
4035 Refuse Collection\Bin Emptying	400	433	4,000	3,567		3,567	10.8%	
4036 Repairs and Renewals	1,133	1,133	25,000	23,867		23,867	4.5%	
4038 Grounds Maintenance	3,358	13,431	40,000	26,569		26,569	33.6%	
4040 Equipment/Furniture	215	358	5,000	4,642		4,642	7.2%	
4059 Other Professional Fees	2,450	2,450	0	(2,450)		(2,450)	0.0%	
4085 Town Park Events	0	1,618	6,500	4,883		4,883	24.9%	
5329 Tfr from Open Spaces	(2,450)	(2,450)	0	2,450		2,450	0.0%	
Town Park :- Indirect Expenditure	11,756	30,822	112,100	81,278	0	81,278	27.5%	0
Net Income over Expenditure	(11,948)	(30,824)	(99,640)	(68,816)				
211 Open Spaces								
4012 Water Rates	74	74	30	(44)		(44)	246.3%	
4038 Grounds Maintenance	743	2,350	15,000	12,650		12,650	15.7%	
4040 Equipment/Furniture	142	142	250	108		108	56.7%	
Open Spaces :- Indirect Expenditure	959	2,566	15,280	12,714	0	12,714	16.8%	0
Net Expenditure	(959)	(2,566)	(15,280)	(12,714)				

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

July 2020

	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	280	354	1,500	1,146			23.6%	
Cemetery and Churchyard :- Income	280	354	1,500	1,146			23.6%	0
4011 Rates	20	76	175	99		99	43.5%	
4028 Insurance	81	310	950	640		640	32.7%	
Cemetery and Churchyard :- Indirect Expenditure	101	387	1,125	738	0	738	34.4%	0
Net Income over Expenditure	179	(33)	375	408				
213 Public Conv - Town Park								
4020 Consumables & Other Expenses	18	18	0	(18)		(18)	0.0%	
4036 Repairs and Renewals	45	58	250	192		192	23.3%	
4040 Equipment/Furniture	0	15	0	(15)		(15)	0.0%	
4200 Public Toilets	0	629	8,000	7,371		7,371	7.9%	
Public Conv - Town Park :- Indirect Expenditure	63	720	8,250	7,530	0	7,530	8.7%	0
Net Expenditure	(63)	(720)	(8,250)	(7,530)				
214 Public Conv - Central Car Park								
4011 Rates	0	0	3,010	3,010		3,010	0.0%	
4012 Water Rates	448	148	2,500	2,352		2,352	5.9%	
4014 Electricity and Gas	40	183	1,500	1,317		1,317	12.2%	
4020 Consumables & Other Expenses	18	18	0	(18)		(18)	0.0%	
4028 Insurance	14	80	175	95		95	45.9%	
4036 Repairs and Renewals	45	58	1,500	1,442		1,442	3.9%	
4040 Equipment/Furniture	0	15	0	(15)		(15)	0.0%	
4200 Public Toilets	0	1,886	11,500	9,614		9,614	16.4%	
Public Conv - Central Car Park :- Indirect Expenditure	566	2,388	20,185	17,797	0	17,797	11.8%	0
Net Expenditure	(566)	(2,388)	(20,185)	(17,797)				
215 Street Furniture								
4028 Insurance	30	91	360	269		269	25.3%	
4040 Equipment/Furniture	0	0	1,500	1,500		1,500	0.0%	
4803 Baskets & Tubs	2,133	4,266	9,000	4,734		4,734	47.4%	
Street Furniture :- Indirect Expenditure	2,163	4,357	10,860	6,503	0	6,503	40.1%	0
Net Expenditure	(2,163)	(4,357)	(10,860)	(6,503)				

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

July 2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
216 Pavilion Cafe								
1600 Pavillion Cafe Sales	9,126	11,832	40,000	28,168			29.6%	
1601 Putting Green Income	0	0	1,000	1,000			0.0%	
Pavilion Cafe :- Income	9,126	11,832	41,000	29,168			28.9%	0
3540 Pavillion Purchases	3,245	5,325	20,000	14,675		14,675	26.6%	
Pavilion Cafe :- Direct Expenditure	3,245	5,325	20,000	14,675	0	14,675	26.6%	0
4001 Salaries	1,964	8,525	51,094	42,569		42,569	16.7%	
4007 Uniform	0	0	150	150		150	0.0%	
4008 Training	0	0	250	250		250	0.0%	
4016 Cleaning	0	0	100	100		100	0.0%	
4020 Consumables & Other Expenses	278	584	2,000	1,416		1,416	29.2%	
4022 Postage & Telephone	0	11	700	689		689	1.5%	
4023 Printing & Stationery	0	0	200	200		200	0.0%	
4036 Repairs and Renewals	0	1,603	2,000	397		397	80.1%	
4040 Equipment/Furniture	115	909	500	(409)		(409)	181.8%	
4055 Stocktaking Fees	0	60	240	180		180	25.0%	
4061 Streamline Charges	398	348	700	352		352	49.7%	
Pavilion Cafe :- Indirect Expenditure	2,755	12,039	57,934	45,895	0	45,895	20.8%	0
Net Income over Expenditure	3,126	(5,532)	(36,934)	(31,402)				
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	289	289	450	161		161	64.3%	
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%	
4036 Repairs and Renewals	1,440	1,440	25,000	23,560		23,560	5.8%	
4037 Maintenance Contracts	1,517	1,517	11,000	9,483		9,483	13.8%	
4038 Grounds Maintenance	0	3,034	15,000	11,966		11,966	20.2%	
4040 Equipment/Furniture	0	118	0	(118)		(118)	0.0%	
4044 Tree Works	0	0	2,000	2,000		2,000	0.0%	
Play Areas :- Indirect Expenditure	3,246	6,399	62,982	56,583	0	56,583	10.2%	0
Net Expenditure	(3,246)	(6,399)	(62,982)	(56,583)				
218 Skate Park								
4036 Repairs and Renewals	0	0	1,000	1,000		1,000	0.0%	
Skate Park :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				