

26th January 2026

AGENDA

Dear Councillor

You are summoned to a meeting of the:

HR Committee Meeting
on Monday 2nd February 2026 at 7pm to be held at
Civic Centre, Sambourne Road, Warminster, BA12 8LB

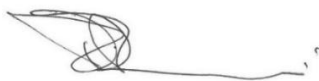
Membership:

Cllr Allensby (West)	Cllr Jones (North) Vice Chairman
Cllr Cooper (Broadway) Chairman	Cllr Keeble (West)
Cllr Davis (East)	

Members of the public are warmly welcome to attend meetings of the Council and its committees, unless excluded owing to the confidential nature of the business.

Copied to all other members for information.

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 as a correct record, the minutes of the HR Committee meeting held on Monday 8th December 2025. 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 HR Committee meeting held on Monday 8th December 2025.

4. **Chairman's Announcements**

To note any announcements made by the chairman.

5. **Questions**

To receive questions from members of the committee submitted to the clerk in advance of the meeting.

Standing Orders may be suspended to allow for public participation.

6. **Public Participation**

To enable members of the public to address the committee regarding any item on the agenda and to receive any petitions and deputations.

Standing Orders may be reinstated following public participation.

7. **Bouncy Castle and an Inflatable Slide for the Civic Centre**

Officers suggest that a Bouncy Castle and an Inflatable Slide be purchased so that the Civic Centre can host themed children parties and generate extra income. **(see attached)**
Members to resolve whether to authorise the purchase of Bouncy Castle and an Inflatable Slide with associated equipment with a budget of £3,3000 to be taken from general reserves.

8. **Estate Mangers' Report**

To receive an update from the Estate Manger (attached).

Members to note.

Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

8. **Health and Safety Report**

The HR Committee has responsibility, all health & safety issues and the relevant required risk assessment for the management of the risk.

Members to note the incident report for December 2025 – January 2026 inclusive.
(Confidential papers attached for committee members only).

9. **Change of Health and Safety Monitoring System**

Members are asked to ratify a change to the councils health and safety monitoring system. (Confidential papers attached for committee members only).

Members to resolve

10. **Discretions Policy**

To revue the Discretions Policy a Mandatory requirement of the Local Government Pension Scheme. (see attached) (Confidential papers attached for committee members only).

Members to resolve

11. **Staffing Matters**

To receive the Clerk's reports covering ongoing HR issues.

(See attached) (Confidential papers attached for committee members only)

Members to resolve

12. **Communications**

The members to decide on items requiring a press release and nominate a spokesperson if required.

Minutes from this meeting will be available to all members of the public either from our web site www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.

Next scheduled meeting: tbc 2026

Bouncy Castle and Inflatable Slide Birthday Parties – Report to HR Committee

02/02/2026

1. Introduction

This business plan outlines the launch and financial overview for the Children's Birthday Party Packages at the Civic Centre. These packages provide a hassle-free, fun experience for young children, including setup, supervision, and tidy-away assistance. The initiative aims to generate additional income for the Civic Centre while offering a high-quality service for families.

2. Programme Overview

- **Launch Date:** 1st March 2026
- **Booking Days:** Saturday and Sunday (subject to staff and other bookings)
- **Recommended Capacity:** 30 children per party
- **Booking Time Structure:**

Booking	Time
Morning Set-Up	10:30 – 11:00
Morning Party	11:00 – 13:00
Morning Tidy	13:00 – 13:30

Afternoon Set-Up 14:00 – 14:30

Afternoon Party 14:30 – 16:30

Afternoon Tidy 16:30 – 17:00

3. Capital Expenditure

Item	Cost (ex VAT)
Bouncy Castle	£895.00
Inflatable Slide	£995.00
Trolley	£400.00
Two 1.5HP Blower FP5006	£258.00

Safety Mats (x6)	£300.00
Delivery	£80.00
Total	£2,933.00

4. Pricing and Income

- **Recommended party price:** £150 per party
- **Projected income based on two parties per weekend:**

Parties per Month	Income Monthly	Income Annually	
4	£600.00	£7,200	
8	£1,200.00	£14,400	
12	£1,800.00	£21,600	

Recommended income assumption for year one: four parties per Monthly = £7,200 annually.

5. Hosting Costs per Party

Item	Cost
Staff (3 hrs @ £17.50 hr including oncosts)	£52.50
Cleaning	£15.00
Total	£67.50

6. Annual Maintenance Costs

Item	Estimated Annual Cost
PIPA inspection & test	£60–£90
Cleaning & minor repairs	£40–£80
PAT testing (blower)	£10–£20
Total Estimated Annual Maintenance	£120–£180 (budget £150)

7. Depreciation

- **Total equipment cost:** £1,890 (Bouncy Castle + Slide)
- **Depreciation period:** 5 years
- **Annual depreciation:** £1,890 ÷ 5 = £378 per year

8. Market Benchmark

- Beversbrook Sports Facilities, Calne Town Council, charges £153 per party.
- Our recommended pricing at £150 is competitive and accessible.

9. Marketing Strategy

- Social media promotion
- Word of mouth from families
- Banners and local advertising

10. Additional Revenue Opportunities

- **Childminder packages:** Special rates for groups of children cared for by local childminders
- **Coffee mornings:** Utilizing inflatable equipment as an attraction for local community events
- **Council indoor events:** Hire the equipment for corporate or council-run indoor events

11. Storage

Estate Manager and Civic Centre Manager to clear location for storage of the equipment when not in use.

12. Conclusion

This initiative provides a structured, safe, and fun birthday experience for children while generating a sustainable income stream for the Civic Centre. With competitive pricing, controlled costs, and clear marketing plans, the programme is financially viable and has scope for expansion.

13. Recommendation

Members are asked to resolve to agree to the purchase of: a Bouncy Castle, an Inflatable Slide, a Trolley, two 1.5HP Blower and six Safety Mats, with a budget of £3,300 to be taken from general reserves.



5ft Platform Party Slide

£995.00 (exc. VAT)

£1,194.00 (inc. VAT)

- ✓ **Quality** digital artwork
- ✓ **Pipa** tested
- ✓ **Accessories** included
- ✓ **12 months** manufacturer's warranty
- ✓ **Need it faster** please contact us

Dimensions in m: 3.4 x 3.5 x 2.5 (L x W x H)

Dimensions in ft: 11.2 x 11.5 x 8.2 (L x W x H)

Colour: Multicoloured



[Clear](#)

SALE!



15x12ft Party A Frame

~~£995.00~~ **£895.00 (exc. VAT)**

~~£1,194.00~~ **£1,074.00 (inc. VAT)**

- ✓ **Quality** digital artwork
- ✓ **Pipa** tested
- ✓ **Accessories** included
- ✓ **12 months** manufacturer's warranty
- ✓ **Need it faster** please contact us

Dimensions in m: 4.7 x 3.65 x 2.9 (L x W x H)

Dimensions in ft: 15.4 x 12.0 x 9.5 (L x W x H)

Colour: Multicoloured



[Clear](#)

~~£995.00~~ **£895.00 (exc. VAT)** ~~£1,194.00~~ **£1,074.00 (inc. VAT)**

Made to order 3-6 weeks

☐ Add 1 x Gibbons 1.5HP Inflatable Fan (+ £129.00+VAT)

By default our products will be shipped without fan(s).

[Made to order 3-6 weeks - Add to basket](#)

Date of Report 16/01/2026

Committee HR Committee, 02/02/26

Author: Kevin Whitehorn, Estate Manager

Lake Pleasure Grounds Overview

Site and Grounds

- **Green Flag Application:** Submitted.
- **Tree Works:** All recommended tree work has been completed.
- **Compost Bays:** Works commences: 19/01/26
- **Tree Roots:** Remedial works commences: 19/01/26

Lake, Boathouse & Toilets

- **Duck Boards:** Kingsdown School has agreed to replace them.
- **Lake Management Plan:** Investigation in progress to develop a formal plan.
- **Algae Control and Water Quality Improvement:** One quote has been received from AWE Environment Service
 - £1,376.00 plus VAT for Speciation Survey to identify which Blue/green algae species we are dealing with.
 - £1,800.00 plus VAT to conduct a site survey to quantify all factors driving the water quality.
- **Electrical Compliance:** Five-Year Electrical Certificate completed; remedial works to be quoted and completed accordingly.
- **Toilet Cleaning:** Top Mop appointed as external toilet cleaners for Warminster Town Council.
- **Asbestos Survey:** Quote received

Pavilion Café

- **Refurbishment:** New flooring installed in storeroom and kitchen, on track for completion by end of January.
- **Lighting:** Quotes received to convert the remaining non-LED lighting to LED.
- **Asbestos Survey:** Booked for January.
- **Electrical Safety:** Five-Year Electrical Certificate and remedial works completed.
- **Water Safety:** Legionella Risk Assessment and chlorination scheduled.

Tennis Courts

- **Junior Tennis Programme:**
 - **Launch Date:** Tuesday, 14 April, running for 20 weeks.
 - **Age Groups:** 3.5 years to 11 years and over.
 - **Additional Offer:** Private one-to-one coaching available.
 - **Funding:** *Sport England* application submitted (£4,400) to cover coach, equipment, and publicity costs.

Multi-Use Games Area

- Exploring the establishment of a Ladies and Women's Walking Football Group, to run alongside the existing Men's Walking Football Group.

Author: Kevin Whitehorn, Head of Estate
Date: 21/01/26

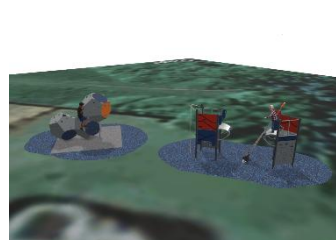
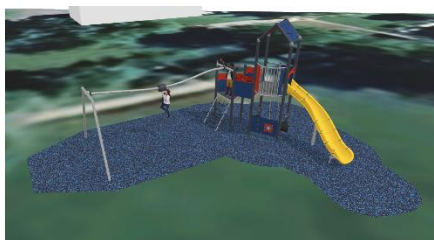
Community Involvement

Kingsdown School Students:

- **22 January:** General Park maintenance.
- **29 January:** Construction of bird boxes from locally sourced wood.
- **12 February:** Building a bug hotel at the Community Orchard.

Splash Pad

- **Opening times:** Currently investigating revised opening times for this summer, with a view to extending weekday opening hours until 18:00.
- **Maintenance Agreement:** Ongoing discussions with Splash regarding the 2026 maintenance contract and the planned opening of the splash pad in May.
- **Donation:** Investigating the possibility of adding a card donation point near the splash to raise funds to purchase new/replacement park equipment



Some Park Equipment Ideas

Flower Beds

- Nothing to report.

Skate Park

- **The annual ROSPA:** Play Safety Inspection is due at the end of January.
- **Weekly inspections:** are carried out in-house by the Parks and Open Spaces Manager.
- **Remedial Works:** Topping is required around the edges of the skate park

River Swam

- **Erosion Protection:** A meeting is being arranged with Wessex Water and the Environment Agency to discuss the riverbank Erosion Protection
 - Quotes received from Five Rivers for the sum of £17,998.74 plus VAT. This quote does not include any ecological surveys.

Play Area

- **The annual ROSPA:** Play Safety Inspection is due at the end of January.
- **Weekly Inspections:** are carried out in-house by the Parks and Open Spaces Manager.

Putting Green / Picnic Area

- Nothing to report.

Elizabeth Collins Garden

- Kingsdown School has begun sending a group of pupils once a week to work alongside council grounds staff.

Outside Services

Play Areas

- **Annual ROSPA Play Safety Inspection:** Due at the end of January.
- **Weekly in-house inspections:** Carried out by the Parks and Open Spaces Manager.
- **Installation of new play equipment:** Work commenced at Fore Street Play Park to replace the wire and other play equipment

War Memorial

- Nothing to report.

Closed Churchyards

- Nothing to report.

Hanging Baskets

- Hanging baskets scheduled for installation at the beginning of June, with watering to commence at that time.

Community Orchard

- Meeting held with Jennie Gilling to discuss:
 - Repairs to the handrail by the steps.
 - Installation of new dog fouling signage.
 - Updating existing signage and investigating new information boards.
 - Training opportunities for volunteers.

Street Furniture

- Nothing to report.

Smallbrook Volunteers

- Meeting arranged with Nigel Linge to clarify areas of responsibility.
- Meeting scheduled with the Smallbrook volunteers on Tuesday 3 February.

Public Toilets – Central Car Park

- All toilets currently open and operational.
- Ongoing issues with minor vandalism.
- Installation of a new fixed CCTV camera planned in the coming weeks to address this.

Yeates Meadow

- Nothing to report.

Civic Centre

- **Asbestos Survey:** Booked for January.
- **Electrical Safety:** Five-Year Electrical Certificate and remedial works completed.
- **New Initiatives:** Introduction for Children's Birthday Packages

Community Hub

- Nothing to report

Health and Safety

- **Worknest:** New Health and Safety Platform,
- An efficient process for recording accident and nr misses
- Development of staff Health and Safety Handbook
- Risk Assessment overview

Kevin Whitehorn 16/01/26