



Devizes Town Council

www.devizes-tc.gov.uk

RECREATION AND PROPERTIES COMMITTEE

You are summonsed to attend a meeting of the Recreation & Properties Committee at the following, place and date.

Date: Tuesday 3rd November 2020

Time: Immediately following Planning Committee

Join Zoom Meeting:

<https://us02web.zoom.us/j/81958660182?pwd=dmo0aUROeFltOEJkMHFRNCtHWEhrZz09>

Please note, this meeting may be recorded therefore if you do not want to appear on the recording, do not enable your camera

Meeting ID: 819 5866 0182

Password: 088398

Enquiries: 01380 723333

The Town Mayor: Councillor Gay

Chairman: Councillor Giraud-Saunders

Councillors:	Corbett	S Evans	Greenwood
	Parsons	Rose	Rowland
	Stevens	Von Berg	

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 22nd September 2020 and which have been circulated alongside the agenda.

2. APOLOGIES FOR ABSENCE

3. DISCLOSURES OF INTEREST

To receive any disclosure(s) of interest by a Councillor or an officer in

matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

4. PUBLIC PARTICIPATION

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the Council upon a matter of concern to that person which is relevant to the Council. A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Council for this item of business

5. REPORT FOR INFORMATION – CAFÉ IN THE PARK

Officers have taken the decision to open the Café in the Park to allow customers to sit in, with effect from Monday 26th October, to capture the half-term market. To ensure the café is COVID-19 Secure, they have carried out a thorough risk assessment, trained all staff, introduced new PPE and screening and deep cleaned all areas.

As members are aware, staffing levels have been kept to a minimum through the summer to keep costs as low as possible. As the quieter months are approaching, the permanent café assistant has agreed to change her working pattern and will commence working Tuesday to Saturday with effect from the beginning of November. The casual staff will share Sunday shifts and will be available to cover any holidays if needed. The café will be closed on Mondays, in line with many other eateries in town.

6. REPORT FOR INFORMATION – PARK CAFÉ PERFORMANCE

Officers have continued to provide members with progress reports relating to the performance of the Café at Hillworth Park. The Park Café was closed due to the Coronavirus Pandemic from 21 March 2020 until 18 May 2020. Café performance data has been updated ([Doc6/1](#)) to include actual data for the first five months of trading of 2020/21.

Income for the first six months of 2020/21 was £18,671 with a Net Loss after costs of £1,751, this is compared to income of £39,900 with a Net loss of £1,496 in 2019/20.

The 2020/21 estimates were agreed on the assumption that the Café would produce an annual net loss of £2,564 including direct salary costs.

The Park Café currently only offers card payments.

Events normally provided to support the usage of the Park and as a consequence of the Park Café have been severely impacted by Coronavirus and ongoing government guidelines relating to numbers.

7. REPORT FOR INFORMATION – GREEN FLAG

Hillworth Park has received the prestigious Green Flag for the seventh year in a row.

The awards have been handled slightly differently this year with ‘mystery visits’ happening from local judges throughout the year. We have not yet received their comments, however, will be flying the new flag in recognition of the award from the beginning of November.

8. REPORT FOR INFORMATION – SUPERLOOS

The Superloos situated in the West Central Car Park have once again won a Platinum Award from the Loo of the Year Society. The judges commended the toilets for being cleaned to an extremely high standard, for being accessible and for the clear and concise signage.

9. REPORT FOR INFORMATION – BUSINESS CHRISTMAS TREE SCHEME

The Christmas Lights Working Party have agreed to sponsor this year’s Business Christmas Tree Scheme to support local traders, including many independent retailers.

The scheme will be offered to those businesses who have purchased a tree in the past two years. Officers believe this will be approximately 80 trees, which will cost £1160.00, the cost of which will be taken from the Christmas Lights budget.

Letters have already gone out to local retailers and the Council has received a lot of praise for the scheme. Social media posts to highlight the support offered by members will be made during November.

10. REPORT FOR DECISION - POTENTIAL BAD DEBT WRITE OFF

Recommendation

That the committee agrees to write off the outstanding debt relating to Acorn Holdings (SW) Ltd regarding their tenancy of 19 The Brittox which came to an end in November 2019.

Purpose of the Report

For the committee to agree to write of the outstanding debt of £2,542.71 relating to Acorn Holding (SW) Ltd.

Background

Officers took back possession of 19 the Brittox in November 2019 from Acorn Holdings (SW) Ltd due to non-payment of rent. Warrens bakery had a number of businesses which were franchised out to Acorn Holdings (SW) Ltd and failed at the end of 2019. The business went into liquidation with a large portfolio of debts in the first quarter of 2020.

With a large number of debtors and with Devizes Town Council being very low in the list of preference, officers are now requesting that the debt of £2,542.71 be written off.

The current balance Sheet of the Town Council has a £500 provision for commercial property bad debts within accrued expenses from the 2019/20 financial year and a rental deposit of £1,416.16 held in respect of this property. Should members choose to utilise both of these balances, this would leave a balance of £626.55 against a current year budget provision of £500 from the commercial property bad debt heading in the 2020/21 financial statements.

Options Considered

The committee needs to decide if it wishes to write off the bad debt as set out by officers; or

retain the debt on the commercial property sales ledger until such point as the administrators confirm the preferred creditors.

Implications and Risks

Financial and Resource Implications

Should members agree with the course of action suggested by officers,
This will have a negative effect on the 2020/21 budget of £126.55.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

11. REPORT FOR DECISION – COMMERCIAL PROPERTIES WORKING PARTY

Recommendation

That the committee agrees to establish a commercial property working party to review the Council's property portfolios.

Purpose of the Report

For the committee to agree to establish a working party of four members to work with officers to review the effectiveness of the Council's commercial properties as an investment

Background

At each meeting of the Recreation and Properties Committee, officers provide a summary of rental balances and set out any current issues that may be affecting them.

The time is now right to have a more detailed look at all aspects of the portfolio including but not limited to:

- The type of property
- Occupancy rates
- Return on capital value
- Property condition
- Maintenance obligation

Such a review should also take into consideration market trends and property investment opportunities, as well as how the net income from commercial properties compares against alternative investment opportunities.

The working party will be asked to develop a report with future management recommendations that this committee will be asked to consider.

Options Considered

The committee needs to decide if it wishes to appoint a working party of four members to review the Council's commercial property portfolio with officers.

Implications and Risks

Financial and Resource Implications

Officers are unaware of any financial or resource implication for the Council associated with this decision to set up a working party. Any financial and resource implications will be a consequence of decisions that the committee will be asked to consider as part of any recommendations

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

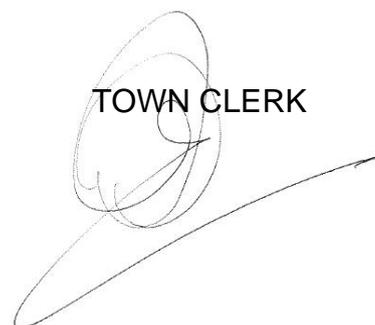
12. EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES

13. QUESTION TIME

A short time is allowed at the discretion of the Chairman for councillors to ask questions on matters which are not on the current agenda but which are related to matters which have been previously discussed on an agenda relevant to the committee.

At least 24 hours' notice must be given to officers of the intended question. All other matters should be raised on an agenda and the request should be submitted through the Town Clerk

TOWN CLERK



<u>PARK CAFÉ 2019/20</u>																										
	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>TOTAL</u>													
ACTUAL INCOME	0	1492	2656	5602	5785	3135	0	0	0	0	0	0	18671													
CINEMA INCOME	0	0	0	0	0	0	0	0	0	0	0	0	0													
BUDGETED INCOME	5427	5708	5712	8160	9739	5808	4764	2256	1818	2454	4452	3702	60000													
SPECIFIC PURCHASES	0	489	1235	2807	2455	934	0	0	0	0	0	0	7919													
CINEMA EXPENDITURE	0	0	0	0	0	0	0	0	0	0	0	0	0													
CONSUMABLES	0	0	252	354	11	325	0	0	0	0	0	0	941													
STOCKTAKE +/-	0	0	0	-296	54	245	0	0	0	0	0	0	2													
GROSS PROFIT	0	0.0%	1004	67.3%	1169	44.0%	2738	48.9%	3266	56.5%	1631	52.0%	0	#####	0	#####	0	#####	0	#####	0	#####	0	#####	9809	52.5%
UTILITIES	0	0	0	0	0	0	0	0	0	0	0	0	0													
CHIP & PIN	50	69	62	92	95	55	0	0	0	0	0	0	423													
BT	42	42	42	42	42	42	0	0	0	0	0	0	252													
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0													
PAYROLL *	0	925	2225	2039	2551	3146	0	0	0	0	0	0	10885													
	-92	-32	-1159	565	579	-1611	0	0	0	0	0	0	-1751													

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