

Devizes Town Council

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RECREATION AND PROPERTIES COMMITTEE

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

Date: 2nd August 2022

Time: Immediately following Planning Committee

Place: Cheese Hall, The Town Hall, St John's Street

Enquiries: 01380 723333

The Town Mayor: Councillor Corbett

Chairman: Councillor Giraud-Saunders

Councillors:	Britten	Brown	East
	Gay	Greenwood	Ormerod
	Pennington	Stevens	Wallis
	Wooldridge		

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 5th July 2022 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 – PARK CAFÉ PERFORMANCE

The figures provided are to the end of month three. Income for the 2022/23 financial year to date is currently £18,857 with a gross profit of £12,079 (65.2% GPP) after cost of sales.

With costs of £12,247 for April, May and June, of which salaries equate to £11,673, this delivered net operating loss for the café of £167.

A monthly breakdown of Café income and expenditure is attached ([Doc5/1](#)).

This report has been amended to include a detailed breakdown of the cost of sales, based on stock levels and purchases for each month.

There are minor differences in the way the income figures are presented, compared to previous reports (the data for April and May has been retrospectively adjusted for consistency). This is because the data is now being extracted from the accounting software (from the actual amounts banked) rather than the calculation of daily takings, which were prone to error.

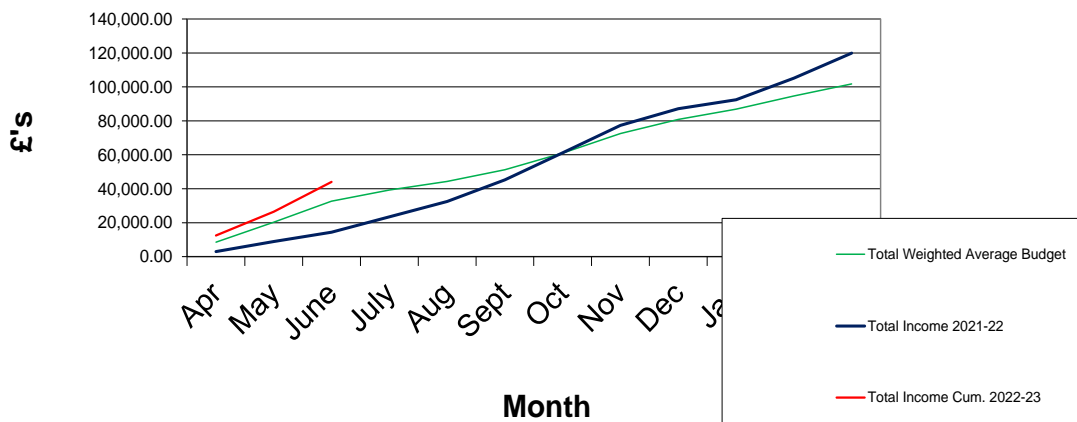
The staffing costs have also been taken from the total costs for the café staff, rather than a calculation of their individual costs. This means that the figures will relate exactly to the figures that are presented in our annual accounts, once supporting staff and admin costs are added to these totals.

6. REPORT FOR INFORMATION – VENUES INCOME PERFORMANCE

VENUES CUMULATIVE INCOME 2022-23

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
TH Weighted Average Budget	3,380.00	7,695.00	12,720.00	15,610.00	17,715.00	20,650.00	24,800.00	30,105.00	33,115.00	35,605.00	38,895.00	41,800.00
TH Income 2021-22	707.93	1,830.72	3,124.32	5,986.65	7,913.74	11,737.67	17,801.88	23,026.33	24,457.72	25,414.81	31,215.52	35,796.29
TH Income Cum. 2022-23	3,341.29	8,174.08	12,453.02	12,453.02	12,453.02	12,453.02	12,453.02	12,453.02	12,453.02	12,453.02	12,453.02	12,453.02
CE Weighted Average Budget	5,160.00	12,600.00	19,980.00	23,640.00	26,640.00	30,570.00	36,210.00	42,390.00	47,670.00	51,270.00	55,710.00	59,910.00
CE Income 2021-22	2,247.76	7,106.54	11,305.86	17,508.40	24,552.33	33,430.78	43,409.66	54,295.77	62,716.59	66,955.01	73,902.79	84,100.56
CE Income Cum. 2022-23	9,106.27	18,287.36	31,599.12	31,599.12	31,599.12	31,599.12	31,599.12	31,599.12	31,599.12	31,599.12	31,599.12	31,599.12
Total Weighted Average Budget	8,540.00	20,295.00	32,700.00	39,250.00	44,355.00	51,220.00	61,010.00	72,495.00	80,785.00	86,875.00	94,605.00	101,710.00
Total Income 2021-22	2,955.69	8,937.26	14,430.18	23,495.05	32,466.07	45,168.45	61,211.54	77,322.10	87,174.30	92,369.81	105,118.30	119,896.84
Total Income Cum. 2022-23	12,447.56	26,461.44	44,052.14									
Total Income Mthly. 2022-23	12,447.56	14,013.88	17,590.70	-44,052.14								

Town Hall and Corn Exchange Cumulative Monthly Income



RECREATION & PROPERTIES COMMITTEE
2nd August 2022

TOWN HALL INCOME 1 APRIL 2022 TO 31 MARCH 2023

MONTHLY INCOME BREAKDOWN

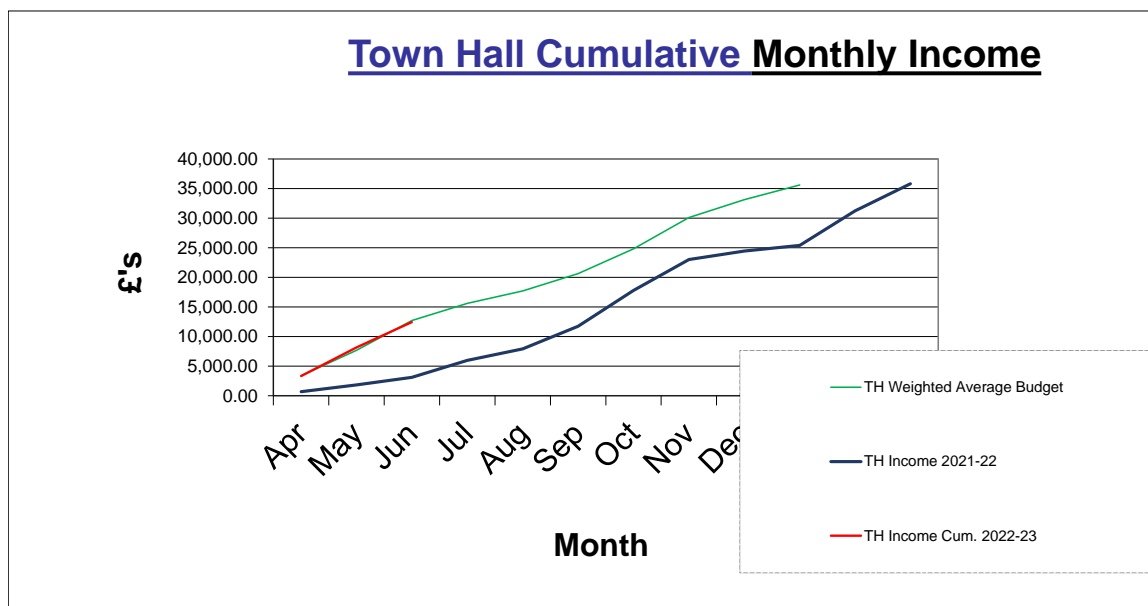
Budget	April	May	June	July	August	September	October	November	December	January	February	March
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Room Hire	3,200.00	4,000.00	4,800.00	2,800.00	2,000.00	2,800.00	4,000.00	5,200.00	2,800.00	2,400.00	3,200.00	2,800.00
Catering	50.00	90.00	65.00	20.00	25.00	30.00	40.00	20.00	65.00	30.00	30.00	35.00
Bar	50.00	90.00	65.00	20.00	25.00	30.00	40.00	20.00	65.00	30.00	30.00	35.00
Wedding Licences	30.00	45.00	30.00	30.00	30.00	45.00	30.00	45.00	15.00			
Sundry Income	50.00	90.00	65.00	20.00	25.00	30.00	40.00	20.00	65.00	30.00	30.00	35.00
Total Monthly	3,380.00	4,315.00	5,025.00	2,890.00	2,105.00	2,935.00	4,150.00	5,305.00	3,010.00	2,490.00	3,290.00	2,905.00
Total To Date Cumulative	3,380.00	7,695.00	12,720.00	15,610.00	17,715.00	20,650.00	24,800.00	30,105.00	33,115.00	35,605.00	38,895.00	41,800.00

Income	April	May	June	July	August	September	October	November	December	January	February	March
	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	2,925.09	4,247.00	3,616.10									
Catering	75.96	351.25	353.17									
Bar	268.99	57.45	72.33									
Wedding Licences												
Sundry Income	71.25	177.09	237.34									
Total Monthly	3,341.29	4,832.79	4,278.94									
Total To Date Cumulative	3,341.29	8,174.08	12,453.02	12,453.02	12,453.02	12,453.02	12,453.02	12,453.02	12,453.02	12,453.02	12,453.02	12,453.02

CUMULATIVE INCOME TO DATE

Budget	April	May	June	July	August	September	October	November	December	January	February	March
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Room Hire	3,200.00	7,200.00	12,000.00	14,800.00	16,800.00	19,600.00	23,600.00	28,800.00	31,600.00	34,000.00	37,200.00	40,000.00
Catering	50.00	140.00	205.00	225.00	250.00	280.00	320.00	340.00	405.00	435.00	465.00	500.00
Bar	50.00	140.00	205.00	225.00	250.00	280.00	320.00	340.00	405.00	435.00	465.00	500.00
Wedding Licences	30.00	75.00	105.00	135.00	165.00	210.00	240.00	285.00	300.00	300.00	300.00	300.00
Sundry Income	50.00	140.00	205.00	225.00	250.00	280.00	320.00	340.00	405.00	435.00	465.00	500.00

Income	April	May	June	July	August	September	October	November	December	January	February	March
	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	2,925.09	7,172.09	10,788.19	10,788.19	10,788.19	10,788.19	10,788.19	10,788.19	10,788.19	10,788.19	10,788.19	10,788.19
Catering	75.96	427.21	499.54	499.54	499.54	499.54	499.54	499.54	499.54	499.54	499.54	499.54
Bar	268.99	326.44	563.78	563.78	563.78	563.78	563.78	563.78	563.78	563.78	563.78	563.78
Wedding Licences												
Sundry Income	71.25	248.34	12,701.36	12,701.36	12,701.36	12,701.36	12,701.36	12,701.36	12,701.36	12,701.36	12,701.36	12,701.36



RECREATION & PROPERTIES COMMITTEE
2nd August 2022

25/07/2022
12:50

Devizes Town Council

Page 1

Detailed Income & Expenditure by Budget Heading 25/07/2022

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
214 TOWN HALL								
1000 TOWN HALL ROOM INCOME	3,616	10,789	40,000	29,211			27.0%	
1002 TOWN HALL BAR INCOME	675	3,868	3,000	(868)			128.9%	
1003 TOWN HALL SUNDRY INCOME	404	1,170	3,000	1,830			39.0%	
1005 CATERING AT THE TOWN HALL	353	3,186	3,700	514			86.1%	
1009 WEDDING LICENCES	0	0	300	300			0.0%	
TOWN HALL :- Income	5,048	19,013	50,000	30,987			38.0%	0
4000 SALARIES	5,683	16,227	61,199	44,972		44,972	26.5%	
4011 COMMERCIAL RATES	1,284	4,213	18,888	14,675		14,675	22.3%	
4012 WATER RATES	0	0	750	750		750	0.0%	
4014 ELECTRICITY	2,123	3,517	6,000	2,483		2,483	58.6%	
4015 GAS	304	2,734	4,500	1,766		1,766	60.8%	
4016 GENERAL STORES	818	1,157	1,000	(157)	16	(172)	117.2%	
4021 TELEPHONE	4	73	0	(73)		(73)	0.0%	
4023 STATIONERY	0	0	0	0	1	(1)	0.0%	
4032 MARKETING/PROMOTIONS	0	10	1,500	1,490		1,490	0.7%	
4038 MAINTENANCE CONTRACTS	662	1,225	6,000	4,775	323	4,452	25.8%	
4039 REPLACEMENT TOOLS/EQUIP	0	269	1,000	731		731	26.9%	
4040 Catering Control	452	3,431	0	(3,431)		(3,431)	0.0%	
4052 MAINTENANCE	3,492	3,492	5,000	1,508	567	941	81.2%	
4060 LICENCES	97	292	2,300	2,008		2,008	12.7%	
4082 WASTE MANAGEMENT	356	535	1,650	1,115		1,115	32.5%	
4101 TABLE AND SLIP CLOTHS	147	559	500	(59)		(59)	111.8%	
4113 BAR CONTROL	573	825	0	(825)		(825)	0.0%	
4114 SECURITY	90	90	0	(90)		(90)	0.0%	
4115 SUNDRY EXPENSE CONTROL	0	48	0	(48)		(48)	0.0%	
4153 PROTECTIVE CLOTHING	0	16	100	84	44	40	59.8%	
4601 SUPPORT SERVICES RECHARGE	909	2,982	9,803	6,821		6,821	30.4%	
4603 SUPPORT SERVICES SALARIES RECH	635	1,903	7,301	5,398		5,398	26.1%	
TOWN HALL :- Indirect Expenditure	17,628	43,598	127,491	83,893	950	82,943	34.9%	0
Net Income over Expenditure	(12,580)	(24,585)	(77,491)	(52,906)				
Grand Totals:- Income	5,048	19,013	50,000	30,987			38.0%	
Expenditure	17,628	43,598	127,491	83,893	950	82,943	34.9%	
Net Income over Expenditure	(12,580)	(24,585)	(77,491)	(52,906)				
Movement to/(from) Gen Reserve	(12,580)	(24,585)						

RECREATION & PROPERTIES COMMITTEE
2nd August 2022

CORN EXCHANGE INCOME 1 APRIL 2022 TO 31 MARCH 2023

MONTHLY INCOME BREAKDOWN

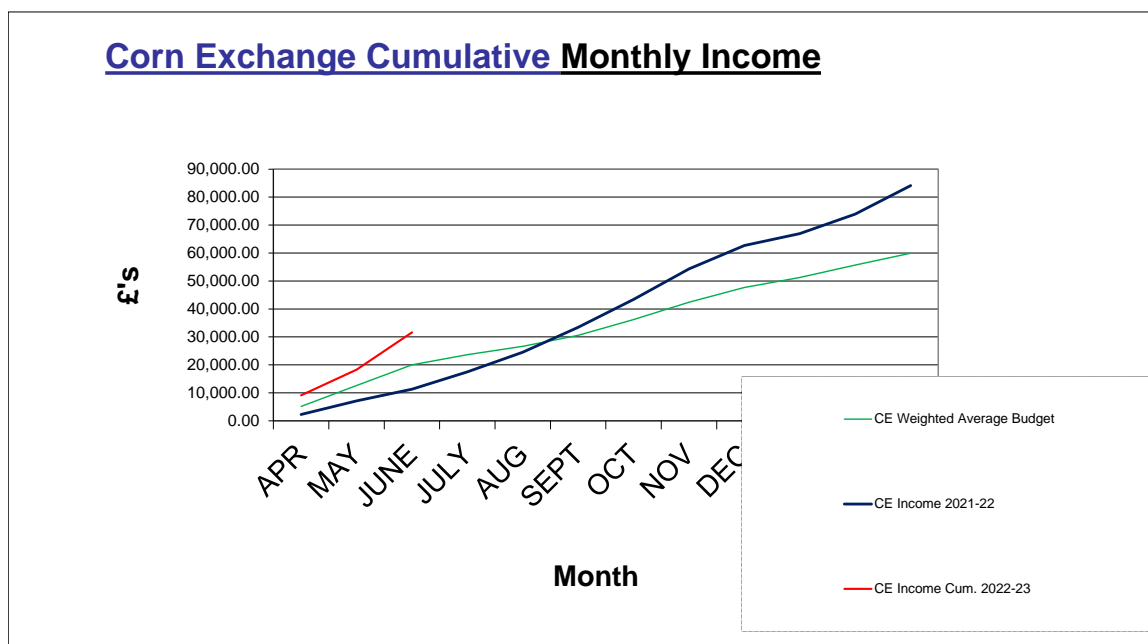
Budget	April	May	June	July	August	September	October	November	December	January	February	March
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Room Hire	3,360.00	4,200.00	5,040.00	2,940.00	2,100.00	2,940.00	4,200.00	5,460.00	2,940.00	2,520.00	3,360.00	2,940.00
Catering	500.00	900.00	650.00	200.00	250.00	210.00	400.00	200.00	650.00	300.00	300.00	350.00
Bar	1,000.00	1,800.00	1,300.00	400.00	500.00	600.00	800.00	400.00	1,300.00	600.00	600.00	700.00
Sundry Income	300.00	540.00	390.00	120.00	150.00	180.00	240.00	120.00	390.00	180.00	180.00	210.00
Total Monthly	5,160.00	7,440.00	7,380.00	3,660.00	3,000.00	3,930.00	5,640.00	6,180.00	5,280.00	3,600.00	4,440.00	4,200.00
Total To Date Cumulative	5,160.00	12,600.00	19,980.00	23,640.00	26,640.00	30,570.00	36,210.00	42,390.00	47,670.00	51,270.00	55,710.00	59,910.00

Income	April	May	June	July	August	September	October	November	December	January	February	March
	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	6,745.24	6,750.00	9,584.85									
Catering	53.71	117.82	897.24									
Bar	2,224.99	2,000.00	2,001.98									
Sundry Income	82.33	313.27	827.69									
Total Monthly	9,106.27	9,181.09	13,311.76									
Total To Date Cumulative	9,106.27	18,287.36	31,599.12	31,599.12	31,599.12	31,599.12	31,599.12	31,599.12	31,599.12	31,599.12	31,599.12	31,599.12

CUMULATIVE INCOME TO DATE

Budget	April	May	June	July	August	September	October	November	December	January	February	March
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Room Hire	3,360.00	7,560.00	12,600.00	15,540.00	17,640.00	20,580.00	24,780.00	30,240.00	33,180.00	35,700.00	39,060.00	42,000.00
Catering	500.00	1,400.00	2,050.00	2,250.00	2,500.00	2,710.00	3,110.00	3,310.00	3,960.00	4,260.00	4,560.00	4,910.00
Bar	1,000.00	2,800.00	4,100.00	4,500.00	5,000.00	5,600.00	6,400.00	6,800.00	8,100.00	8,700.00	9,300.00	10,000.00
Sundry Income	300.00	840.00	1,230.00	1,350.00	1,500.00	1,680.00	1,920.00	2,040.00	2,430.00	2,610.00	2,790.00	3,000.00

Income	April	May	June	July	August	September	October	November	December	January	February	March
	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	6,745.24	13,495.24	23,080.09	23,080.09	23,080.09	23,080.09	23,080.09	23,080.09	23,080.09	23,080.09	23,080.09	23,080.09
Catering	53.71	171.53	1,068.77	1,068.77	1,068.77	1,068.77	1,068.77	1,068.77	1,068.77	1,068.77	1,068.77	1,068.77
Bar	2,224.99	4,224.99	6,226.97	6,226.97	6,226.97	6,226.97	6,226.97	6,226.97	6,226.97	6,226.97	6,226.97	6,226.97
Sundry Income	82.33	395.60	1,223.29	1,223.29	1,223.29	1,223.29	1,223.29	1,223.29	1,223.29	1,223.29	1,223.29	1,223.29



RECREATION & PROPERTIES COMMITTEE
2nd August 2022

25/07/2022

Devizes Town Council

Page 1

12:49

Detailed Income & Expenditure by Budget Heading 25/07/2022

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>215 CORN EXCHANGE</u>								
1001 CORN EXCHANGE ROOM INCOME	9,572	23,067	42,000	18,933			54.9%	
1004 C/EXCHANGE SUNDRY INCOME	1,307	2,209	3,000	791			73.6%	
1006 CATERING AT THE CORN EXCHANGE	1,043	1,386	5,000	3,614			27.7%	
1007 CORN EXCHANGE BAR INCOME	2,020	7,486	10,000	2,514			74.9%	
CORN EXCHANGE :- Income	13,941	34,149	60,000	25,851			56.9%	0
4000 SALARIES	5,683	16,227	61,199	44,972		44,972	26.5%	
4011 COMMERCIAL RATES	769	2,522	11,307	8,785		8,785	22.3%	
4012 WATER RATES	0	0	6,000	6,000		6,000	0.0%	
4014 ELECTRICITY	0	0	15,000	15,000		15,000	0.0%	
4015 GAS	11	22	70	48		48	31.9%	
4016 GENERAL STORES	453	833	1,000	167	16	151	84.9%	
4021 TELEPHONE	4	85	0	(85)		(85)	0.0%	
4023 STATIONERY	0	0	0	0	1	(1)	0.0%	
4032 MARKETING/PROMOTIONS	0	10	1,500	1,490		1,490	0.7%	
4038 MAINTENANCE CONTRACTS	503	2,967	9,500	6,533	321	6,212	34.6%	
4039 REPLACEMENT TOOLS/EQUIP	0	686	1,000	314		314	68.6%	
4040 Catering Control	47	132	0	(132)		(132)	0.0%	
4041 EQUIPMENT HIRE	250	250	0	(250)		(250)	0.0%	
4052 MAINTENANCE	811	961	3,000	2,039	115	1,924	35.9%	
4060 LICENCES	13	41	3,000	2,959		2,959	1.4%	
4082 WASTE MANAGEMENT	411	608	1,300	692		692	46.7%	
4101 TABLE AND SLIP CLOTHS	66	66	2,000	1,935		1,935	3.3%	
4114 SECURITY	846	846	0	(846)		(846)	0.0%	
4153 PROTECTIVE CLOTHING	0	16	100	84	42	42	57.7%	
4601 SUPPORT SERVICES RECHARGE	909	2,982	9,803	6,821		6,821	30.4%	
4603 SUPPORT SERVICES SALARIES RECH	635	1,903	7,301	5,398		5,398	26.1%	
CORN EXCHANGE :- Indirect Expenditure	11,409	31,157	133,080	101,923	494	101,429	23.8%	0
Net Income over Expenditure	2,532	2,991	(73,080)	(76,071)				
Grand Totals:- Income	13,941	34,149	60,000	25,851			56.9%	
Expenditure	11,409	31,157	133,080	101,923	494	101,429	23.8%	
Net Income over Expenditure	2,532	2,991	(73,080)	(76,071)				
Movement to/(from) Gen Reserve	2,532	2,991						

7. REPORT FOR INFORMATION - ROUNDWAY HOSPITAL BURIAL GROUND WORKING GROUP.

An update on the work of the working group was placed on this agenda by Cllr Wooldridge, Chairman of the working group.

On the 15 July the working party met with Mr Geoff Mascall and to receive an update on the project.

The main purpose of the meeting was to discuss what inscription will be placed on the memorial stand when it is completed. Mr Geoff Mascall gave the working group some valuable information that was helpful in moving the project forward.

It was agreed that the text on the plaque should be kept to a minimum with some date, a summary of the number of people buried and a map. Ideally the plaque will be metal such as engraved stainless steel or cast bronze.

There was a general agreement that the plaque will be scan read by most to give them a flavour of the history. Some people will want to know more and therefore it is suggested that a QR code be included within the inscription to allow those who wish to know more to do further research.

It was also agreed by the working party that there should possibly be access to further reading through web-based information for those who wished to know more about the Burial Ground. This could perhaps be made available on the Town Council website as a potential place where it could be hosted and where the QR code will land.

This information can be added to over time, but it was recognised that a book on the subject is to be published, so it should not impact on the sales of this book.

Finally, there was discussion about installing row markers which will support visitors to navigate the site with greater ease. The Chairman thanked the group and Geoff for coming and the meeting was closed.

8. REPORT FOR INFORMATION – MARKET MANAGER’S UPDATE

The Shambles Units

There have been no changes in trader movement since the last Recreation and Properties Committee report in March. The occupancy figures for the top half of the Shambles are still holding firm at 100%. The Units are still buoyant and traders mentioned in the last traders meeting that they feel optimism is the highest it has been in recent times in the Shambles.

A new wooden notice board has been made for the traders in these units showing their trading names which will help them promote when they are open. This will hopefully encourage customers to walk through the market to the units at the top end.

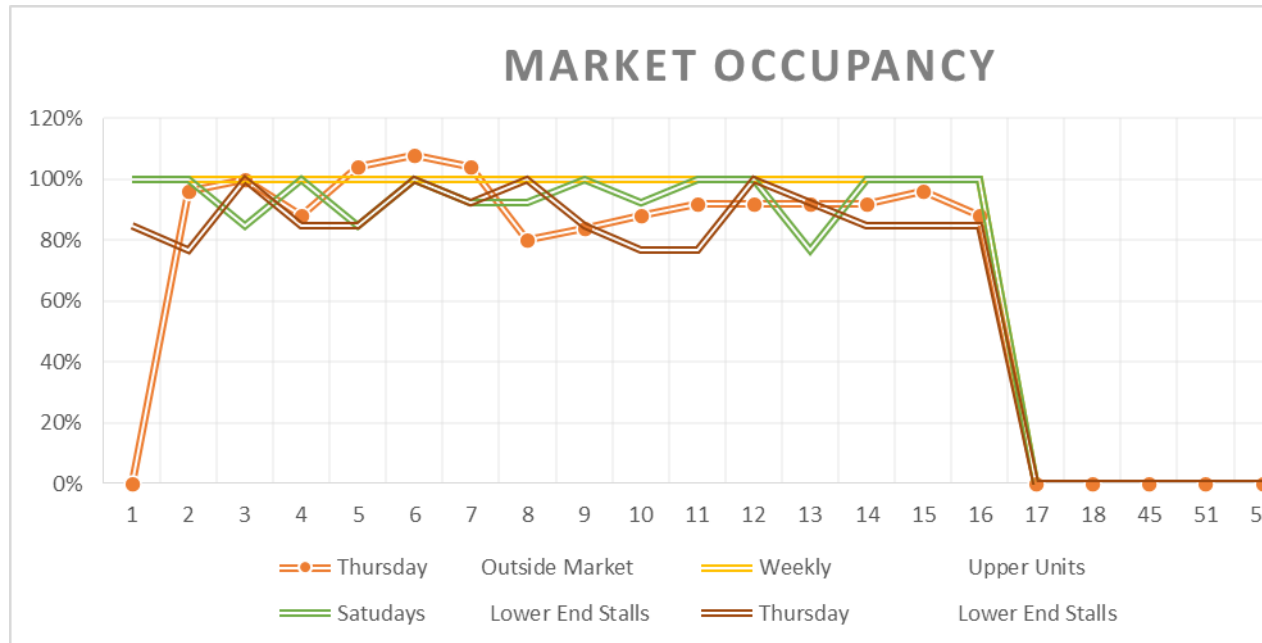
The Shambles Lower End

Thursday Shambles in the lower half occupancy is currently averaging an occupancy of 88% a week, with a combination of regular traders and occasional casual traders. Space is also regularly given to organisations such as the Wiltshire Air Ambulance as we build on supporting local charities and good causes.

The Saturday’s Shambles market in the lower half is currently generating an average weekly occupancy of 95.2% with more regular traders and occasional casuals.

Thursday Market Place

Thursday Market Place occupancy is currently averaging 87.8% with our regular traders and occasional casual traders. Space is also regularly given free to The Police Bobby Van, Lawrence Art Society, and Wiltshire Council community services organisations to support local community needs.



Signage to the Shambles

Officers worked with a local graphic designer for new temporary promotional signage boards for the building which have been placed on either side of the main front door as well as on the railing at the rear of the building, where the cycle park is located. Traders have indicated that they like the design and that they are encouraging people to come inside the Shambles.

Education / Visitor Boards

Officers have been working with a graphic designer to develop 6-8 history boards for the Shambles. This is still ongoing and we have asked the community if they have any old pictures that depict the Shambles or Market Place to help with this project. One of the traders has offered to supply the pictures that he has, but this is taking time for them to sort through their collection.

Storage Cupboard

A new storage cupboard for cleaning materials has been built within bay 1 by the entrance in the Shambles. This has taken away the cleaning mop and bucket that was previously on display for all to see by the ramp in the middle of the Shambles. This has improved the look of that area.

Shambles Cleaning

The Council has employed two dedicated part time cleaners for the Shambles who provide cleaning services from 4pm to 6pm, 7 days a week. One member of staff works Monday to Friday and the other covers

the weekends. Having dedicated cleaners has improved the level of cleanliness which has been recognised by those trading in the building.

Community Fridge

Officers have been working with Sustainable Devizes who are planning to launch a Community Fridge for Devizes based in the Shambles. It has been agreed by the Town Council that bay 17, the first bay just inside the main doors on the left can be used for this purpose. Work to this bay will start to on Monday 15th August to prepare for the launch of the scheme which is planned for Monday 5th September.

Farmers Market

The Farmer's Market is averaging between 8 and 12 traders each month and although there is room for growth, this is much higher than before the Council took over the bookings. These traders have not raised any issues with the Market Manager, and indicate they are happy with the general footfall the farmers market receives.

Events – Devizes Italian Auto Moto Festival

The Market Manager organised an event on Saturday 16th July. where over 55 Italian cars were on display in the Market Place, including Ferrari, Lamborghini, Maserati, Fiats and Lancia's to name a few. The event was well received with good attendance and a lot of very positive comments being made on social media. The Italian Auto Moto Club organisers also donated £300 to the Mayors Charity Appeal as a thank you to the Town. They would like to return next year and make the event bigger.

Traders in the Shambles advised they saw an increase in footfall through the building and from other positive feedback many believe the whole town benefitted from the event being held in the town.

Market Place Specialist Markets

It was always known these would be a challenge to organise as the lead time to get them into traders' diaries is quite long, but also organisers tell us that those who participate in these types of events normally trade inside buildings and many do not have gazebos. The Market Manager had hoped to have secure a vinyl records fair in the Market Place this year but it has been difficult for the reasons given to hold a dedicated market, therefore a few traders have been offered the use of the Shambles on a Friday, and a response to that offer is awaited.

9. REPORT FOR DECISION – PLAY AREA WORKING PARTY

Recommendation

That the committee agrees to review the working party structure which is looking at play areas and make it stand alone group rather than being part of the Hillworth Park Steering Group.

Purpose of the Report

To re-agree the member working group to work with officers to review play area conditions.

Background

At a meeting of this committee earlier in the year, it was agreed that the Hillworth Park Steering Group would set up a consultation programme for Wadworth Road, Festival Close and Cowslip Close, about the future of these play area; and further that Councillors Houlton and Wooldridge be co-opted to the Hillworth Park working party to support this. The Hillworth Park Steering Group would then establish a longer-term strategy for all other play areas.

The consultation programme was completed in July and while the working party was unable to meet, there was a general agreement that the consultation clearly showed that there was a preference for the play areas to be retained.

Following on from the consultation, officers have approached four play equipment suppliers, seeking their suggested refurbishment ideas based on play equipment preferences suggested during the consultation.

Officers are now waiting for these options to be received back which will then initially be reviewed by a member working party before being used to form part of the next round of consultation.

The working party also needs to deliver a review programme for all play areas which will provide some clarity around future investment.

Whilst it was a committee decision, members of the Hillworth Park Steering Group feel that overseeing the play area review programme for all play areas falls outside of their original remit and therefore do not agree that it should be part of their workload.

Options Considered

The committee needs to decide if it wishes review the working party structure that will work with officers on the current play area project, and then the more wider review programme as agreed by the committee.

Implications and Risks

Financial and Resource Implications

The required funding and resourced needed to deliver the project will be established by the steering group.

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.

10. EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES

11. 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

