



# Devizes Town Council

[www.devizes-tc.gov.uk](http://www.devizes-tc.gov.uk)

## **RECREATION AND PROPERTIES COMMITTEE**

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

Date: Tuesday 16<sup>th</sup> April 2024

Time: Immediately following Planning Committee

Venue: The Council Chamber, Town Hall, St John's Street, Devizes

Enquiries: 01380 723333

The Town Mayor: Councillor Stevens

Chairman: Councillor Brown

Councillors:	Britten	Corbett	East
	Giraud-Saunders	Greenwood	Hopkins
	Ormerod	Pennington	Wallis
	Wooldridge		

## **AGENDA**

### **1. MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 5<sup>th</sup> March 2024 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.

RECREATION & PROPERTIES COMMITTEE  
16<sup>th</sup> April 2024

#### 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

Unfortunately, the month end procedure was not run on the till at the end of February as directed. This means that the figures cannot yet be analysed fully, and meaningful data is not yet available. A month end was run at the end of March, so it will be possible to look at the two months together and begin to form a clearer picture of the café's performance. In addition to the work on stock purchases and sales, some further work is needed on the overheads as there are some inconsistencies in this area.

Broadly speaking, the café income continues to perform at or above budget.

PARK CAFÉ 2023/24												Docs/1	
	APR	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	YTD TOTAL
<b>INCOME</b>													
1182 ACTUAL INCOME	4,093	6,527	6,155	5,565	9,909	4,720	5,404	1,814	1,465	3,117	3,794		52,562
1167 EVENTS INCOME	489	206	300	60	986	6,113	168	222	1,376	-	32		9,952
TOTAL INCOME	4,582	6,733	6,455	5,625	10,894	10,832	5,572	2,036	2,841	3,117	3,826	-	62,514
<i>BUDGETED INCOME</i>	<i>5,000</i>	<i>6,500</i>	<i>6,500</i>	<i>7,000</i>	<i>8,000</i>	<i>8,000</i>	<i>4,000</i>	<i>2,000</i>	<i>1,500</i>	<i>2,000</i>	<i>4,000</i>	<i>3,500</i>	<i>58,000</i>
<i>% of budgeted income achieved</i>	<i>92%</i>	<i>104%</i>	<i>99%</i>	<i>80%</i>	<i>136%</i>	<i>135%</i>	<i>139%</i>	<i>102%</i>	<i>189%</i>	<i>156%</i>	<i>96%</i>	<i>0%</i>	<i>108%</i>
<b>EXPENDITURE</b>													
4122 PURCHASE OF STOCK	2,053	1,598	3,803	2,236	2,388	2,975	973	997	560	1,329	630		19,542
OPENING STOCK	2,319	1,916	2,462	2,280	2,280	2,615	2,203	2,616	2,365	2,269	2,334	2,275	27,934
(LESS) CLOSING STOCK	1,916	2,462	2,280	2,280	2,615	2,203	2,616	2,365	2,269	2,334	2,275		25,615
TOTAL COST OF SALES	2,456	1,052	3,985	2,236	2,052	3,387	560	1,248	656	1,264	689	2,275	21,861
4451 EVENTS EXPENDITURE				1,357			25						1,382
CONSUMABLES													
TOTAL DIRECT COSTS	2,456	1,052	3,985	3,593	2,052	3,387	585	1,248	656	1,264	689	2,275	23,243
<b>GROSS PROFIT</b>	<b>2,126</b>	<b>5,681</b>	<b>2,470</b>	<b>2,032</b>	<b>8,842</b>	<b>7,445</b>	<b>4,987</b>	<b>788</b>	<b>2,185</b>	<b>1,853</b>	<b>3,137</b>	<b>2,275</b>	<b>39,271</b>
<i>GPP</i>	<i>51.9%</i>	<i>87.0%</i>	<i>40.1%</i>	<i>36.5%</i>	<i>89.2%</i>	<i>157.8%</i>	<i>92.3%</i>	<i>43.4%</i>	<i>149.1%</i>	<i>59.4%</i>	<i>82.7%</i>	<i>#DIV/0!</i>	<i>74.7%</i>
<b>OVERHEADS</b>													
4015 UTILITIES							47	155	353	296	389		1,240
4223 BANK CHARGES	106	70	70	140	140								526
4021 PHONE	63					101					69		233
4038 MAINTENANCE								33	43				76
4000 PAYROLL	4,227	4,179	4,196	4,571	5,008	4,617	4,211	6,507	4,369	4,215	4,324		50,424
TOTAL OVERHEADS	4,396	4,249	4,266	4,711	5,148	4,718	4,258	6,695	4,765	4,511	4,782		52,499
<b>NET PROFIT/(LOSS)</b>	<b>- 2,270</b>	<b>1,432</b>	<b>- 1,796</b>	<b>2,679</b>	<b>3,694</b>	<b>2,727</b>	<b>729</b>	<b>- 5,907</b>	<b>- 2,580</b>	<b>- 2,658</b>	<b>- 1,645</b>	<b>- 2,275</b>	<b>- 13,228</b>
4601 SUPPORT SERVICES	509	373	1,012	1,424	433	803	370	360	1,032	769	1,095		8,180
4603 SUPPORT SALARIES	221	450	450	457	456	373	372	678	547	546	545		5,095
STOCK ADJUSTMENT	403	546	182		335	412	413	251	96	65	59	2,275	2,319
EVENTS EXP ADJUSTMENT			605										605
OTHER ADJUSTMENTS		70	70										
<b>TOTAL PROFIT</b>	<b>- 2,597</b>	<b>133</b>	<b>- 3,611</b>	<b>4,560</b>	<b>2,470</b>	<b>1,963</b>	<b>426</b>	<b>- 6,694</b>	<b>- 4,063</b>	<b>- 4,038</b>	<b>- 3,226</b>	<b>-</b>	<b>24,788</b>
BALANCE PER RIALTAS	2,598	133	3,612	4,561	2,470	1,963	457	6,695	4,063	4,038	3,226		
DISCREPANCY	1	0	1	1	0	0	31	1					24,788

## 6. REPORT FOR INFORMATION – VENUES INCOME PERFORMANCE

The Town Hall continues with a consistent level of income, below budget but above previous year income.

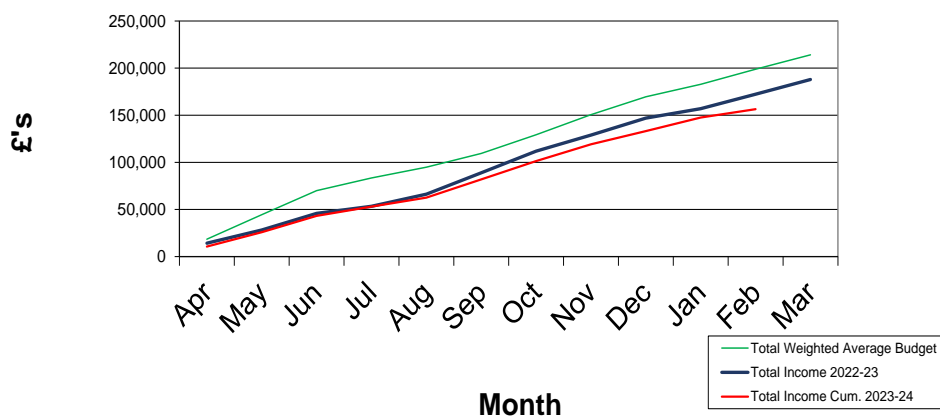
The Corn Exchange income also continues its annual trend, well below budget and below previous year performance. In addition, the write-off of two debts (Enosis and Go-Train) in February has had a negative impact on the figures for the month.

A fuller analysis will be provided to the committee after year end, including input from the Venues Manager.

VENUES CUMULATIVE INCOME 2023-24

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
TH Weighted Average Budget	8,001	18,998	29,579	35,571	40,922	47,449	55,830	64,536	72,853	78,884	85,816	92,557
TH Income 2022-23	5,112	9,945	14,224	14,722	22,475	29,979	41,576	46,120	52,012	56,346	61,329	67,847
<b>TH Income Cum. 2023-24</b>	<b>5,306</b>	<b>10,525</b>	<b>17,297</b>	<b>22,629</b>	<b>28,887</b>	<b>37,090</b>	<b>44,147</b>	<b>51,969</b>	<b>58,822</b>	<b>66,066</b>	<b>72,257</b>	
CE Weighted Average Budget	10,440	25,471	40,411	47,836	53,911	62,057	73,487	86,042	96,707	103,998	112,998	121,500
CE Income 2022-23	9,106	18,287	31,599	38,682	43,791	58,909	70,314	82,815	94,906	100,571	111,020	120,093
<b>CE Income Cum. 2023-24</b>	<b>5,322</b>	<b>15,405</b>	<b>25,949</b>	<b>30,371</b>	<b>33,691</b>	<b>44,838</b>	<b>57,234</b>	<b>67,217</b>	<b>74,354</b>	<b>81,471</b>	<b>84,142</b>	
<b>Total Weighted Average Budget</b>	<b>18,442</b>	<b>44,469</b>	<b>69,990</b>	<b>83,407</b>	<b>94,834</b>	<b>109,505</b>	<b>129,317</b>	<b>150,578</b>	<b>169,560</b>	<b>182,882</b>	<b>198,813</b>	<b>214,057</b>
<b>Total Income 2022-23</b>	<b>14,219</b>	<b>28,232</b>	<b>45,823</b>	<b>53,404</b>	<b>66,266</b>	<b>88,888</b>	<b>111,890</b>	<b>128,935</b>	<b>146,918</b>	<b>156,917</b>	<b>172,349</b>	<b>187,940</b>
<b>Total Income Cum. 2023-24</b>	<b>10,628</b>	<b>25,930</b>	<b>43,246</b>	<b>53,000</b>	<b>62,578</b>	<b>81,928</b>	<b>101,381</b>	<b>119,185</b>	<b>133,176</b>	<b>147,537</b>	<b>156,399</b>	

### Town Hall and Corn Exchange Cumulative Monthly Income



# RECREATION & PROPERTIES COMMITTEE

## 16<sup>th</sup> April 2024

CORN EXCHANGE INCOME 1 APRIL 2023 TO 31 MARCH 2024

### MONTHLY INCOME BREAKDOWN

	April	May	June	July	August	September	October	November	December	January	February	March
Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Room Hire	6,840	8,550	10,260	5,985	4,275	5,985	8,550	11,115	5,985	5,130	6,840	5,982
Catering	500	900	650	200	250	300	400	200	650	300	300	350
Bar	2,500	4,500	3,250	1,000	1,250	1,500	2,000	1,000	3,250	1,500	1,500	1,750
Sundry Income	600	1,080	780	240	300	360	480	240	780	360	360	420
<b>Total Monthly</b>	<b>10,440</b>	<b>15,030</b>	<b>14,940</b>	<b>7,425</b>	<b>6,075</b>	<b>8,145</b>	<b>11,430</b>	<b>12,555</b>	<b>10,665</b>	<b>7,290</b>	<b>9,000</b>	<b>8,502</b>
<b>Total To Date Cumulative</b>	<b>10,440</b>	<b>25,471</b>	<b>40,411</b>	<b>47,836</b>	<b>53,911</b>	<b>62,057</b>	<b>73,487</b>	<b>86,042</b>	<b>96,707</b>	<b>103,998</b>	<b>112,998</b>	<b>121,500</b>

	April	May	June	July	August	September	October	November	December	January	February	March
Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	2,944	5,456	6,672	1,525	1,320	5,812	7,383	6,512	4,184	2,206	-1,495	
Catering	228	786	388	537	2,550	54	1,123	538	863	1,998		
Bar	2,000	3,417	2,456	2,000	2,000	2,325	4,742	2,000	2,000	3,696	2,000	
Sundry Income	150	424	1,028	360	460	217	348	415	352	168		
<b>Total Monthly</b>	<b>5,322</b>	<b>10,083</b>	<b>10,544</b>	<b>4,422</b>	<b>3,320</b>	<b>11,147</b>	<b>12,396</b>	<b>9,983</b>	<b>7,137</b>	<b>7,117</b>	<b>2,671</b>	
<b>Total To Date Cumulative</b>	<b>5,322</b>	<b>15,405</b>	<b>25,949</b>	<b>30,371</b>	<b>33,691</b>	<b>44,838</b>	<b>57,234</b>	<b>67,217</b>	<b>74,354</b>	<b>81,471</b>	<b>84,142</b>	<b>84,142</b>

### CUMULATIVE INCOME TO DATE

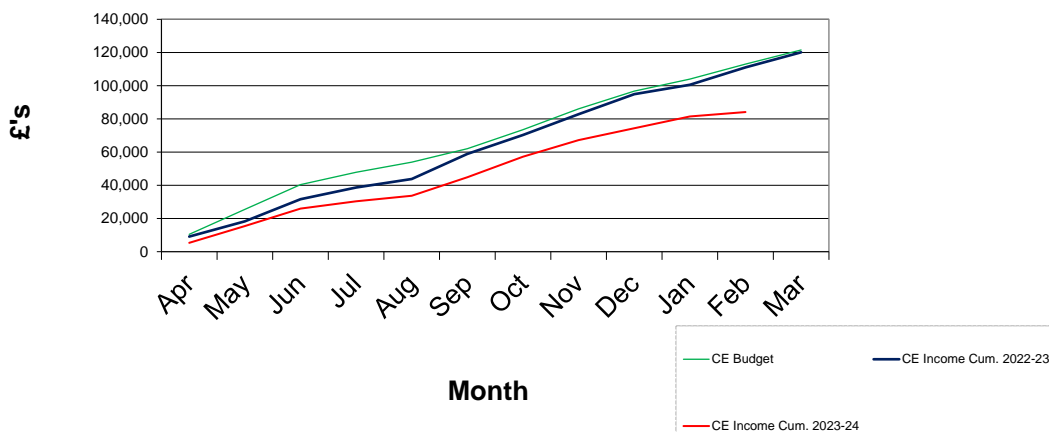
	April	May	June	July	August	September	October	November	December	January	February	March
Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Room Hire	6,840	15,390	25,650	31,635	35,910	41,895	50,445	61,560	67,545	72,675	79,515	85,497
Catering	500	1,400	2,050	2,250	2,500	2,800	3,200	3,400	4,050	4,350	4,650	5,000
Bar	2,500	7,000	10,250	11,250	12,500	14,000	16,000	17,000	20,250	21,750	23,250	25,000
Sundry Income	600	1,680	2,460	2,700	3,000	3,360	3,840	4,080	4,860	5,220	5,580	6,000

	April	May	June	July	August	September	October	November	December	January	February	March
Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	2,944	8,400	15,072	16,597	17,917	23,729	31,112	37,624	41,808	44,014	42,519	42,519
Catering	228	1,014	1,402	1,939	1,939	4,489	4,543	5,666	6,204	7,067	7,292	7,292
Bar	2,000	5,417	7,873	9,873	11,873	14,198	18,940	20,940	22,940	26,636	26,913	26,913
Sundry Income	150	574	1,602	1,962	1,962	2,422	2,639	2,987	3,402	3,754	3,922	3,922

### CORN EXCHANGE CUMULATIVE INCOME 2023-24

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
CE Budget	10,440	25,471	40,411	47,836	53,911	62,057	73,487	86,042	96,707	103,998	112,998	121,500
CE Income Cum. 2022-23	9,106	18,287	31,599	38,682	43,791	58,909	70,314	82,815	94,906	100,571	111,020	120,093
CE Income Cum. 2023-24	5,322	15,405	25,949	30,371	33,691	44,838	57,234	67,217	74,354	81,471	84,142	

## Corn Exchange Cumulative Monthly Income



RECREATION & PROPERTIES COMMITTEE  
16<sup>th</sup> April 2024

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Detailed Income & Expenditure by Budget Heading 09/04/2024

Month No: 11 Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>215 CORN EXCHANGE</b>						
1000 TOWN HALL ROOM INCOME	(150)	0	0	0		
1001 CORN EXCHANGE ROOM INCOME	(1,852)	42,163	85,500	43,337		
1003 TOWN HALL SUNDRY INCOME	(50)	0	0	0		
1004 C/EXCHANGE SUNDRY INCOME	535	4,289	6,000	1,711		
1005 CATERING AT THE TOWN HALL	(167)	0	0	0		
1006 CATERING AT THE CORN EXCHANGE	1,998	10,838	5,000	(5,838)		
1007 CORN EXCHANGE BAR INCOME	2,000	30,474	25,000	(5,474)		
<b>CORN EXCHANGE :- Income</b>	<b>2,315</b>	<b>87,764</b>	<b>121,500</b>	<b>33,736</b>		
4000 SALARIES	5,949	69,835	74,631	4,796		4,796
4011 COMMERCIAL RATES	873	9,606	12,438	2,832		2,832
4012 WATER RATES	92	158	7,000	6,842		6,842
4014 ELECTRICITY	0	10,731	31,200	20,469		20,469
4016 GENERAL STORES	41	2,681	2,000	(681)		(681)
4021 TELEPHONE	73	736	0	(736)		(736)
4032 MARKETING/PROMOTIONS	0	543	1,000	458		458
4038 MAINTENANCE CONTRACTS	1,230	8,646	9,500	854		854
4039 REPLACEMENT TOOLS/EQUIP	0	1,149	2,000	851	600	251
4040 Catering Control	30	2,246	0	(2,246)		(2,246)
4041 EQUIPMENT HIRE	0	50	0	(50)		(50)
4052 MAINTENANCE	122	3,283	3,000	(283)		(283)
4060 LICENCES	159	1,113	3,000	1,887		1,887
4082 WASTE MANAGEMENT	0	1,848	2,500	652		652
4101 TABLE AND SLIP CLOTHS	0	1,545	2,000	455		455
4113 BAR CONTROL	0	1,838	0	(1,838)		(1,838)
4114 SECURITY	0	1,190	0	(1,190)		(1,190)
4153 PROTECTIVE CLOTHING	0	152	300	148		148
4601 SUPPORT SERVICES RECHARGE	1,506	11,248	11,156	(92)		(92)
4603 SUPPORT SERVICES SALARIES RECH	751	7,007	7,832	825		825
<b>CORN EXCHANGE :- Indirect Expenditure</b>	<b>10,826</b>	<b>135,606</b>	<b>169,557</b>	<b>33,951</b>	<b>600</b>	<b>33,351</b>
<b>Net Income over Expenditure</b>	<b>(8,511)</b>	<b>(47,841)</b>	<b>(48,057)</b>	<b>(216)</b>		
<b>Grand Totals:- Income</b>	<b>2,315</b>	<b>87,764</b>	<b>121,500</b>	<b>33,736</b>		
<b>Expenditure</b>	<b>10,826</b>	<b>135,606</b>	<b>169,557</b>	<b>33,951</b>	<b>600</b>	<b>33,351</b>
<b>Net Income over Expenditure</b>	<b>(8,511)</b>	<b>(47,841)</b>	<b>(48,057)</b>	<b>(216)</b>		
<b>Movement to/(from) Gen Reserve</b>	<b>(8,511)</b>	<b>(47,841)</b>				

# RECREATION & PROPERTIES COMMITTEE

## 16<sup>th</sup> April 2024

TOWN HALL INCOME 1 APRIL 2023 TO 31 MARCH 2024

### 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	3,600	4,500	5,400	3,150	2,250	3,150	4,500	5,850	3,150	2,700	3,600	3,150
Catering	1,000	1,800	1,300	400	500	600	800	400	1,300	600	600	700
Bar	1,200	2,160	1,560	480	600	720	960	480	1,560	720	720	840
Wedding Licences	30	45	30	30	30	45	30	45	15			
Sundry Income	400	720	520	160	200	240	320	160	520	240	240	280
Use of Town Hall as Offices	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771
<b>Total Monthly</b>	<b>8,001</b>	<b>10,998</b>	<b>10,581</b>	<b>5,991</b>	<b>5,351</b>	<b>6,526</b>	<b>8,381</b>	<b>8,706</b>	<b>8,316</b>	<b>6,031</b>	<b>6,931</b>	<b>6,741</b>
<b>Total To Date Cumulative</b>	<b>8,001</b>	<b>18,998</b>	<b>29,579</b>	<b>35,571</b>	<b>40,922</b>	<b>47,449</b>	<b>55,830</b>	<b>64,536</b>	<b>72,853</b>	<b>78,884</b>	<b>85,816</b>	<b>92,557</b>

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	3,175	3,064	4,282	2,804	4,335	4,492	3,112	4,522	3,510	2,755	3,684	
Catering	193	133	543	544	21	685	700	655	858	659	225	
Bar			-295	75	64	387	880	470	172	1,900	277	
Wedding Licences												
Sundry Income	167	250	471	138	67	868	594	404	543	159	234	
Use of Town Hall as Offices	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771
<b>Total Monthly</b>	<b>5,306</b>	<b>5,218</b>	<b>6,772</b>	<b>5,332</b>	<b>6,258</b>	<b>8,203</b>	<b>7,057</b>	<b>7,822</b>	<b>6,853</b>	<b>7,244</b>	<b>6,191</b>	
<b>Total To Date Cumulative</b>	<b>5,306</b>	<b>10,525</b>	<b>17,297</b>	<b>22,629</b>	<b>28,887</b>	<b>37,090</b>	<b>44,147</b>	<b>51,969</b>	<b>58,822</b>	<b>66,066</b>	<b>72,257</b>	<b>72,257</b>

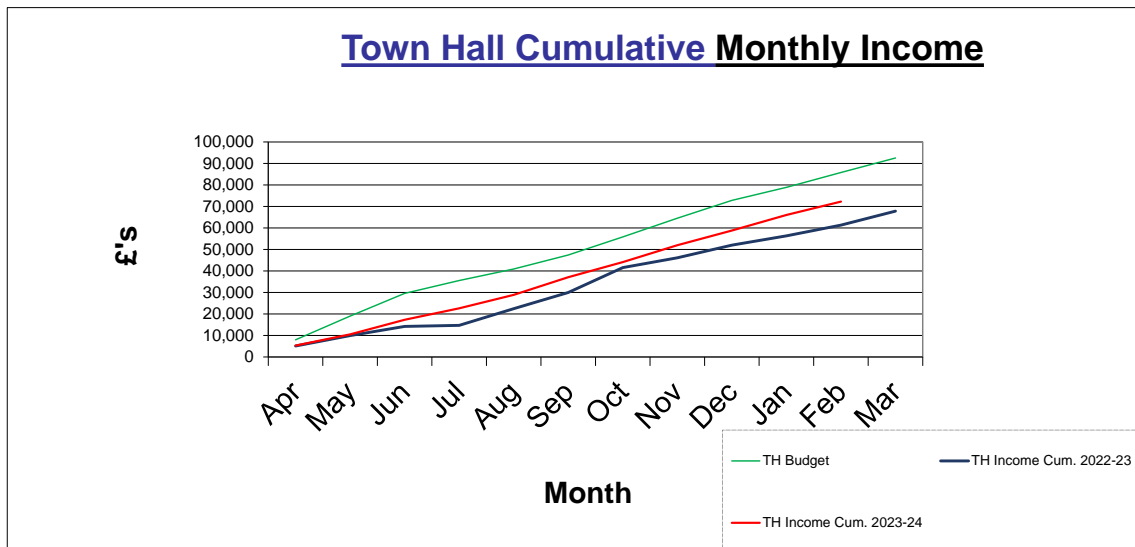
### CUMULATIVE INCOME TO DATE

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	3,600	8,100	13,500	16,650	18,900	22,050	26,550	32,400	35,550	38,250	41,850	45,000
Catering	1,000	2,800	4,100	4,500	5,000	5,600	6,400	6,800	8,100	8,700	9,300	10,000
Bar	1,200	3,360	4,920	5,400	6,000	6,720	7,680	8,160	9,720	10,440	11,160	12,000
Wedding Licences	30	75	105	135	165	210	240	285	300	300	300	300
Sundry Income	400	1,120	1,640	1,800	2,000	2,240	2,560	2,720	3,240	3,480	3,720	4,000
Use of Town Hall as Offices	1,771	3,543	5,314	7,086	8,857	10,629	12,400	14,171	15,943	17,714	19,486	21,257

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	3,175	6,239	10,521	13,325	17,660	22,152	25,264	29,786	33,296	36,051	39,735	39,735
Catering	193	326	31	106	170	855	1,555	2,210	3,067	3,726	3,951	3,951
Bar			471	546	610	997	1,876	2,346	2,518	4,418	4,695	4,695
Wedding Licences												
Sundry Income	167	417	888	1,026	1,093	1,961	2,555	2,959	3,502	3,661	3,895	3,895
Use of Town Hall as Offices	1,771	3,543	5,314	7,085	8,856	10,627	12,398	14,169	15,940	17,711	19,482	19,482

### TOWN HALL CUMULATIVE INCOME 2022-23

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
TH Budget	8,001	18,998	29,579	35,571	40,922	47,449	55,830	64,536	72,853	78,884	85,816	92,557
TH Income Cum. 2022-23	5,112	9,945	14,224	14,722	22,475	29,979	41,576	46,120	52,012	56,346	61,329	67,847
TH Income Cum. 2023-24	5,306	10,525	17,297	22,629	28,887	37,090	44,147	51,969	58,822	66,066	72,257	



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Detailed Income & Expenditure by Budget Heading 09/04/2024

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>214 TOWN HALL</b>						
1000 TOWN HALL ROOM INCOME	3,684	39,739	45,000	5,261		
1002 TOWN HALL BAR INCOME	277	6,703	12,000	5,297		
1003 TOWN HALL SUNDRY INCOME	534	5,434	4,000	(1,434)		
1004 C/EXCHANGE SUNDRY INCOME	0	1	0	(1)		
1005 CATERING AT THE TOWN HALL	225	9,329	10,000	671		
1009 WEDDING LICENCES	0	0	300	300		
1101 USE OF TOWN HALL AS OFFICE	8,857	19,485	21,257	1,772		
<b>TOWN HALL :- Income</b>	<b>13,577</b>	<b>80,690</b>	<b>92,557</b>	<b>11,867</b>		
4000 SALARIES	5,949	69,835	74,631	4,796		4,796
4011 COMMERCIAL RATES	1,822	20,047	20,777	730		730
4012 WATER RATES	238	564	900	336		336
4014 ELECTRICITY	831	6,830	19,289	12,459		12,459
4015 GAS	1,338	6,702	12,492	5,790		5,790
4016 GENERAL STORES	120	2,694	3,800	1,106		1,106
4021 TELEPHONE	5	894	0	(894)		(894)
4032 MARKETING/PROMOTIONS	133	756	1,000	245		245
4038 MAINTENANCE CONTRACTS	740	5,349	6,000	651		651
4039 REPLACEMENT TOOLS/EQUIP	0	858	1,000	142	50	92
4040 Catering Control	12	4,618	0	(4,618)		(4,618)
4052 MAINTENANCE	0	10,893	7,000	(3,893)		(3,893)
4060 LICENCES	0	2,245	3,500	1,255		1,255
4082 WASTE MANAGEMENT	0	2,153	2,000	(153)		(153)
4101 TABLE AND SLIP CLOTHS	0	1,545	800	(745)		(745)
4113 BAR CONTROL	302	3,698	0	(3,698)		(3,698)
4114 SECURITY	0	649	0	(649)		(649)
4153 PROTECTIVE CLOTHING	0	152	300	148		148
4601 SUPPORT SERVICES RECHARGE	1,506	11,248	11,156	(92)		(92)
4603 SUPPORT SERVICES SALARIES RECH	751	7,007	7,832	825		825
<b>TOWN HALL :- Indirect Expenditure</b>	<b>13,747</b>	<b>158,734</b>	<b>172,477</b>	<b>13,743</b>	<b>50</b>	<b>13,693</b>
<b>Net Income over Expenditure</b>	<b>(170)</b>	<b>(78,044)</b>	<b>(79,920)</b>	<b>(1,876)</b>		
<b>Grand Totals:- Income</b>	<b>13,577</b>	<b>80,690</b>	<b>92,557</b>	<b>11,867</b>		
<b>Expenditure</b>	<b>13,747</b>	<b>158,734</b>	<b>172,477</b>	<b>13,743</b>	<b>50</b>	<b>13,693</b>
<b>Net Income over Expenditure</b>	<b>(170)</b>	<b>(78,044)</b>	<b>(79,920)</b>	<b>(1,876)</b>		
<b>Movement to/(from) Gen Reserve</b>	<b>(170)</b>	<b>(78,044)</b>				

**7. REPORT FOR INFORMATION – DEPUTY TOWN CLERK**

In August 2023 it was identified as the Council reviewed and updated its Strategic Plan for 2023/2027, that as an organisation Councillors wanted to see it grow in terms of both the services it delivers and the support it provides to our local community, by being more actively engaged with key decision makers and stakeholders.

This growth is natural progression from the changes it has made over the last five years, where Devizes Town Council has evolved from an authority that manages a few directly owned services to become one of the principal providers of direct services to our community, following the assets and service devolution from Wiltshire Council in 2019.

Whilst the level of expectation the community now has on the organisation to manage our town and support their concerns has grown substantially, the level of officer support to meet those expectations had not changed.

Therefore, after considering possible restructuring options, it was agreed by members at committee on 28<sup>th</sup> November 2023, that a new role of Deputy Town Clerk (DTC) be recruited, which would encompass the strategic management of the Open Spaces, Venues and Market services and in particular service standards, developing strategic objectives and delivering operational plans such as marketing.

A recruitment process commenced in February 2024, with members of the Personnel Committee and Town Clerk interviewing on Thursday 21<sup>st</sup> March 2024, after which Elanor Oddy was appointed DTC.

The role commenced on the 1<sup>st</sup> April and since taking on the role of DTC, Elanor has met with all the service provider managers and started the process of identifying the current services, standards and objectives and where and how we will improve these. Once this process is complete the list will be prioritised and added to an improvement plan for resourcing and implementation.



**8. REPORT FOR INFORMATION – HILLWORTH PARK STEERING GROUP**

Councillor Bridewell has submitted a report for the Committee's information in relation to the Hillworth Park steering group meeting held on the 13th March 2024. Councillors Sarah Bridewell and Peter Corbett attended the meeting, as did Amber Murray, the Council's Community Engagement Manager and Mike Aiston, the Open Spaces Manager.

It was noted that in the current year the spend on community Hillworth Park events was £5,503 and a budget of £6,000 had been agreed for events in 2024/25.

Over 200 tickets for this year's Easter Egg Hunt were sold, up on last year. The Mayor joined the event and judged an Easter bonnet / fancy dress competition. The Easter event also had ancillary activities such as face painting for an optional donation and pottery painting, for which the Council received a small commission. After the success at a previous event 200 locally produced Easter cakes were bought to sell through the café; however, this time the uptake was limited and wastage will offset any revenue.

Spring "Crafty Kids" sessions were organised for the Easter holidays, tying in with the theme of the adults' spring wreath making. Each session lasts for an hour and at the time of the meeting 20 tickets had been sold. The adult wreath making sold out at a cost of £32 per entrant.

For 2024, the return of the Park Yoga event is still under discussion to start in May, but this had not been confirmed at the time of the meeting.

The steering group discussed a 2024 Summer Camp, for which a sports provider charges £160 for 4 hours. To make this event financially successful the event would need a minimum of 15 children of similar age at each session. The thoughts are to run 4 sessions, one a week during August between 10-2pm including lunch, and a parent offering from the café of tea or coffee with a cake. Other summer events will be discussed over the next few months, including themes.

The date for the Twilight Cinema has been set for the 7th September and this will be advertised via the normal channels of the Messenger and social media. Advertising will also be placed on the Green and town centre notice boards. Adverts have already gone out to potential stall holders and food vendors at a price of £105, up from £100 last year. Things still under consideration are the location of the screen, when to start a poll to agree the film choice, what the most popular films currently are, and should a children's film be shown first (although there are concerns that it will be too light). There is also discussion around the launch of a "Town's Festival Cup" at this event.

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The popular Proms in the Park has been set for the 15<sup>th</sup> September and Children's Proms will be on the 1<sup>st</sup> September. Arrangements for the potential to pre-order drinks need to be agreed, as do options to sell alcoholic drinks.

Again, the steering group have decided not to print an event guide, to reduce the use of paper as well as to reduce costs. All events are to be advertised on social media and where possible through the Messenger, with an online brochure available on the Hillworth Park Facebook page.

The next meeting has been set for the 24th April.

## **9. REPORT FOR DECISION – TOWN HALL ROOF REPAIRS**

### **Recommendation**

That the committee notes the scale of the work needing to be undertaken to put the Town Hall roof back in good order, and that officers are authorised to explore funding sources to meet the cost of the works.

### **Purpose of the Report**

To update the committee on the scale of works needed to repair the Town Hall roof and discuss how this work can be funded.

### **Background**

The committee will be aware that from some time the Town Hall roof has been leaking at several points within the building, especially around the Ladies toilets, Assembly Room and Council Chamber.

The challenge has been that despite visits from several roofing contractors, the cause of the leak has not been clearly identified and therefore whilst they were happy to give an opinion on how to stop any water ingress, they would not guarantee their work would be fully successful.

Officers eventually took the view that a full roof survey was needed to better understand the issues that are involved and to see if a phased approach could be implemented to undertake any repairs. In the summer of 2023, a local surveyor carried out a full report on the roof and this has been circulated alongside the report for information. Within the report there are 4 pages of observations which goes on to make a number of recommendations relating to the various complex roofs on the Town Hall, improvements to the rain water goods and draining, and loft spaces.

Whilst it was hoped that undertaking a full survey would help to develop a plan to phase the work, it was clear that once the survey was complete, works to rectify the ongoing roof leak should be carried out as soon as possible; in addition, given the proportion of the cost for providing access scaffolding, it would not be cost effective to phase the work, therefore it will be advantageous to carry out all the repair work at the same time.

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With this advice in mind a tendering specification for undertaking the repairs was developed and again has been circulated alongside this report for information.

Early in 2023 the tender document was issued to three local companies who have the necessary capacity and skills to undertake all the identified repairs and at the end of March two quotes were received, with one company deciding they could not undertake the work.

The two prices received were in excess of £470,000, which is outside of the Council's current resources and therefore the Council will need to consider if it wishes to apply for a loan to fund this work.

The hope is that the work will be started on the building in summer 2024, however both contractors have advised there will be a 20-week programme to complete all the work.

The work is still subject to Listed planning consent, that should the committee give officers the go-ahead to develop the project, will be the next phase of work needed.

### **Options Considered**

That the committee acknowledges the work that needs to be undertaken on the Town Hall roof to deal with the water ingress being experienced, confirms that officers should continue to develop the project and provides guidance to the officers about how such work could be funded.

### **Implications and Risks**

#### **Financial and Resource Implications**

An outline of the current financial implications for fixing the roof is set out in the report alongside the level of work needed.

#### **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.

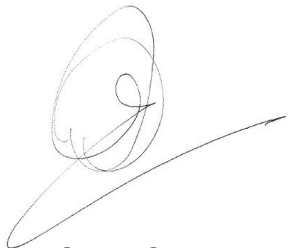
**10. QUESTION TIME**

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.

**11. EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES**

**12. EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES**



TOWN CLERK