

## **AGENDA**

### **QUESTION TIME**

To receive questions from members of the public for a period not exceeding ten minutes.

#### **1. APOLOGIES**

#### **2. DECLARATIONS OF INTEREST**

To receive Declarations of Interest in accordance with sections 10 and 12 of Wiltshire Council's Members Code of Conduct, as adopted by Royal Wootton Bassett Town Council at a meeting held on 12<sup>th</sup> July 2012.

#### **3. CHAIRMAN'S ANNOUNCEMENTS**

To receive any announcements that the Chairman wishes to make.

#### **4. CONFIRMATION OF MINUTES**

To confirm and sign minutes of meetings of the Amenities Committee held on Thursday 5<sup>th</sup> March 2015 (A/6/2014-2015), previously circulated and Thursday 28<sup>th</sup> May 2015 (A/1/2015-2016), copy to follow.

**5. LITTER REPORT**

To receive the latest Vandalism and Litter Report, copy attached *Appendix A*.

**6. ROYAL WOOTTON BASSETT SPORTS ASSOCIATION**

The Committee is asked to receive a verbal presentation from Mr Paul Harrison, Relocation Manager for the Sports Association, updating members on progress of the project. The report will also cover a request for the committee to consider providing grounds maintenance services under contract to the Sports Association, the details of which are covered under a private session item.

**7. GROUNDS MAINTENANCE VEHICLES**

The Committee is asked to receive a verbal presentation from Grounds Maintenance Team Leader John MacIndoe, updating members on maintenance issues in respect of the council's existing Ford Transit 3 way tipper. Members will recall that when reviewing workshop equipment in 2014 this item was identified as requiring replacement in the near future. The Grounds Maintenance Team Leader will talk members through a recent maintenance report, which has identified a number of defects, which now must be addressed.

In total the maintenance report identifies approximately £3,000 of repair work and so members will be asked to consider inviting tenders for a replacement vehicle, funded from the asset replacement reserve.

**8. WILTSHIRE COUNCIL AMENITY SERVICES**

Over the past 12 months there have been increasing concerns about the ability of Wiltshire Council to fund local amenity services in the current funding crisis. Wiltshire Council has sought assistance from local councils offering to work in partnership with them to provide some of the services where there is local need

and an offer of local funding. In Royal Wootton Bassett particular problems have arisen in respect of Wiltshire Council's policy for its community area transport group (CATG). The Town Council in February resolved not to fund minor highway works, which has caused some unhappiness at CATG.

Attached Appendix B is an exchange of emails between the Chair of the Area Board and the Town Clerk exploring some of the frustrations but also indicating a clear commitment on both sides to fully engage and work together.

The Committee at this stage is invited to discuss this matter and the wider provision of Amenity services with a view to suggesting ways in which the Town Council might consider whether there is a better way that we can work with Wiltshire Council to help the town to fulfill its aspirations.

## **9. COMMUNICATIONS**

The Committee is asked to consider whether it would like any Press Releases or other Communications issued in respect of the Committee Agenda items.

## **10. EXCLUSION OF THE PUBLIC AND PRESS**

The Council is asked that members of the public and press be requested to leave the meeting to allow discussion of the establishment, property and finance matters as it is considered the publicity would be prejudicial by reason of the confidential nature of the business to be transacted.

## **COUNCIL IN PRIVATE SESSION**

### **11. GROUNDS MAINTENANCE SERVICES TO ROYAL WOOTTON BASSETT SPORTS ASSOCIATION**

For a number of years the Town Council has provided grounds maintenance services to both the Royal Wootton Rugby Football Club and the Royal Wootton Bassett Sports Association on an adhoc basis. The council has always charged for these services at a rate that not only covers the council's overhead but also seeks to make a small margin of profit.

With the pending completion of the new sports association ground Paul Harrison has approached the Town council to see if this arrangement can not only be continued but also extended and consolidated by way of contract.

Both the Rugby Club and The Sports Association have always been happy with the quality of workmanship provided and the charges made, considered reasonable compared to private contractors. The sports association would like to use grounds maintenance services of the town council for the maintenance of their new sports ground facility and discussions taken place as to how this might work in practice.

To minimise risk to the Town Council the sports association are looking to purchase all of their own equipment and allocate certain specific tasks to volunteers, the association will also look to purchase all fertilizers, line markers etc. under the guidance of the grounds maintenance team but at their own expense. With this approach the sports association are seeking a simple contract of for a specified number of hours per annum of grounds maintenance time. This makes sense from their perspective allowing them to use grant-funding opportunities to purchase equipment but also makes sense from the town councils perspective as it mirrors our existing arrangements.

It is anticipated that the contract, which might be for 3 years would commit the Town Council to providing 1,600 hours per annum for which the council would charge £32,000 per annum. This equates to £20.00 per hour.

The Town Council would expect to meet the requirement utilising the skills of Andy Clinch at a cost to the council of £12.82 per hour and back fill his position and support his work through our sub contract arrangement at £12.50 per hour.

It is anticipated this will open up a profit margin of £7.50 per hour being a total of £12,000 per annum and £36,000 over the 3 year contract.

This arrangement makes best use of the Council resources and generates income which can be used to offset the precept in future years thus meeting the councils strategic aim.

The principal risk to the council lies in its reliance in the first year on a single member of staff, which can be mitigated by in-house training for other staff members in exactly the same way as we have done at Ballards Ash.

The committee is therefore strongly recommended to endorse this approach and take advantage of this opportunity.