



# Devizes Town Council

[www.devizes-tc.gov.uk](http://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: 20 JANUARY 2015**

Time: Immediately following Special Community & Civic Resources

Venue: Council Chamber, Town Hall, Devizes

Enquiries: 01380 722160

The Town Mayor: (Councillor Mrs Bridewell)

Councillors:	Carter	Mrs Evans	Giraud-Saunders
	Johnson	Ody	Parker
	Mrs Rose	Smith	Wooldridge

## **AGENDA**

### **1. MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the meetings held on the 18 December 2014, which have been circulated with 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 – VENUES INCOME FIGURES**

Document 5/1 is issued alongside this agenda

**6. REPORT FOR INFORMATION – VENUES - CUSTOMER SATISFACTION FEEDBACK**

Figures are supplied for December 2014 and show, for the first time this financial year, a drop in the overall customer satisfaction figure.

There were two returns for December and one customer recorded that the facilities were 'average'. The customer's comment was based on the fact that they had experienced a problem with the newly commissioned air conditioning system. This was immediately rectified and the customer was thanked for helping us identify the issue.

**7. REPORT FOR INFORMATION – VENUES OCCUPANCY FIGURES & MARKETING INFORMATION**

<b>Number of Bookings</b>	<b>October</b>	<b>November</b>	<b>December</b>
Corporate Events	20	19	8
Of which Wiltshire Council	8	11	2
Community	18	21	9
Club	8	10	7
Markets	6	4	3
Blood Donor Sessions	2	1	2
Citizenship Ceremony	0	0	1
Concerts	2	3	4
Auction	0	0	
Fairs	5	3	3
Weddings	0	1	1
Wedding Ceremony	1	1	0
Dinner	0	1	
Bluez & Zuz's	1	1	1
Civic Event	0	1	
Grace & Favour	0	4	3

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Party	0	0	2
Comedy Night	0	0	
Free Use	6	4	1
Funeral Tea	1	0	
Xmas Dinner Dance			1

**8. REPORT FOR INFORMATION – REPAINTING OF TOWN HALL**

Agreement to a request by the Council's Admin & Finance Manager to vire £5,400 from the Town Hall roof ear marked reserve and a request to enable two separate quotations for the scaffolding and the painting respectively was agreed by members at the meeting of this committee held on 18 December 2014.

Although the winter weather has been fairly mild to date the temperature is not sufficiently high enough to get a good finish particularly with the gloss work.

The Admin & Finance Manager will be approaching relevant companies to provide quotations in early March of this year.

**9. REPORT FOR DECISION – INTERNAL DECORATION OF 19 THE BRITTOX**

**Recommendation**

That the Council considers a request from Officers to decorate the windows of 19 The Brittox. The property has been vacant since 1 January, 2015.

**Purpose of the Report**

To provide members with the required information to decide on the validity of decoration of the windows of 19 The Brittox.

**Background**

A number of commercial properties within the town centre have become empty at the start of 2015. A surrender of the lease of 19 The Brittox was agreed with the tenants on 31 December 2014.

Officers are mindful of the impact of an empty shop in this prime shopping location within the town centre and have investigated the cost of covering the front of the shop with internally fitted vinyl removable prints showing an old 19<sup>th</sup> century map and early 20<sup>th</sup> century photographs of the town. This has become a much more common method of dressing empty shops giving a subliminal message that the town is 'open for business'.

The intention is to provide a point of interest for local shoppers rather than a depressing image of an empty shop.

The cost of covering the full frontage of the shop with images is £557.48 whilst a small saving of £50.00 could be achieved by putting blank white vinyl in the door and the two side windows immediately adjacent to the door.

Use of a neutral colour material to cover the inside of the windows is also a much cheaper option but clearly has no visual impact.

The property is being marketed by our commercial property agent however at this point no enquiries are forthcoming. The longer the property remains vacant the more viable the expenditure would appear to be.

### **Options Considered**

The committee agree to cover the whole frontage with images; or,

The committee agree to partially cover the frontage in images; or,

The committee agree to cover the frontage in a neutral material; or,

The committee decide to leave the property with a 'for let' sign only in the front window.

### **Implications and Risks**

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

The commercial property management cost centre in the accounts will have a projected spend of £12,500 during the year against a budget heading of £14,000.

#### **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. REPORT FOR DECISION – PRICE INCREASE IN VENUES CHARGES FOR 2016/2017**

### **Recommendation**

It is recommended that the Committee accept an increase of 1.5% in the price it sets for chargeable services.

### **Purpose of the Report**

To agree the Council's annual percentage price increase for 2016/2017.

### **Background**

Each year the committee are asked if they wish to increase the level of prices that are set for those services for which the Council make a charge. Venues are reporting an increase in the number of enquiries for 2016 and beyond and will be shortly launching the new website and e-brochure. Therefore, it is imperative that the appropriate charging structure is in place.

Prices for 2015-16 were agreed previously. Officers are of the opinion that prices will need to rise marginally for the financial year 2016/2017. Although inflation rates have remained lower than forecast for 2014 and are not predicted to increase until the end of 2015, there are a number of operational costs which continue to rise. It is therefore suggested that the prices charged for services provided by the Council should increase by around 1.5%. Prices will be rounded (up or down) to the nearest £.

### **Options Considered**

The committee needs to decide if they want to accept or amend an increase in its prices for 2016/2017.

### **Implications & Risks**

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

Officers are conscious that in these difficult trading times it is not possible to say with any certainty what the financial implications may be, but reference has been made to current government figures and forecasts in this recommendation.

#### **Legal Implications and Legislative Powers**

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

#### **Environmental Implications**

Officers are not aware of any environmental implications.

#### **Risk Assessment**

There are no risks.

#### **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. **EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PREMISES**
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**14. 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