



Yeovil Town Council

**Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ**

Phone 01935 382424
Fax 01935 382429
E-mail alan.tawse@southsomerset.gov.uk

The Meeting... **Grounds and General Maintenance Committee**

The Time... **7.00pm**

The Date... **Monday 3 November 2008**

The Place... **Town House, 19 Union Street, Yeovil**

If you need this information in large print, Braille, audio or another language, please ring 01935 382424



Alan Tawse

Alan Tawse
Town Clerk

28 October 2008

Please contact Sally Bing at the Town House for more information about this meeting

Grounds and General Maintenance Committee

To: All Members of the Grounds and General
Maintenance Committee

Philip Chandler (Ex-officio)

Dave Gooding

Pete Goodman

John Grana

Dave Greene (Vice Chairman)

John Hann

Steve Hawker

Simon Hester

Wes Read (Ex-officio)

Alan Smith (Chairman)

Jon Trevett (co-opted non-voting)

A G E N D A

PUBLIC COMMENT (15 Minutes)

1. **MINUTES**

To approve as a correct record the Minutes of the meeting held on 8 September 2008.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **CORRESPONDENCE**

5. **PLAY AREA AND YOUTH FACILITIES UPDATE**

To consider a verbal update by the Play and Youth Facilities Officer on maintenance and improvement of sites managed by the Town Council.

6. **YEW TREE PARK PLAY AREA**

To consider a verbal report of the Play and Youth Facilities Officer.

7. **OPEN ACCESS HOLIDAY ACTIVITY PROGRAMME**

To consider the report by the Senior Play and Youth Facilities Officer at pages 3 to 5.

8. **REQUEST FOR DOG BINS AT BIRCHFIELD PARK/MEADOW ROAD**

To consider the report by the Assistant Town Clerk, attached at page 6.

9. **MILFORD HALL CHARGES**

To consider the proposed increase in charges as set out in the report by the Senior Leisure Facilities Officer at pages 7 to 8.

10. **COMMITTEE REVENUE ESTIMATES - 2009/2010**

To consider the report from the Town Clerk at pages 9 to 10.

11. **NOTES ON BUDGET**

To consider the report by the Assistant Town Clerk at pages 11 to 14.

12. **ALLOTMENT TENANTS WORKING GROUP**

To consider the outcome of the meetings of the Allotment Tenants Working Group held on 15 July, 5 August and 2 September 2008 (copies of the Minutes have been previously circulated).

13. **FINANCIAL STATEMENT FOR PERIOD AUGUST AND SEPTEMBER 2008**

To consider the Financial Statement for the period 1 August to 30 September 2008 (attached at pages 15 to 22)

Yeovil Town Council – Grounds and General Committee – November 2008 **Item No. 7**

Free Holiday Activity Programme for Milford, Birchfield and Westfield

SSDC Service Manager: Steve Joel, Sport, Arts and Leisure.
SSDC Senior Officer: Robert Parr, Senior Play and Youth Facilities Officer
Lead Officer: Jay Lewin, Young Peoples Officer
Contact Details: jay.lewin@southsomerset.gov.uk or (01935) 462414

Purpose of the Report

The purpose of this report is to propose the joint funding partnership to enable the continuation of a free open access Holiday Activities Programme for young people in three targeted areas of Yeovil, namely Milford, Birchfield and Westfield.

Recommendation(s)

It is recommended that:

1. The Committee considers setting a budget of £10,075 in 2009/10 to match the same amount in the district council's budget for the provision of a free open access Holiday Activities Programme for young people in targeted areas of Yeovil.

Report

In 2008/9 the Young Peoples Officer has planned and co-ordinated the delivery of a highly successful and valued, Free Open Access Holiday Activities Programme for the Milford, Westfield and Birchfield areas of the Yeovil. This was made possible with the contribution of £5,000 from Yeovil Town Council and the remainder of the funding being provided by the District Council, Councillor contributions and Grant Funding. A breakdown of this years funding is set out in table 1.0

Funding Source	Amount Secured
Young Peoples Officer Budget	£7,000
Yeovil Town Council	£5,000
District Councillors: Andy Kendall, Ruth Kendall, Ian Martin, Pat Martin and Tony Lock	£2,900
Healthy Living Pooled Fund Grant (obtained by the Westfield Community Association)	£2,500
Total	£17,400

Table 1.0

However, the actual cost of delivering the programme in 2008/09 is likely to exceed the funding set out in Table 1.0. The district council is committed to completing this year's programme and will therefore underwrite the costs in 2008/09. However, with growing pressure on budgets this is not a situation that can continue into the financial year 2009/10. Without adequate budgets being established for the new financial year the options for the service could include a reduced scale of delivery or the complete cessation of activities in some areas.

The overriding aim of these free activities is to provide stimulating things to do and places to go for young people during the holiday periods. The programme also aims to encourage and enable the community to take a leadership role for services and events taking place within each area to improve their quality of life. It would therefore be the council's aim that in the medium term the Holiday Activity Programme would eventually be organised and delivered by Local Community Associations.

By providing these activities we are contributing towards the council's Play Strategy 2007-12, Objective Three: *Target resources to the areas of greatest need for play improvements*. These activities also contribute towards the council's Young People Strategy 2006-12, Objective One: *To increase the quantity and enhance the quality of children's play opportunities within their local communities by 2012*.

Just some of the types of activities that currently take place and would continue to do so during future holiday programmes include:

- Arts & Crafts Activities
- Healthy Cooking on a Budget
- Halloween, Easter & Seasonal Parties
- Street Soccer
- Dance & Drama Sessions
- Day Trips to Sea World, Cricket St Thomas & Crealy Park (Free Bus but Entrance Fee is Not Included)
- Free sessions at Goldenstones to access Swimming or Circuits
- Scavenger Hunts
- Martial Arts

The proposed holiday periods that would be covered by the scheme in 2009/10 and then on an annual basis would be:

- Easter Holidays – 2 weeks
- Summer Holidays – 4 weeks (the first & last weeks of holiday period would not have activities)
- October Half Term – 1 week
- February Half Term – 1 week

The funding plan for next financial year is set out in Table 2.0 and is based on historical spend and officer estimations.

Holiday Period	Milford	Birchfield	Westfield	Total
Easter Holidays	£1,750	£1,750	£1,550	£5,050
Summer Holidays	£3,480	£3,480	£3,050	£10,010
October Half Term	£950	£950	£830	£2,730
February Half Term	£820	£820	£720	£2,360
Totals	7,000	£7,000	£6,150	£20,150

Promotion of the activities would be done through extensive circulation in each target area of a leaflet for each holiday period (including schools), regularly updated SSDC and YTC web sites, posters on sites and where possible in the localities and through word of mouth.

The Holiday Activities Programme would be targeted at Young People between 0-19 years of age. However, most activities would require children of eight years of age or under to be accompanied by a parent or guardian and the programme will not provide a Childcare Service. The district council's Young People Officer would continue to plan and oversee the delivery of the Holiday Activity Programme and have responsibility for keeping councillors informed of progress each year.

Financial Implications

There is currently £5,000 allocated in the Committee's budget towards Holiday Playschemes, and the Finance Working Group has identified a provisional contribution of £4,000 in 2009/10 having had regard to the wider financial situation facing the Town Council in the coming financial year and taking into consideration committed growth.

In accordance with the Budget Strategy, should the Committee support the request from the District Council, they are requested to consider how the suggested increase of £6,075 could be met by corresponding reductions elsewhere in the Committee's draft budget.

Background Papers

Young Peoples Officer Report to the Grounds & General Committee on the 8th September 2008

REQUEST FOR DOG BINS AT BIRCHFIELD PARK/MEADOW ROAD

Two existing dog bins at Birchfield Park and Meadow Road have had to be removed as the waste placed inside is accessible.

These now need to be replaced at a total cost of £745 and South Somerset District Council have asked whether Yeovil Town Council wish to make a contribution. The new bins will be of the shoot type so that any waste cannot be removed.

SSDC have confirmed they will fit the new bins and will continue to empty them, as previously.

It is **RECOMMENDED** that the matter be noted and that consideration be given to supporting the funding of the bins from the available funds in the Dog Waste Bins Budget.

Sally Bing, Assistant Town Clerk (01935 382424)

MILFORD HALL CHARGES 2008/2009

Purpose of the Report

The purpose of this report is to ask Yeovil Town Council members to review and approve the charges at Milford Hall for the 2009/10 financial year.

Recommendations

It is recommended that:

1. The proposed increases in charges are approved to take effect from April 2009.

Background

An agreement between South Somerset District Council and Yeovil Town Council dated 1 February 1996, stipulates that the Milford Hall charges should be “set a rate which voluntary community groups shall find affordable or alternatively appropriate concessionary arrangements established so as to ensure that what they pay they find affordable” The agreement also says that “every effort shall be made to support all new user groups with particular support being given to help promote groups providing activities specifically for children”. The agreement also outlines that the hall will be provided at no cost to South Somerset District for school holiday activities on the conditions that supervised play activities will be provided free of charge to children using the park.

The Sport, Arts and Leisure team at the District Council currently handles all administration relating to the booking of Milford Hall.

The hall hire charges were last increased in April 2008.

Report

The recommended 2009-10 hire charges for Milford Hall are detailed in the table below. A 4% inflationary increase (approx.) is suggested.

Type of Hire	Rate of Hire – 2008/09 (per hall per hour or part thereof)	Proposed Increase Prices for 2009/10
Rate for commercial organisations/persons	£6.60	£6.88
Private Functions	£5.10	£5.32
Damage Deposit for Private parties	£60.00 (returnable if hall left in a satisfactory condition)	£60.00
Non-profit making organisations	£3.60	£3.76

Discretionary rates

The Facilities Management Officer and Senior Leisure Facility Officer occasionally use their discretion to offer concessions to groups wishing to establish new activities or taster sessions where there is either a zero or nominal charge to participants. There is no recommendation that this practice should change.

Rachel Holmes – Facilities Management Officer 01935 462617

rachel.holmes@southsomerset.gov.uk

Lynda Pincombe - Senior Leisure Facilities Officer 01935 462614

lynda.pincombe@southsomerset.gov.uk

COMMITTEE REVENUE ESTIMATES - 2009/2010

Budget Strategy

In setting recent year's budgets, the Council has drawn attention to the importance of officers and committees making bids for growth to give careful consideration to the impact of such bids on the overall finances of the Council as part of the initial budget process.

With this in mind, the Finance Working Group has met and, taking into consideration predicted spending requirements, known growth bids and inescapable increases, has worked with the officers in drawing up the Committees' draft estimates for 2009/10.

To help co-ordinate the overall process, each Committee has once again been asked by the Working Group to keep their expenditure within the suggested maximum limits – with any proposed increases beyond those suggested being matched by reductions elsewhere in their draft budget.

This approach worked successfully last year, and the Working Group feels that following the same approach this year will ensure that a balanced and sustainable budget is set for 2009/10.

The Working Group has again proposed that contingencies continue to be included in a separate budget and that bids for the use of these funds be considered by the Policy, Resources and Finance Committee. This approach is consistent with the way in which unspent revenue balances are now dealt with, and it ensures that all Committees have the same opportunity to put forward bids for additional expenditure during the year.

This approach has been successfully followed for the last six years, and the Working Group feel that the same approach should be followed this year.

Contingencies

At present, contingencies are calculated at 6% of the overall budgets set by the Town Council. In view of the fact that inflation is currently running at 5.2% and given the uncertainty over the future of the Ski and Activity Centre, it is proposed that these be maintained at 6%.

RECOMMENDATION

The Committee is **RECOMMENDED:**

- (1) to note and support the budget strategy drawn up by the Finance Working Group; and
- (2) to consider the draft estimates attached at page 10, with a view to making recommendations to the Policy, Resources and Finance Committee.

(Alan Tawse, Town Clerk – 01935 382424)

YEOVIL TOWN COUNCIL - ESTIMATES

GROUNDS AND GENERAL MAINTENANCE COMMITTEE										
		YEAR 2007/08			YEAR 2008/09				YEAR 2009/10	
NOTES	Item	Allocated	Spent	Allocated	1/2 year	Full year	Estimated		Estimated required	To be allocated
					spent	estimated	over	under		
					30.09.08	spend to	spend	spent		
						31.03.08				
INCOME 2008/09	Material & equipment	2,200	2,589	2,270	1,214	2,270			2,380	
1/2 Year to 30/09/08	Water Mains Refurbishment/Repairs	1,550	3,150	1,600	0	0		1,600	1,680	
	Water charges	1,725	1,611	1,780	271	1,780			1,870	
Lease	800 Allotment Maintenance (SSDC)	6,700	5,153	6,700	2,576	6,700			7,000	
Taps & Keys	45 Allotment Maintenance (Tenants)	3,200	3,680	3,300	1,770	3,300			3,000	
Allotment rents	6994 Allotments - Fence Repairs	1,600	959	1,650	0	1,650			1,740	
1/2 Year	7839 Milford Hall - Cleaning	1,200	1,018	1,030	556	1,030			1,080	
	Leases	250	250	250	0	250			250	
	Goar Knap - Building	1,200	979	1,236	609	1,236			1,300	
ESTIMATED INCOME	Newsletter	250	140	150	75	150			160	
2008/09	Best Kept Allotments Competition	350	298	360	137	360			380	
Taps & keys	90 Labour	16,500	15,349	17,000	7,857	17,000			18,375	
Rent	7100 Vehicle	3,100	3,473	3,200	1,647	3,200			3,360	
Lease	1600 Protective clothing	140	131	150	28	150			160	
Est 2008/09	8790 Dog Bins	620	654	640	0	640			500	
	Open spaces:									
	Open Spaces	160,030	160,027	163,109	82,184	163,109			171,265	
	Enhancements	0	0	0	0	0			0	
ESTIMATED INCOME	Milford Park	19,130	7,825	19,130	2,850	19,130			19,130	
2009/10	Play and Landscape Officer	10,500	10,420	10,500	2,625	10,500			10,500	
	Holiday Playscheme contribution	7,500	2,288	5,000	5,000	5,000			4,000	
Taps & Keys	100 Door Step Green	0	0	500	81	500			300	
Rents	9635 Yew Tree Park - Gate Opening	1,300	990	1,340	561	1,340			1,340	
Lease	1600 Flagship Play Area - Maintenance	0	0	0	0	0			2,000	
Est 2009/10	11335									
	Total expenditure	239,045	220,984	240,895	110,041	239,295	0	1,600	251,770	0
Notes:								Estimated underspend (-)		-1,600
										250,170
1	Budget prepared on a year on year basis, with adjustments made for previous year's accruals							Estimated 2009/10 income		11,335
2	Water mains refurbishment/repairs budget allocated to meet planned programme of phased improvements									238,835
3	Income of £1,600 pa receivable from lease of land at Higher Ryalls							+ contingencies @ 6%		14,330
4	Water mains refurbishment/repairs budget allocated to meet planned programme of phased improvements									253,165
5	Enhancements expenditure of £12,000 pa capitalised in 2006/07									
6	Open Spaces budget includes contribution of £26,850 towards maintenance of Yeovil Country Park and £10,000 towards play area repairs/enhancements									
7	Proposed contribution towards maintenance of new Flagship Play Area in Yeovil Recreation Ground - due to open in 2009/10									

YEOVIL TOWN COUNCIL - ESTIMATES

8	Holiday Playscheme provision to meet anticipated shortfall in partnership funding arrangements								
---	--	--	--	--	--	--	--	--	--

NOTES ON BUDGET ESTIMATES

GROUNDS AND GENERAL MAINTENANCE 2009/2010

Materials and Equipment

For use of the Town Council's Maintenance Operative to purchase essential tools and equipment. It is anticipated that the full allocation will be spent this year.

Water Mains Refurbishment

St Georges and Hillcrest allotment sites were under consideration for water mains refurbishment as part of the rolling programme of works. It was identified in late 2007 that the budget allocation for one year would not be sufficient to carry out the water refurbishment at St Georges allotment site, but due to a leak at the allotment site it was agreed to make St Georges a priority. The Council therefore agreed a planned overspend in the allocation for 2007/2008 which will be offset by an underspend of £1600 in the 2008/2009 allocated amount for water mains refurbishment. As adding the allocation for the two years was still not sufficient to cover the overall cost, the shortfall was met by an underspend in the 2007/2008 Fence Repairs budget and Allotment Maintenance budget to ensure this essential work could be carried out in time for the water to be turned on at the beginning of April 2008.

Water Charges

It is anticipated that the full allocated amount will be spent in the current financial year and the budget has been increased to £1,870 for the next financial year an increase of £300 in the current year's allocation.

Allotment Maintenance (Corporate)

This budget allows for allotment maintenance, whether carried out by District Council or private contractors engaged by the Town Council and covers basic maintenance such as grass cutting, strimming of vacant plots, landscaping, spraying, hedge trimming, rotovation requests, repairs to accidentally damaged or vandalised areas etc. £7,000 has been allocated in the next financial year.

Allotment Maintenance (Non Corporate)

The Non-Corporate Allotment Maintenance budget is for works which may be requested by tenants themselves through their site representatives. Typically, this could include the hire of skips for rubbish disposal, and historically allowed them to carry out basic maintenance, buy petrol for strimmers and fund storage facilities for such equipment. However, following advice by the District Council's Health and Safety Officer, the Council has determined that the use of machinery on areas of the allotment site not subject to a tenancy agreement be discontinued. In line with this advice it has also now established a policy, which allows only qualified operatives contracted by the Town Council to carry out work on the areas of allotment sites not subject to a tenancy agreement.

Due to this change the amount allocated by the Finance Working Group has been provisionally reduced from £3,300 this year to £3,000 for 2009/2010. This should ensure that there is sufficient provision to meet the cost of hiring skips.

Allotments – Fence Repairs

A proposed allocation of £1,740 for essential repairs to fences and associated gates, many of which are some 40/50 years old and showing signs of wear and tear, or which suffer from acts of vandalism and may need a speedy response for safety reasons. The underspend in the budget allocated for Fence Repairs in 2007/2008 was used to make the water refurbishment scheme at St Georges allotment site possible. Fortunately, there have not been any urgent repairs so far this year and the Assistant Town Clerk is currently making arrangements for repairs to chain link fencing at Sunningdale and improvements to a gate at Monksdale.

Milford Hall Cleaning

If expenditure continues at current levels it is anticipated that the full year estimated spend will be £1,030, the full allocation for 2008/2009. The proposed allocation for the 2009/2010 financial year has therefore been increased to £1,080.

Leases

An annual charge payable to Wessex Water, who owns the Turners Barn Lane allotment site. This was increased to £250 in 2004 to reflect new 5-year lease agreement which commenced January 2004. Information on the cost of the new lease to commence in January 2009 is has been requested and is awaited.

Buildings

This expenditure relates to heat, light and maintenance of the Councils' depot at Goar Knap allotment site. It is anticipated that the full allocated amount for 2008/2009 will be used by the end of the year and an increase to £1,300 has been suggested for 2009/2010.

Newsletter

Historically, £250 had been allocated for the quarterly mailing costs of the Town Council's 'Greenfingers' information newsletter, which is sent out to all its allotment tenants. The publication is now produced twice a year and therefore the costs were reduced accordingly to £150 for 2008/2009. It is anticipated that the allocation will be spent this year and a small increase is proposed for next year.

Best Kept Allotment Competition (B.K.A.C.)

£380 has been allocated for the costs of the annual Best Kept Allotment Competition, summer and winter rounds, including costs of judging day, engraving of trophies and annual presentation of awards. The presentation of awards took place at the Flower and Gardeners' Market this year, which appeared to be well received. This did not affect the expenditure.

Labour

Budget allocation for the Town Council's Maintenance Operative for hours worked, including caretaking duties at Milford Hall.

Vehicle

The amount allocated in the 2009/2010 budget is in line with the requirements of the lease agreement plus inflation for fuel etc.

Protective Clothing

Allocated for the Maintenance Operative for any items of protective clothing e.g. steel capped boots, weatherproof jackets etc.

Dog Bins

A proposed decrease to £500 per year for the provision or replacement of dog bins in Yeovil Town has been allocated for 2009/2010. New bins may be provided if the District Council agrees to empty them within their scheduled services, however the District Council has expressed reluctance to take on emptying of new bins. The proposed allocation has therefore been reduced and the District Council will be consulted further on possible options.

Open Spaces Budget

Town Council's contribution of £171,265 to the maintenance of Open Spaces in Yeovil has been proposed. A summary of the principal elements of this budget is set out in note 6 on the spreadsheet.

Enhancements

In 2006/2007 Council agreed that the winter enhancements programme be met from the General Reserve and that an equivalent contribution of £12,000 be made to that Reserve from the proceeds of the former Goldcroft Allotment Site. The work was carried out by the District Council as specified by the Town Council.

In 2007/2008, due to the situation concerning the Yeovil Ski and Activity Centre and the limited availability of capital funding pending the disposal of the Goldcroft Site, the Finance Working Group suggested the 2007/2008 enhancements programme be provisionally agreed and approval of its implementation be deferred until 2008/2009, when it was anticipated that the capital receipt would have been paid to the Town Council and funds would have been available to meet the costs involved. As the capital receipt did not occur, the winter enhancement programme was limited to a commitment to the completion of works to a hedge in Preston Park (£2,500), which was met from the Capital Fund.

No provision of allocation has therefore been made for the next financial year.

Milford Park

As well as meeting the recharged ongoing costs of maintaining Milford Hall and the surrounding Park, this budget includes provision for minor works – in accordance with the terms of the lease. In recent years, this element has helped towards the costs of kitchen refurbishments, new windows and replacement radiators

The 2008/2009 draft budget has been maintained at current levels in anticipation of additional minor works being required during the year.

Play and Landscape Officer

Budget funding allocation towards the costs of a District Council Play and Landscape Officer.

Holiday Play Scheme contribution

This budget previously covered the Town Council's contribution towards the cost of the Community Development Worker formerly employed by the Community Development Trust under the Healthy Opportunities Programme (HOP), whose responsibilities included co-ordinating the Milford Holiday Activities Scheme.

Following the demise of the Trust, the Town Council agreed to support the District Council's proposals to continue providing this Scheme using an external contractor (Policy, Resources and Finance Committee Minute 6/338 refers) at a cost of £2,288 in 2007/2008.

Owing to the withdrawal of financial support from Sport England, the level of local authority contributions were anticipated to rise and the 2008/2009 budget was adjusted to reflect the Town Council's contribution of £5,000.

A request has been made to the Town Council for a contribution for 2009/2010 (as indicated elsewhere in the agenda). In anticipation of this report a provisional sum of £4,000 has been allocated for 2009/2010.

Yew Tree Park

£1,340 was allocated this year for the costs of operating a 7-day a week car park barrier-closing scheme with a local security company at Yew Tree Park, as agreed at the 12 July 2004 meeting of the Committee. The same allocation of £1,340 has been included for the forthcoming financial year.

Flagship Play Area – Maintenance

It is anticipated that the Flagship Play Area will be completed during the forthcoming financial year and £2,000 has been allocated to meet the Town Council's pledge to contribute towards its to maintenance for the anticipated duration that the play area will be in operation during 2009/2010.

(Sally Bing, Assistant Town Clerk – 01935 382424)