

Minutes of the Tourism & Leisure Committee
held remotely on Thursday 12 November 2020 at 6.30pm

Present: Cllr Campbell, Cllr Johnson, Cllr Irven, Cllr Terrett and Cllr Whetlor (Chair)

In attendance: Sarah Reed, Town Clerk

20/56A To receive Apologies for Absence: None

20/57A To receive Declarations of Interest: None at this point

20/58A The Esplanade:

(i) **Approval of bookings:**

- a. The Dorset & Somerset Air Ambulance – Coast to Coast Cycle Challenge – Cllr Irven proposed that **'permission is granted on the proviso that at the time of the event a Risk Assessment is submitted clearly demonstrating how the COVID regulations will be met'**. Seconded by Cllr Whetlor. Carried.

20/59A Winter Planting:

(i) To consider the quotation for winter planting – *the paperwork had been circulated to members prior to the meeting* - Cllr Whetlor proposed that **'the quotation for winter planting submitted by NJ Nurseries for £250 is approved'**. Seconded by Cllr Terrett. Carried.

20/60A MUGA Facility:

- (i) Approval of the booking form and policy – *circulated to members prior to the meeting via Appendix 2a* – after a brief discussion, Cllr Johnson proposed that **'the booking form and policy document for use of the MUGA by sports groups is approved and the booking fee of £5.00 per hour is agreed in line with the presented recommendation'**. Seconded by Cllr Terrett. Carried.
- (ii) Section 106 – to note the quarterly and final financial report to the funders and recommendations for CCTV installation and operation – *circulated to members prior to the meeting via Appendix 2b* – a brief discussion ensued, where Cllr Whetlor proposed that **'the following recommendations are approved'**
- 1. Purchase of x1 Solar CCTV camera to be installed on the floodlight pole at a cost of £202.29**
 - 2. Purchase of an A4 external noticeboard to display regular bookings and emergency contact details at a cost of £49.99**
 - 3. To note that the purchases will bring the final cost of the project to £64,216.98, of which £32,500 was awarded by Somerset West & Taunton Council under the Section 106 funding policy. Members to note that this cost is still within the proposed project cost of £65,000**
 - 4. Thanks to the Clerical Officer for her excellent work in delivering this well needed facility to the community.** Seconded by Cllr Johnson. Carried.
- (iii) To consider the purchase of the Karcher S4 Twin Sweeper as recommended by the Grounds staff – *quotation circulated to members prior to the meeting via Appendix 2c*- Cllr Whetlor proposed that **'the equipment is purchased at a cost of £ 90.83.'** Seconded by Cllr Terrett. Carried.

20/61A Website Upgrade:

- (i) To consider the upgrade costings and engagement of a new web designer – report including costings circulated to members prior to the meeting – After a brief discussion whereby members agreed that the website must be upgraded to meet the 'The Public Sector Bodies (website and mobile applications (No.2) Accessibility Regulations 2018, Cllr Johnson proposed that **'the following recommendations are approved'**
- 1. Engage the services of Somerset Web Services Ltd to build WTC new website using their fully compliant standard framework designs, adding the relevant content which will be done through the company and WTC staff (with full training provided).**
 - 2. The accessibility system (legal requirement) is purchased as a one-off lifetime licence of £550**
 - 3. Cost of £2,620 net is agreed and allocated from the 20-21 Committee budget, to enable the work to build the new website to start immediately.**

4. Ongoing annual costs of up to £1,500 will form part of the Precept budget discussions'.

Seconded by Cllr Terrett. Carried

Cllr Richards joined the meeting at 6.54pm

20/62A Memorial Ground:

- (i) To appoint two members to join the Chair of the Committee to form a working group to review the Service Level Agreement between Watchet Town Council and Watchet War Memorial Ground Management Committee – After a brief discussion Cllr Whetlor proposed that **'Cllr Johnson and Terrett are appointed to the working group to join the Chair of Committee, with Cllr Irven being called on in an advisory capacity when needed'**. Seconded by Cllr Campbell. Carried.

20/63A Precept 2021-22:

- (i) To recommend the Committee budget for inclusion in the 2021-22 Precept – *The RFO had circulated the Committees proposed budget spend for 20-21 together with budget recommendations for discussion prior to the meeting.* A discussion ensued whereby Cllr Whetlor proposed that **'the following recommendations are approved and a Committee budget of £10,000 is presented to Full Council in the January meeting as part of the Precept 2021-22 proposals'**. Seconded by Cllr Campbell. Carried

1. To note the Committee budget balance of £ 4,646, and the breakdown showing that 55% of the 2020-21 £10,000 budget has been spend and 45% is the remaining balance. The balance remains higher than government guidelines which is due in the main to tourism events supported by this Committee being cancelled due to the pandemic.

2.

Precept Recommendation	2021-22
Tennis and Multisports Maintenance	£1,000
Replacement & Repair of Play Equipment	£3,000
Fencing, Signage & Hedging/Tree Work	£2,000
Flowers	£1,200
Website	£1,500
Entertainment & Public Relations	£1,300
Total	£10,000

20/64A Matters for the next meeting:

- Liaise with the Clerk

Meeting closed at 7.09pm

Signed:.....

Dated: