

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL OFFICES,**  
**44 OLD STREET, CLEVEDON ON WEDNESDAY 23<sup>RD</sup> NOVEMBER 2016 AT 7.30**

Present: Chairman – Cllr D. Shopland  
 Councillors J. Cook, C. Francis-Pester, G. Hill, L. Little, J. Middleton,  
 Town Clerk – Ms Paula Heath  
 In attendance – Cllr N. Barton

**PR 16/127 APOLOGIES FOR ABSENCE**

There were no apologies as all Committee members present.

**PR 16/128 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda.

**PR 16/129 MINUTES OF THE PROPERTY COMMITTEE**

Proposed, seconded and **AGREED** that the minutes of the Property Committee held on 28<sup>th</sup> September 2016 and ratified by Council on 17<sup>th</sup> October 2016 were signed by the Chairman as a true record.

**Part 1**

**PR16/130 QUOTATIONS FOR TREE SURVEY OF HERBERT GARDENS**

*Recommendation made during the discussion requiring Council approval.*

Members discussed the Town Council procedure of not naming the tender companies, when listing for a decision, on service tenders. It was felt by the members that there should be an ability to list the companies when appropriate. Proposed, seconded and **RECOMMENDED to COUNCIL** that the Council allows, where appropriate as deemed by the Committee, that the names of companies/individuals tendering for services to the Council should be divulged before the Council decides on the contract

See below for rest of the discussion under PR 16/132

**Part 2**

**PR 16/131 RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE**

Members noted the finance report as circulated with the agenda.

**PR 16/132 RECEIVE MINUTES OF THE FRIENDS OF HERBERT GARDENS MEETING. -**  
**10/09/16**

Members noted and the received the minutes of the 10<sup>th</sup> September meeting. It was **AGREED** that Cllr Carl Francis- Pester in his role as Chairman of TE & A Committee would act as a liaison with the Friends particularly in respect of the events being put on and increasing the biodiversity of Herbert Gardens.

**PR 16/133 RECEIVE QUOTATIONS FOR TREE SURVEY OF HERBERT GARDENS.**

In response to a question the Town Clerk identified which of the companies quoting for the project the Council had previously used; these being Companies D & E.

Following a discussion it was proposed, seconded and **AGREED** to accept Company D, by 5 votes to 0, to carry out the Tree Survey for Herbert Gardens, due to the Council past experience with the company; at a cost of £1265

**PR 16/134 DISCUSS POSSIBLE CHANGES TO FEMININE HYGIENE CONTRACTORS FOLLOWING PROBLEMS WITH SERVICE.**

The Town Clerk explained the difficulties being experienced by the Council with the current contractor. Proposed, seconded and **AGREED**, by 5 votes to 0, to accept a new contract with Company C at a cost of £312 per year.

**PR 16/135 VILLAGE HALL – TO DISCUSS REPORT OF DAMP IN AN AREA ADJACENT TO THE MAIN DOOR.**

Members noted the issue concerning damp by the main door and agreed that members of the Committee would visit the building and the damp would be monitored.

**PR 16/136 RECEIVE RATES REVIEW OF COUNCIL OWNED PROPERTY**

Members noted and accepted the rate review of 2016 which alters the business rate value of the building to £20500

**PR 16/137 AGREE THE BUDGET FOR 2017/2018`**

Proposed, seconded and **AGREED** the following Property Committee budget for 2017/2018

Income

Council Offices hire	13000	
Rent of no 42	7800	
Street Market net of expenses	3000	
	-----	£23800

Expenditure

Council Heat Light & Power	3500	
Alarm	250	
Water	1200	
Council House repairs & Maint	5000	
Cleaning Materials	350	
Council Office Equipment	1000	
Rates	11500-	based on the amended Rate Value
Annual servicing	2500	
No 42 Maint	500	
No 42 Fees	625	
Triangle Clock Elect	250	
Triangle Clock Maint	900	
Skate park Maint	2000	
Skate Park Safety Checks	850	
Land at Highdale Rd/Ave Maint	700	
M.U. G. A Maint	500	
	-----	£31625

Proposed, seconded and **AGREED** the following budget for 2017/2018 On behalf of the Trusts administrated by the Council.

Income

HG Tennis Club rent	140	
HG Sub Station Rent	290	
Village Hall Rent	7800	
	-----	£8230

Expenditure

HG Maintenance	5000	
Village Hall Maintenance	5000	
Grant to the Barn	10000	
The Barn Lease	680	
Trust administration	1000	
	-----	£21680

Members agreed that a nominal fee for the administration of the trust would be charged by the Council. Proposed, seconded and **AGREED** that the Council would charge the trust £1000 per year for the administration of all the trusts

**PR16/138 RECEIVE NOTIFICATION OF ANY URGENT EXPENDITURE REQUIRED ON THE PROPERTY OWNED OR MANAGED BY THE COMMITTEE (FINANCIAL REGULATION 3.4); TO AUTHORISE SUCH URGENT WORK**

There were no items of urgent expenditure

Members were informed that the radiators in room 2 had been causing problems. British Gas has been out and sorted one radiators thermostat but has indicated that the radiators had been installed the wrong way round. A quotation would be obtained and brought to the next Property Meeting to alter the radiators. Members **AGREED** that within reason to get the radiators and heating repaired from the current year's budget.

**PR 16/139 CHAIRMAN'S ITEMS FOR INFORMATION**

There are no Chairman's items of information

**PR 16/140 TO DETERMINE PART 1 AND PART 2 ITEMS**

Agenda item 13 the removal of the tree by the Clock Tower

Meeting closed at 7.57pm

CHAIRMAN ..... DATE .....