

CLEVEDON TOWN COUNCIL
MINUTES OF THE PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL OFFICES,
44 OLD STREET, CLEVEDON ON WEDNESDAY 8TH NOVEMBER 2017 AT 7.3PM

Present: Chairman – Cllr J. Geldart
 Councillors, C. Francis-Pester, G. Hill, L. Little, J. Middleton,
 In Attendance Town Clerk – Ms Paula Heath
 Cllr G Watkins

PR 17/214 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr D. Shopland.

PR 17/215 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

PR 17/216 MINUTES OF THE PROPERTY COMMITTEE

Proposed, seconded and **AGREED** that the minutes of the Property Committee held on 13th September 2017 and ratified by Council on 27th September were signed by the Chairman as a true record.

PR 17/217 RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE

Members noted the finance report as circulated with the agenda.

PR 17/218 DISCUSS THE HIRE OF THE COUNCIL ROOMS, RECEIVE CURRENT HIRE FIGURES; DISCUSS PROMOTION AND WAYS TO INCREASE REVENUE FROM THE 2 ROOMS.

Members were circulated with a breakdown of the hall hire rental figures since 2010 they have shown a steady decline. Members discussed the promotion of the hall hire and noted that the income covers the general expenditure for heat light and power, water charges, cleaning and minor maintenance. Members noted that the type of hiring were limited by the available space and facilities and is not suitable for functions or parties. It was **AGREED** to update the promotional material for the Halls, and also to increase the advertising of the room's availabilities through articles in local magazines and media outlets.

ACTION Cllr Geldart to extend the promotion of the Halls
ACTION Cllr Geldart & Cllr Francis-Pester to produce promotional material

Proposed seconded and **AGREED** by 5 votes to 0 allocate a budget of up to £100 from code 4412/401 for the printing of promotional material.

ACTION All Members to provide ideas for the promotion of the Council rooms.

PR 17/219 DISCUSS AND AGREE THE BUDGET REQUEST FOR 2018/2019

A copy of the proposed budget for 2018/2019 had been circulated at the meeting;
 Members discussed the budget in detail.

Proposed, seconded and **AGREED to RECOMMEND to Finance & General Policy Committee** the following budget for the Property Committee 2018/2019

401	PROPERTY COMMITTEE		
401	Council Offices		
1401	Room Hire		12000
4401	Heat Light & Power	3550	
4402	Alarm Bt - Key holder Service	250	
4202	Water	1300	
4205	Repairs & Maintenance	4000	
4410	Cleaning Materials	400	
4425	Equipment	1000	
4412	Rates	11500	
4206	Annual Maintenance/Service	3000	
402	42 Old Street		
1450	Income Rent		7800
4205	Maintenance	1500	
4701	Fees	625	
403	Triangle Clock		
4301	elect	250	
4205	Maintenance	1000	
404	Skate park		
4205	Maintenance	2500	
4420	Safety Insp	850	
405	PARK & OPEN SPACES		
4450	Land at Highdale	700	
406	Street Market		
1460	Rent		3600
303	MUGA		
4355	Maintenance	500	

COMMITTEE TOTAL		£32925	£23400

Members received and discussed the budget for the Trusts; this will be subject to the service level agreement being ratified by Council , Herbert Gardens and Village Hall Trusts on 22nd November 2017

TRUST ACCOUNTS

701	Herbert Gardens		
1465	Rent		140
1466	Sub Station rent		290
4205	maintenance general	5000	
702	Village Hall		
4255	Repairs	5000	
1470	Rent		7875
4705	Trust Administration	1000	
703	The Barn/ Community Centre		
4730	Barn Grant	10000	
4049	Barn Legal	680	

TRUST TOTAL		£21680	£8305

Members discussed the Village Hall and ongoing maintenance; no information had been received as to the proposed changes required by CANS.

Proposed, seconded and **AGREED** that the Town Clerk should investigate with the Charity Commission the processes and procedures should the Trust wish to sell the Village Hall for the Trustees information once the Service Level Agreement had been ratified.

PR 17/220 TO RECEIVE FEEDBACK ON THE MEETING WITH OFFICERS FROM NSC**[PR 17/209]**

Notes on the meeting had been circulated with the agenda. Members were pleased that the S106 monies allocated under sports, leisure and Open spaces plus youth provision has been allocated to the Seafront Sports & Leisure Renovation Project. The officers now being fully aware of the project can incorporate it in any future requests. In response to a question it was confirmed that the monies allocated under Affordable Housing, Libraries and Transport could not be reassigned as the s106 agreement specifies the use of any monies. Members were informed that Sports England had provided a grant of £15,000 towards the resurfacing of the Tennis Courts, subject to match funding. £23803 has been identified on the notes with a further £12000 from Highcliffe Hotel allocated after the meeting therefore the matched funding is available. The Tennis Courts resurfacing is being done by the Town Events & Amenity Committee

Members were informed that there were some funding difficulties in respect of the Pier Copse Toilets; the original offer of Community Infrastructure Funds of £30,000 has been amended to £20,000 by NSC. As a Pier Trustee Cllr Francis-Pester is discussing the funding reduction, the reasons and the sourcing of funds with NSC; he would keep the committee informed.

PR 17/221 NO 42 – TO DISCUSS THE PROBLEM RAISED BY THE LETTING AGENT IN RESPECT OF THE WINDOW MULLIONS. (COPY ATTACHED)

Members noted the details circulated with the agenda. Proposed, seconded and **AGREED** to get costings to remove the paint on the mullions on all windows in no 42 and replace with suitable breathable paint.

PR 17/222 NO42 – TO RECEIVE AND NOTE THE LEGIONELLA ASSESSMENT AND AUDIT

Members received and noted the Legionella Assessment & Audit which shows that No42 meets the regulations.

PR 17/223 TO DISCUSS THE REPLACEMENT OF EMERGENCY LIGHTS BULBS OR UNITS AS PER REPORT

Members noted the report which had been circulated with the agenda, in view of the comments concerning the batteries and bulbs it was decided that it would be more cost effective in the long term to replace the bulk heads

Proposed, seconded and **AGREED** to replace the 3 emergency lighting bulkheads at a cost of £275, as per the safety report.

PR 17/224 SKATEPARK – TO NOTE THE INSPECTION REPORT RE DOUBLE FLAT RAMP

Members received the weekly safety check report and noted the damage to the panel; as the Skatepark Project will be looking to remove the skatepark it was **AGREED** to monitor the situation pending replacement.

PR 17/225 SKATEPARK – TO DISCUSS THE SKATEPARK COMMUNITY MEETING ON 13TH NOVEMBER 2017

Members noted the Community meeting for Monday 13th November to set up the community group to lead the project to renew the skatepark and build a toddler skatepark.

PR17/226 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.

Members were informed that emergency work may be needed on the Station Road Toilet roof following an incident of youths climbing on the roof; the police have been informed. It was **AGREED** to have the roof checked by a contractor and to repair the 3 known damaged tiles.

Cllr Francis Pester reported on the Herbert Gardens AGM and the issue mentioned as to the condition of the rubbish bins in the park. The bins would be checked and a report made at the next meeting.

Members were notified the British Gas Care plan renewal notification had been received ; Members agreed to renew.

PR 17/227 CHAIRMAN’S ITEMS FOR INFORMATION

There were no Chairmen’s items for Information

PR 17/228 TO DETERMINE PART 1 AND PART 2 ITEMS

There were no part 1 items

Meeting closed at 8. 40pm

CHAIRMAN DATE