

CLEVEDON TOWN COUNCIL
MINUTES OF THE PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL OFFICES,
44 OLD STREET, CLEVEDON ON WEDNESDAY 2ND DECEMBER 2015 AT 7.30

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

The meeting started at 7.30 by the Chairman's watch

PR 15/43 APOLOGIES FOR ABSENCE

There were no apologies for absence

PR 15/44 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

PR 15/45 MINUTES OF THE PROPERTY COMMITTEE

Proposed, seconded and **AGREED** that the minutes of the Property Committee held on 12th August 2015 and ratified by Council on 26th August 2015 were signed by the Chairman as a true record.

PR 15/46 RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE

Members noted the finance report as circulated with the agenda

PR 15/47 [PR15/29] TO RECEIVE UPDATE ON THE CUPS AS PER COUNCIL MINUTE NO 15/570.7 – CLLR GELDART

There was no report from the Vice Chairman on the re-distribution of the cups as per minute no 15/29 and Council minute no. 15/570.2. It was **AGREED** to request Cllr Geldart to update the Council at the next meeting, on the future of the cups which are still in the Council Offices.

ACTION CLLR GELDART

PR 15/48 RECEIVE A REQUEST FROM FRIENDS OF LAND YEO TO USE THE COUNCIL HOUSE ROOMS FOR COMMITTEE MEETINGS FREE OF CHARGE

Members discussed the request from Friends of Land Yeo to hold their committee meetings at the Council offices free of charge. This group had been supported by the Council at its conception and provided a strategic service in respect of the maintenance of the rivers flow and reducing of flooding risks. To avoid setting a precedent of no charge to any group associated with the Council Members felt that a charge must be made to cover the cost of services so proposed a reduced cost per hour.

Proposed, seconded and **AGREED** to offer to hire the meeting room at a reduced cost of £5 per hour, for up to 6 meetings a year subject to the rooms being available.

PR 15/49 RECEIVE UPDATE ON REPAIR WALL IN HERBERT GARDENS AT THE REAR OF NO 19 LINDEN ROAD.

The management company of No 19 had responded to say this is beyond their responsibility and that the owner of the property has to make the decision, this had been queried with them several times in the past; they have now supplied the owner's details.

PR 15/50 RECEIVE UPDATE ON THE REPAIRS OF THE BOUNDARY WALL AT THE COUNCIL OFFICES

Members noted that the work had been completed; members were happy with the end result.

PR 15/51 DISCUSS THE MOVING OF THE CHAIRMAN'S HONOUR BOARD TO BE HIGHER ON THE WALL.

Members **AGREED** to obtain quotations to raise the level of the Chairman's honour boards to above the level of the Chairman's Chair; Quotations to be obtained prior to the next Property Committee meeting.

PR 15/52 DISCUSS THE RELOCATION OF THE CLOCK IN THE COUNCIL CHAMBER

Proposed, seconded and **AGREED** to designate authority to the Town Clerk & Committee Chairman to relocate the Clock and decide on the location for the relocated clock within room 1.

PR 15/53 RECEIVE THE CERTIFICATE OF INSPECTIONS AND REPORTS ON EMERGENCY LIGHTING, FIRE ALARM AND SYSTEM, FIRE EXTINGUISHERS.

Members noted the 3 inspections that had been completed
 Fire alarm system – checked and passed
 Emergency Lights – 3 units failed, as these had been replaced the year previous the original contractor was asked to check and replace the batteries, returning them to the manufacturer; this has been done
 Fire extinguishers most are beyond their expiry date – see minute no PR15/

PR 15/54 RECEIVE COST TO REPLACE THE FIRE EXTINGUISHERS AS PER THE ABOVE REPORTS.

Members noted that the Town Clerk had obtained costs for the replacement of the extinguishers listed as failed in the above report. It was proposed, seconded and **AGREED** to request the Town Clerk to obtain prices to recharge the current extinguishers and refurbish to an acceptable working standard prior to the next Property Committee meeting; members noted that no guarantee was available that the current failed units would work if required.

PR 15/55 DISCUSS THE REQUIREMENTS UNDER THE TRANSPARENCY ACT TO LIST ALL THE COUNCIL ASSETS ON THE WEB SITE; POSSIBLE PURCHASE OF MAPPING SYSTEM

Members discussed the requirements to list all the Councils assets on the web site to comply with the Transparency Act. Members decided against obtaining interactive mapping software to display the assets, their location and details and **AGREED** to list all the assets and required information on a spreadsheet which would be uploaded to the web site.

The Town Clerk also advised that a check needed to be made to ensure that the land and building assets are recorded at land registry and it was agreed to obtain a survey at no cost to the Council.

PR 15/56 RECEIVE AND AGREE PRICE FOR BOILER SERVICE AND ANNUAL MAINTENANCE CONTRACT

Following a discussion on its merits it was proposed, seconded and **AGREED** to accept the British Gas quotation for Careplan 3s at a cost of £373 per annum.

PR 15/57 RECEIVE THE QUOTE TO RE-POINT THE REAR WALL OF NO 42 USING NATURAL LIME MORTAR.

The Committee Chairman explained that during the work to the rear boundary wall he had inspected the back wall of no 42; this required extensive repointing work. A quotation had been obtained and it was proposed, seconded and **AGREED** to carry out the re-pointing at a cost of £870 plus vat at an early appropriate time with the money being found in the 2015/2016 budget.

PR 15/58 RECEIVE LETTING AGENTS REPORT ON NO. 42

The half year report was received and noted

PR 15/59 RECEIVE THE LATEST MINUTES OF THE FRIENDS OF HERBERT GARDENS AND A COPY OF THEIR CONSTITUTION

The minutes and constitution was received and noted; members asked that the Friends be reminded that all events have to be notified and agreed by the Council in advance, in writing.

PR 15/60 RECEIVE THE LEGIONELLA RISK ASSESSMENT FOR NO 42.

Members received and noted the legionella Risk Assessment for no 42 – no action required

PR 15/61 RECEIVE UPDATE ON THE PAINTING OF THE SKATE PARK

Members noted that the work had been done by the Community Payback Team and several compliments had been received. A sum would be placed in the 2016/2017 budget to carry out painting of the ramps and back boards in the spring.

PR 15/62 DISCUSS AND AGREE THE PROPERTY BUDGET FOR 2016/2017

Members discussed the budget that had been circulated with the agenda

Cost Code 401 Council Offices £

1401	Room Hire – Income	12,000
4401	Heat Light and power	3300
4402	Alarm	200
4202	Water	1500
4205	Repairs & Maintenance	5000

Following a discussion it was agreed to raise the budget allocation from £2500 to £5000 to cover the painting of the Council Offices over a phased period.

4410	Cleaning Materials	350
4425	Equipment	500
4412	Rates	13000
4206	Annual Service Contracts	2500

Cost Code 402 No 42 Old Street

1450	Income	7920
4205	maintenance/annual service	500
4701	Fees	634

Cost Code 403 Triangle Clock

4301	electricity	200
4205	Maintenance	900

Cost Code 404 Skatepark

4205	Maintenance	2000
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To include provision for the painting of the ramps and backboards as required

4320	Bins	500
4420	safety Inspections	750

Cost Code 405 Park & Open Spaces

4450	Highdale Avenue	500
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The Town Clerk reminded members that as this is a public area a tree survey should be carried out and any work arising scheduled. Members agreed to have a Committee site inspection in the spring.

Cost Code 406 Street Market

1460	net income	3000
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Cost code 303 MUGA

Maintenance	500
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A total Committee budget of £32834 Expenditure
£23920 Income

It was **AGREED** to place the possible moving of the tree located by the Clock Tower on the next Committee Meeting.

It was **AGREED** to investigate why the uplighters by the Clock Tower do not work and seek a cost to reinstate or disconnect them

Trust Holdings

Cost Code 701 Herbert Gardens

1465	Income	140
1466	income	290
4205	maintenance	4000
To cover tree survey and maintenance		

Cost Code 702 Village Hall

1470	income	7800
4205	Maintenance	5000

Cost Code 703 The Barn

4730	Maintenance and service cost	10000
4049	Rent	660

Total allocation for underwriting the trust held land and property of £11430

It was **AGREED** that an annual invoice should be raised dating back to 2008/2009 for all the underwritten sums plus an annual management fee. This would be a paper only invoice pending any future income raised or in the event the Trustees agree the disposal of the trust holdings within the legal framework applicable at the time.

A separate meeting of the Trustee's to agree the accounts would be held following the Annual Town Meeting each year.

PR 15/63 NOTIFICATION OF URGENT EXPENDITURE

There are no items of notification of urgent expenditure as under financial regulation 3.4.

PR 15/64 CHAIRMAN'S ITEMS FOR INFORMATION

There are no Chairman's items of information

PR 15/65 TO DETERMINE PART 1 AND PART 2 ITEMS

There were no part 1 items.

Meeting closed 8.30pm

CHAIRMAN DATE