

CLEVEDON TOWN COUNCIL
MINUTES OF THE PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL OFFICES,
44 OLD STREET, CLEVEDON ON WEDNESDAY 11TH DECEMBER 2019 AT 7.30PM

Present: Cllr J Geldart – Chairman
 Councillors N Barton, C Francis-Pester, A Goodliffe, G Hill, R Westwood &
 J West
 Deputy Town Clerk – Mrs S Howard

PR 19/372 APOLOGIES FOR ABSENCE

Apologies were received and noted from the Cllr A Everitt (another commitment) and Cllr K O'Brien (due to illness)

PR 19/373 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

PR 19/374 TO RECEIVE THE MINUTES OF THE PROPERTY COMMITTEE MEETING HELD ON 23RD OCTOBER 2019

PROPOSED, SECONDED and AGREED minutes of the Property Committee held on 23rd October 2019

PR 19/375 TO RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE 2019/20

Committee members noted the finance report as circulated with the agenda.

PR 19/376 TO DISCUSS AND AGREE THE BUDGET REQUEST FOR 2020/21

Committee members discussed and **AGREED** the following budget detail for 2020/21;

Individual items/projects were discussed by Committee Members, and **AGREED** as follows;

*4042/102 - Pear Technology on-going technical support	£ 225.00 per annum
Replacing all curtains in Rooms 1 & 2	approx. £ 2,000.00
Replacing boiler at the Council Offices	£ 5,776.07
Power flush of heating system at Council Offices	£ 1,945.41
*4425/401 - Microwave for use by the hirers and office staff	approx. £ 100.00
*4411/401 - Change to Eco-friendly cleaning materials	approx. £ 65.00
Projects total	<u>£ 10,111.48</u>

Items with * to be allocated under relevant accounting cost codes

Expenses – Committee members **AGREED** to all proposed figures as stated below;

Council Offices

Replacing all curtain in Rooms 1 & 2	£ 2,000.00
Replacing boiler at the Council Offices	£ 5,776.07
Power flush of heating system at Council Offices	£ 1,945.41
Income from Room Hire	£ 12,000.00
Heat, Light & Power	£ 3,550.00
Water	£ 1,000.00
Repairs and maintenance	£ 5,000.00
*Cleaning materials	£ 250.00
*Equipment	£ 1,000.00
Rates	£ 11,000.00
*Annual Maintenance/Service	£ 2,000.00

42 Old Street		
Income/Rent from 42 Old Street	£ 7,800.00	
Maintenance		£ 1,500.00
Fees		£ 625.00
Triangle Clock		
Electricity		£ 250.00
Maintenance		£ 1,000.00
Skate Park		
Maintenance & Rebuild		£ 20,000.00
Safety Inspection		£ 800.00
Open Spaces		
Land at Highdale		£ 700.00
Street Work PPE & Equipment		£ 500.00
Street Market		
Rent	£ 4,000.00	
MUGA		
Maintenance		£ 500.00
Committee total	<u>£ 23,800.00</u>	<u>£ 59,396.48</u>

Members of the Committee **PROPOSED, SECONDED & AGREED** the budget detail for 2020/21.

PR 19/377 TO DISCUSS AND AGREE THE PRICE OF £600.66 FOR THE 12 MONTHS RENEWAL CAREPLAN PRICE FOR THE GAS BOILER AT 44 OLD STREET

Committee members **PROPOSED, SECONDED and AGREED** to the price of £600.66 for the 12 months renewal careplan price for the gas boiler at 44 Old Street

PR 19/378 TO DISCUSS AND AGREE THE PRICE FOR THE GAS SAFETY CHECK OF £204.00 FOR 42 OLD STREET

Committee members **PROPOSED, SECONDED and AGREED** to the price of £204.00, which includes VAT, for the gas safety check at 42 Old Street.

PR 19/379 TO DISCUSS AND AGREE THE PRICE FOR A NEW CONTROL SWITCH FOR THE CEILING FAN IN ROOM 2

Committee members **PROPOSED, SECONDED and AGREED** to the price of £96.00, which includes VAT, for a new control switch for the ceiling fan in Room 2 at the Council Offices.

PR 19/380 TO RECEIVE AN UPDATE FROM THE COMMITTEE CLERK CONCERNING THE VILLAGE HALL BUILDING PROJECT

The Committee Clerk advised members that a Sub-Committee meeting had been held between the Citizens Advice North Somerset (CANS), the Contractor for the project and selected Trustees who had agreed to be on the Committee.

The Contractor submitted two options for the proposed layout of the Village Hall building, and depending on which option was selected the contractor could then go out to tender at the Trustee meeting on the 27th November 2019, it was agreed to go for Option 2.

Following feedback received from CANS, it has been agreed to hold another Committee meeting to discuss the project before progressing further. The next meeting is planned for Monday 16th December 2019 at 12.30pm, at the Council Offices.

PR 19/381 TO RECEIVE AN UPDATE FROM THE COMMITTEE CLERK RELATING TO THE WORK REQUIRED FOLLOWING THE ROUTINE INSPECTION REPORT FROM WEST COAST PROPERTIES FOR 42 OLD STREET

The Committee Clerk advised members of the following;

New gate post – The work to install a new post will need to be completed by a Contractor due to removing and replacing the concreted wooden post. Quotes to be obtained.

Draught Excluders – The caretaker attempted to address the issue with the front door of the property with new draught excluding material. The product purchased was not sufficient for the style of the door and another product will be sought.

Extractor Fan in shower cubicle – Committee members were advised that the extractor fan has stopped working. Members **PROPOSED, SECONDED and AGREED** to the quote of £108.00 which includes VAT for an inline fan to be installed.

Bathroom window – The Committee Clerk has inspected the bathroom window and it has been identified that the closer that keeps the window closed is no longer attached to the window. Committee members asked for the Clerk to seek prices for a new UpVC window to be installed.

PR 19/382 TO RECEIVE AN UPDATE FROM THE COMMITTEE CLERK CONCERNING THE TREE WORK FOR HERBERT GARDENS

The Committee Clerk advised members that following a meeting with the Contractor it was identified that Phase 2 of the schedule of works had not been completed. It was agreed that the Contractor would rectify the situation as a matter of urgency. A letter addressed to all residents of Herbert Road and Hill Road has been carried out by the Contractor notifying those residents of the impending tree works due to be completed on the 12th and 13th December 2019. The Contractor has also notified the Committee Clerk that the Robinia tree, which had been identified as diseased, has now been felled.

PR 19/384 SKATE PARK

384.1 TO RECEIVE AN UPDATE ON THE SKATEPARK PROJECT

Councillors have now held a meeting to discuss the tenders received and a contractor has been chosen and further plans for the Skatepark Project are now progressing.

The Committee Clerk advised Committee members that the Skatepark group continue to have a presence at the Sunday Markets which is useful in talking to residents and visitors about the skatepark project. T-Shirt sales are also continuing.

PR 19/385 CHAIRMAN ITEMS FOR INFORMATION ONLY

385.1 TO RECEIVE A REQUEST FROM SUSTAINABLE CLEVEDON TO WAIVE THE ROOM HIRE CHARGES OF £71.50 FOR A CLIMATE CHANGE MEETING

Committee members **REFUSED** the request from Sustainable Clevedon to waive the room hire charges incurred, as the Council already supports the Climate Change Group with another bi-monthly meeting held at the Council Offices.

385.2 TO RECEIVE A QUOTE FOR THE RENEWAL OF THE INTRUDER ALARM MAINTENANCE AND INTRUDER MONITORING CHARGE FOR 2020

Committee members **PROPOSED, SECONDED and AGREED** to the quote of £395.00 + VAT for the intruder alarm maintenance and £550.00 + VAT for the intruder monitoring charge for the period 1st January 2020 to 31st December 2020.

PR 19/386 TO DETERMINE PART I OR PART II ITEMS

There are no Part I items. All other agenda items are Part II

Meeting closed at 8.31pm

CHAIRMAN DATE