

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL OFFICES,**  
**44 OLD STREET, CLEVEDON ON WEDNESDAY 16<sup>TH</sup> JANUARY 2019 AT 7.30PM**

Present: Cllr J Geldart – Chairman  
 Councillors N Barton, C Francis-Pester, G Hill, L Little & J Middleton  
 Deputy Town Clerk – Mrs S Howard

In attendance: Cllr J West

**PR 19/309 APOLOGIES FOR ABSENCE**

Apologies were received and agreed from Cllr D Shopland

**PR 19/310 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda

**PR 19/311 TO RECEIVE THE MINUTES OF THE PROPERTY COMMITTEE MEETING HELD ON 14<sup>TH</sup> NOVEMBER 2018**

Proposed, seconded and **AGREED** minutes of the Property Committee held on 14<sup>th</sup> November 2018 and were ratified at Full Council on 12<sup>th</sup> December 2018.

**PR 19/312 TO RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE 2018/19**

Members noted the finance report as circulated with the agenda.

**PR 19/313 TO DISCUSS AND AGREE THE BUDGET REQUEST FOR 2019/20**

The Draft budget had been circulated with the agenda. Members discussed the budget in detail. To **RECOMMEND** to the Finance & General Policy Committee the following Budget for the Property Committee for 2019/2020;

<b>Council Offices</b>	Expense	Income
<b>Room Hire</b>		£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	
<b>42 Old Street</b>		
Income/Rent		£ 7,800.00
<b>Maintenance</b>	£ 1,500.00	
Fees	£ 625.00	
<b>Triangle Clock</b>		
Electricity	£ 250.00	
Maintenance	£ 1,000.00	
<b>Skate Park</b>		
Maintenance & Rebuild	£20,000.00	
Safety Inspection	£ 800.00	

Property Committee Meeting – 16/1/19

Minutes ratified at Full Council on 13 February 2019

**Open Spaces**

Land at Highdale	£	700.00
Street Work PPE & Equipment	£	500.00

**Street Market**

Rent		£ 4,000.00
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**MUGA**

Maintenance	£	500.00
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Committee Total	<b><u>£ 49,675.00</u></b>	<b><u>£ 23,800.00</u></b>
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**Trust Accounts**

	Expense	Income
<i>(These have been agreed by the Trustees)</i>		

**Herbert Gardens**

Rent		£ 140.00
Sub Station Rent		£ 290.00
General Maintenance	£ 5,000.00	

**Village Hall**

Maintenance	£ 5,000.00	
Rent		£ 7,875.00
Professional/Legal Fees	£ 5,000.00	
Trust Administration	£ 1,000.00	

<b>Trust Total</b>	<b><u>£ 16,000.00</u></b>	<b><u>£ 8,305.00</u></b>
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**PR 19/314 TO RECEIVE AND AGREE THE COSTINGS FOR WORK TO THE EMERGENCY LIGHTS AT 44 OLD STREET**

Members received and noted the quote as circulated with the agenda. Proposed, seconded and **AGREED** to the price of £68.00 for the work to the emergency lights.

**PR 19/315 TO RECEIVE AND AGREE THE COSTINGS FOR THE RENEWAL OF THE MAINTENANCE CONTRACT FOR THE INTRUDER ALARM FOR 44 OLD STREET**

Members received and noted the quote as circulated with the agenda. Proposed, seconded and **AGREED** to the price of £385.00 for intruder alarm maintenance and £535.00 for intruder monitoring charge, a total of £920.00 for the contract period 1<sup>st</sup> January to 31<sup>st</sup> December 2019.

**PR 19/316 TO RECEIVE AND AGREE A PRICE FOR NEW CROCKERY FOR ROOM HIRE USE AT THE COUNCIL OFFICES**

Members received and noted the quotes as circulated with the agenda. Proposed, seconded and **AGREED** to purchase 48 mugs from Company C, a price of £15.99 pack of 12, 32cl white mugs. Total cost £63.96.

**PR 19/317 TO RECEIVE THE DEMONSTRATION REPORT AND AGREE FOR THE PURCHASE OF THE ASSET MAPPING SOFTWARE**

Members received and noted the demonstration report as circulated with the agenda. Proposed, seconded and **AGREED** to purchase the digital mapping software; PT-Mapper Pro, Map link, technical support and software updates for both PT-Mapper Pro and Map link, map 'cut out' and preparation, training of staff (up to 6 people) and installation of software; total cost of £1,400.00. The Committee also **AGREED** to the cost of £225.00 per annum thereafter, for the annual maintenance of the software package.

**PR 18/318 SKATE PARK****318.1 TO AGREE TO THE SERVICE LEVEL AGREEMENT**

Members received and noted the Service Level Agreement (SLA), as circulated with the agenda. Members **AGREED** to amend 1) h) – which reads; ‘*Will work with the Charity to **runs** support, training and promotion courses at the Skate Park and Pump Track*’. To be amended to; ‘*Will work with the Charity to **provide** support, training and promotion courses at the Skate Park and Pump Track*’.

**318.2 TO RECEIVE AN UPDATE ON THE SKATEPARK PROJECT**

Members received and noted the Skatepark Project report, as circulated at the meeting.

**PR 19/319 TO RECEIVE QUOTES FOR REPLACEMENT OF INSTANT HOT WATER BOILER AT COUNCIL OFFICES**

Members received and noted the quotes for a replacement instant hot water boiler. Proposed, Seconded and **AGREED** to purchase a boiler from Company A, £499.00 plus VAT. £150.00 a year for servicing, double filter change. £60.00 call out fee or part or breakdown. £150.00 for the installation of the new machine. Total cost for the new machine, £649.00 plus cost for removal of old machine.

**PR 19/320 CHAIRMAN ITEMS FOR INFORMATION ONLY**

There were no Chairman’s Items

**PR 19/321 TO DETERMINE PART I OR PART II ITEMS**

Part I item – **PR/19/317 – Purchase of Asset Mapping Software**. This is a Part I item due to price being over £1,000.00.

All other agenda items are Part II

Meeting closed at 8.29pm

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