

CLEVEDON TOWN COUNCIL
MINUTES OF THE PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL OFFICES,
44 OLD STREET, CLEVEDON ON WEDNESDAY 7TH FEBRUARY 2018 AT 7.30PM

Present: Chairman – Cllr J. Geldart

Councillors, N. Barton, C. Francis-Pester, G. Hill, L. Little, J. Middleton, D. Shopland (7.40pm)

In Attendance Town Clerk – Ms Paula Heath

PR 18/229 APOLOGIES FOR ABSENCE

All members of the committee were present

PR 18/230 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

PR 18/231 MINUTES OF THE PROPERTY COMMITTEE

Proposed, seconded and **AGREED** that the minutes of the Property Committee held on 8th November 2017 and ratified by Council on 22nd November 2017 were signed by the Chairman as a true record.

PR 18/232 RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE

Members noted the finance report as circulated with the agenda.

Proposed, seconded and **AGREED** that the budget for the Pier Copse toilets of £2000 should be carried forward to 2018/2018.

PR 18/233 RECEIVE THE DRAFT LEAFLET/PROMOTIONAL MATERIAL; TO DISCUSS THE FUTURE PROMOTION OF THE HALLS. OR FUTURE USAGE.

Members noted the current promotional material used by the office and which also appears on the web site. In response to a question it was noted that the Town Council uses the newsletter to advertise the hiring of the rooms on a regular basis.

Following a discussion it was agreed that Cllr Geldart and Cllr Francis-Pester would produce a draft A4, tri-folded leaflet for the next meeting.

ACTION CLLR GELDART & CLLR FRANCIS-PESTER

It was explained that the rooms are let primarily for business and training uses which suits the building set up, the Town Clerk and the Administration Officer will make a judgement call on other types of hiring's based on cleaning and maintenance costs against hire cost, and will redirect any requests to other halls in the area.

Members discussed the installation of a sign at the road side with "Clevedon Town Council". It was **AGREED** to obtain costs for 2 x 4ft x 2ft signs on a triangle shaped base to enable visibility from the road; it was noted that the Council had previously been advised that planning permission would be required for the sign.

ACTION TOWN CLERK

PR 18/234 RECEIVE REQUEST FROM NSCP FOR REVISED DISCOUNT RATE FOR ROOM 1

Members discussed the previous agreements made with NSCP in respect of discounted hall hire. Following a discussion it was **AGREED** to offer the NSCP a price of £65 for 4 hours in Room 1 a minimum of 24 hiring per year; to be reviewed in 6 months.

PR 18/235 SKATEPARK – TO RECEIVE THE NOTES OF THE COMMUNITY MEETING ON 13TH NOVEMBER 2017, 9TH JANUARY 2018, & 29TH JANUARY 2018

Members discussed the public meeting held on the 5th February and the proposed plans for the Skatepark. It was noted that the Steering Group and the Fundraising groups would be meeting later in the month to formulate their strategy to drive forward the project. The Town Council would facilitate the project but it needs to be community led. The Town Council would act as the Financial Authority in respect of grants. Members were informed of the Launch party on 10th March at 10am.

Issues had been raised at the public meeting in respect of slipping on the metal slopes and some repairs that are required. Prices to redo the anti-slip paint and undertake basic repairs had been obtained at a cost of £925; as this is within this year's budget allocation it was agreed to accept the quotation.

PR 18/232 DISCUSS THE INSTALLATION OF SENSOR ACTIVATED LIGHTS AROUND THE TOWN COUNCIL OFFICES CONCENTRATING ON THE CAR PARK

Members discussed the lighting of the Council Offices car park at night. The light that had been installed when the building was converted does not work and despite several electricians looking at the light it has not worked correctly for many years, it is believed that there is an underground fault. Concern had been raised by users of the Council offices about the unlit car park. Following a discussion it was **AGREED** to obtain quotations to install 2 PIR dusk to dawn lights (operates only at night on sensors so not on all the time) positioned so directing on to the car park.

Members discussed the closing and locking of the gate at night; it was agreed to carry on monitoring the car park usage.

PR 18/232 RECEIVE DETAILS OF PRICE OFFER FOR BRITISH GAS AND DETAILS OF CONTRACT FOR SUPPLY.

Members were informed that the current contract ends on 4th January 2019, prices are starting to appear from utility brokers for the contract; it was **AGREED** to revisit the contract prior to the year end when prices for comparison could be obtained.

PR 18/232 RECEIVE FRIENDS OF HERBERT GARDENS MINUTES FOR 4TH NOV & 2ND DEC 2017

Members received and noted the minutes from the Friends of Herbert Gardens. Members expressed their appreciation of the work being done by the group. Quotation would be obtained for the repair/replacement of the litter bins in the park.

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 noted the state of the office windows, it was explained that these had been repainted 3 times since 2009 and on 2 occasions been stripped and, primed before being painted. It had been agreed that Jay would paint the windows in the spring.

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. 47pm

CHAIRMAN DATE

Prop 7th Feb 2018

16/02/18

DRAFT MINUTES SUBJECT TO RATIFICATION BY THE COMMITTEE AND COUNCIL