

CLEVEDON TOWN COUNCIL
MINUTES OF THE PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL OFFICES,
44 OLD STREET, CLEVEDON ON WEDNESDAY 23RD OCTOBER 2019 AT 7.30PM

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

In attendance: Cllr B Hatch

PR 19/358 APOLOGIES FOR ABSENCE

Apologies were received and noted from the Cllr A Goodliffe (family commitments) and Cllr K O'Brien (due to illness)

PR 19/359 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

PR 19/360 TO RECEIVE THE MINUTES OF THE PROPERTY COMMITTEE MEETING HELD ON 28TH AUGUST 2019

Proposed, seconded and **AGREED** minutes of the Property Committee held on 28th August 2019

PR 19/361 TO RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE 2019/20

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

PR 19/362 TO DISCUSS AND AGREE THE BUDGET REQUEST FOR 2020/21

The Committee Chairman asked members for considerations for the 2020/21 budget. Prices to be obtained for a new boiler for the Council offices, replacement curtains/blinds in Rooms 1 & 2. The Committee Chairman asked for members to submit any further budget requests at the next meeting, to be held on 11th December 2019.

Action – Committee members and Committee Clerk

PR 19/363 TO RECEIVE THE MINUTES OF THE MEETING HELD ON THE 27TH SEPTEMBER 2019 CONCERNING THE VILLAGE HALL BUILDING PROJECT

The Committee Chairman confirmed that the meeting with the Citizens Advice North Somerset team (CANS) and the Council's agreed Contractor for the project had been very productive. The Council is awaiting a reply from the Contractor as to proposed designs for the Village Hall building project. Once the project commences, it is proposed that CANS staff may either be able to use the Council offices as their base, or alternative accommodation will need to be sought.

Action: Defer item to next Property Committee meeting.

PR 19/364 TO RECEIVE AN UPDATE FOLLOWING THE PEAR TECHNOLOGY TRAINING FOR STAFF RELATING TO THE DIGITAL MAPPING PROGRAMME

The Committee Clerk advised members the training was held in-house and provided all staff members with an insight into what the digital mapping programme can provide. The Clerk explained that all Council assets, i.e. dog bins, bus shelters etc., will be mapped onto the system, which will be useful for members of the public to identify which bins and shelters that Clevedon Town Council manages.

For special events, i.e. Christmas Lights, Remembrance Parade etc., maps can be produced by the office for use by the public to show site location, routes etc. The Committee Chairman suggested that a report is written to be included in the next Full Council meeting in November 2019.

Action: Committee Clerk

PR 19/365 TO RECEIVE THE ROUTINE INSPECTION REPORT FROM WEST COAST PROPERTIES FOR 42 OLD STREET

Committee members had received a copy of the report by email on the 16th October 2019. The Committee Clerk explained that the new caretaker would be able to assist with some of the items requiring attention.

PR 19/366 TO RECEIVE AN UPDATE FROM THE COMMITTEE CLERK CONCERNING THE TREE WORK FOR HERBERT GARDENS

The Committee Clerk advised members that the Council had been advised by the Contractor that a team member due to complete the tree works had left the company. A meeting is to be arranged with the Contractor to identify all outstanding tree works so the work can be completed and rectified.

PR 19/367 TO DISCUSS AND AGREE TO INSTRUCT A NEW CONTRACTOR TO CONDUCT THE TREE SURVEY ON THE LAND BETWEEN HIGHDALE ROAD AND HIGHDALE AVENUE

The Committee Clerk advised that following the Contractor advising a team member was leaving the company, no further communication has been received and is the reason why the tree survey has not been completed.

Committee members **PROPOSED, SECONDED and AGREED** to instruct Company C, who had submitted a quote [minute no.PR 19/341], but only on the proviso that this company will only be contacted if there is no further comeback received from the existing contractor.

PR 19/368 TO AGREE POLICY REGARDING ROOM HIRE AT THE COUNCIL OFFICES FOR COUNCILLORS

The proposed wording was submitted to members by email on 21st October and reads as follows;

Clevedon Town Council has a policy that Clevedon District and Town Councillors can hire the Council offices in their capacity as Councillors only for Ward Surgeries. Councillors can hire rooms for a private, personal event as long as it is not associated with their Councillor duties.

Members **AGREED** to the wording within the policy statement. It was also **AGREED** to submit this item to the next F&GP Committee meeting to discuss further implications of meetings held by Councillors with the Council offices that can be perceived as bias to the item being discussed.

PR 19/369 SKATE PARK

369.1 TO RECEIVE AN UPDATE ON THE SKATEPARK PROJECT

The Committee Clerk advised Committee members that the Skatepark group have had a stall at the last couple of Sunday Markets which is useful in talking to residents and visitors about the skatepark project and obtaining more interest on the mailing list too. T-Shirt sales continue to go well.

Input from Councillors concerning the tenders received needs to be completed. Cllrs Geldart, Francis-Pester and West **AGREED** to review quotes received.

Action – Cllrs Geldart, Francis-Pester and West

PR 19/370 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman's Items for information.

PR 19/371 TO DETERMINE PART I OR PART II ITEMS

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

Meeting closed at 8.48pm

CHAIRMAN DATE