

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL OFFICES,**  
**44 OLD STREET, CLEVEDON ON WEDNESDAY 10<sup>TH</sup> FEBRUARY 2016 AT 7.30**

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

**PR 16/66 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Hill (family commitment)

**PR 16/67 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

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

**PR 16/68 MINUTES OF THE PROPERTY COMMITTEE**

Proposed, seconded and **AGREED** that the minutes of the Property Committee held on 2<sup>nd</sup> December 2015 and ratified by Council on 16<sup>th</sup> December 2015 were signed by the Chairman as a true record.

**PR 16/69 RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE**

Members noted the finance report as circulated with the agenda

**PR 16/70 [PR15/29& PR15/47]TO RECEIVE UPDATE ON THE CUPS AS PER COUNCIL MINUTE NO 15/570.7 – CLLR GELDART**

There was no report from Cllr Geldart on the re-distribution of the cups. It was **AGREED** that the Town Clerk contact her and request a report for the next committee on the disposal of the cups.

**ACTION TOWN CLERK & CLLR GELDART**

**PR 16/71 RECEIVE RESPONSE FROM LAND YEO FRIENDS IN RESPECT OF ROOM HIRE**

Members noted the email sent by the Land Yeo Friends asking the Committee to re think the offer. Members felt that it would create a precedent and resolved that the original offer of £5 per hour to hire the room should stand. Member felt that if required Land Yeo Friends could apply for a grant and request the appropriate forms when the grant timetable has been agreed by the F & G P committee.

The Council Chairman would invite them to attend the next Council meeting to discuss their work on the Land Yeo

**PR 16/72 RECEIVE COST TO REPAIR UPLIGHTERS AT THE TRIANGLE CLOCK**

Proposed, seconded and **AGREED** to accept the quotation to repair the timer and relay switch for the uplighters at the Triangle Clock at £220 plus vat

**PR 16/73 RECEIVE UPDATE ON REPAIR WALL IN HERBERT GARDENS AT THE REAR OF NO 19 LINDEN ROAD.**

The Town Clerk reported on the recent correspondence with both the management company and the land owner. The responsibility for agreeing the 50% of the repair is the management company and their written confirmation is awaited before new tenders are obtained.

**PR 16/74 RECEIVE QUOTATIONS FOR THE MOVING OF THE CHAIRMAN'S HONOUR BOARD TO BE HIGHER ON THE WALL.**

Details of the quotations had been emailed to the members prior to the meeting. Proposed, seconded and **AGREED** to accept the quotation of £302 to move the honours board and relocate the clock.

**PR 16/75 RECEIVE COST TO REPLACE THE FIRE EXTINGUISHERS AS PER THE ABOVE REPORTS.**

As no company could be located who undertook the refill/recharge on site due to ISO2000 requirement it was proposed, seconded and **AGREED** to purchase new extinguishers as per the quotation circulated by email at a cost of £154. The Town Clerk to arrange disposal of the old extinguishers.

**PR 16/76 RECEIVE COST TO REPLACE THE DAMAGED WINDOW PANES IN ROOM 1**

A quotation to replace the glass was read to members. The decision was deferred pending the Committee Chairmen approaching a company located on his business premises site for an alternative quotation.

**PR 16/77 DISCUSS THE GRASS CUTTING CONTRACT THAT EXPIRES IN MARCH 2016 AND DECIDES WHETHER TO RETENDER OR EXTEND THE CURRENT CONTRACT.**

Members felt that due to the cost involved the contract should go for tender on the same specification as current contract for 3 years with option to extend to 5 years.

**PR 16/79 NOTIFICATION OF URGENT EXPENDITURE**

There are no items of notification of urgent expenditure as under financial regulation 3.4. The Town Clerk explained that problems with the radiator valves had given rise to the noise being suffered during the meeting; British Gas were contracted to attend the building on Tuesday 16<sup>th</sup> to resolve the issue.

**PR 16/80 CHAIRMAN'S ITEMS FOR INFORMATION**

There are no Chairman's items of information

**PR 16/81 TO DETERMINE PART 1 AND PART 2 ITEMS**

There were no part 1 items.

Meeting closed 7.52 pm

CHAIRMAN ..... DATE .....  
 PROP 10th February 2016 15/02/16  
 DRAFT MINUTES SUBJECT TO RATIFICATION BY THE COMMITTEE AND COUNCIL