

CLEVEDON TOWN COUNCIL
MINUTES OF THE PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL OFFICES,
44 OLD STREET, CLEVEDON ON WEDNESDAY 22ND MARCH 2017 AT 7.3PM

Present: Chairman – Cllr D. Shopland
 Councillors C. Francis-Pester, G. Hill, L. Little, J. Middleton,
 Town Clerk – Ms Paula Heath

PR 17/152 APOLOGIES FOR ABSENCE

There were no apologies given.

PR 17/153 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

PR 17/154 MINUTES OF THE PROPERTY COMMITTEE

Proposed, seconded and **AGREED** that the minutes of the Property Committee held on 25th January 2017 and ratified by Council on 8th February 2017 were signed by the Chairman as a true record.

PR 17/155 RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE

Members noted the finance report as circulated with the agenda.

PART 1

PR 17/156 RECEIVE AND AGREE QUOTATIONS FOR THE REPAIR/REPLACEMENT OF NOTICEBOARD AT COUNCIL OFFICES AND VILLAGE HALL

Details of the quotations and indicative pictures had been circulated with the agenda
 Proposed, seconded and **AGREED to RECOMMEND** Company C- wall mounted Aluminium Lockable A1 notice board at a cost of £577.32 plus delivery, header and installation- for the Village Hall.

Proposed seconded and **AGREED to RECOMMEND** Company C - 3 door contemporary noticeboard, lockable with posts at £1434.45 plus delivery and installation.

The Town Clerk to obtain a price to remove the current noticeboards plus installation costs; the costs to be agreed by the Committee prior to the order being placed.

PART 2

PR 17/157 RECEIVE AND AGREE QUOTATION TO ALTER THE LIGHTS IN ROOM 1 TO LED.

Members noted the problems with Room 1 Lights. Proposed, seconded and **AGREED** to accept the quotation, which had been circulated with the agenda, to replace the Sodium Lights with LED lights at a cost of £550.00.

PR 17/158 RECEIVE AND AGREE QUOTATIONS TO CARRY OUT THE PAT TESTING FOR THE COUNCIL OFFICES

Details of the quotations had been circulated with the agenda. Proposed, seconded and **AGREED** to accept company B at a cost of £40 for the first 20 items and £1.25 thereafter.

PR 17/159 RECEIVE AND AGREE QUOTATION FOR THE TESTING OF THE FIRE ALARM, SMOKE DETECTORS, EMERGENCY LIGHTING & FIRE EXTINGUISHERS

Details of the quotations had been circulated with the agenda. Proposed, seconded and **AGREED** to accept company B at £160 plus commissioning of the fire extinguishers, and 2 hr training course for up to 10 delegates; as only 4 members of staff up to 6 Councillors could also attend.

PR 17/160 RECEIVE TREE SURVEY OF HERBERT GARDENS, TO AGREE SPECIFICATION FOR QUOTING OF PHASE 1 WORK.

Members noted the report that had been emailed to Committee members. The Town Clerk had requested a spreadsheet copy to enable analysis work to be undertaken on the phased work and indicative costs. It was agreed to defer this to the next meeting.

PR 17/161 RECEIVE 6 MONTHLY REPORT FROM NO 42 LETTING AGENT

Members received and noted the 6 monthly report

PR 17/162 TO RECEIVE REQUEST TO USE THE SKATE PARK.

Members **AGREED** to defer this item pending further information

PR17/163 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.

There were no items of urgent expenditure

PR 17/164 CHAIRMAN'S ITEMS FOR INFORMATION

There are no Chairman's items of information

PR 17/165 TO DETERMINE PART 1 AND PART 2 ITEMS

Part 1 items – agenda item 5 the noticeboards, as the total project to remove, purchase and install would be over £1000

Meeting closed at 7.55 pm

CHAIRMAN DATE

Prop 22nd March 2017

28/03/17

DRAFT MINUTES SUBJECT TO RATIFICATION BY THE COMMITTEE AND COUNCIL