

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN**  
**THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 22<sup>ND</sup>**  
**SEPTEMBER 2010 AT 7.30 PM.**

**PRESENT:** Councillors D Shopland Committee Chairman  
C. Blades, C. Francis-Pester, B. Garner, C. Hall, L. Knott, , P.  
McNeill  
Town Clerk – Ms P. Heath,

**EP 10/60 APOLOGIES FOR ABSENCE.**

Apologies were received and approved from Cllr J. Middleton

**EP10/61 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA.**

There were no declarations of interest for items on the agenda

**EP10/62 MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting held on 28<sup>th</sup> July 2010 ratified by Council on 11<sup>th</sup> August 2010 were accepted.

PART 1

**EP10/63 THE REVISED COST OF A PORCH FOR THE MAIN ENTRANCE**

Members noted the amended costs circulated with the agenda. Following a discussion it was **RECOMMENDED** that only the porch is done, that the bell is mended and lowered to make it more accessible. Members noted the information from the Town Clerk that the new Disability Act 2010 would include service provision within its criteria.

PART 2

**EP10/64 BUDGET AND EXPENDITURE FOR THE COMMITTEE.**

Members noted the committee financial spreadsheet circulated with the agenda; it was requested that the code 4202 be given the full title of Gas & Electricity and not Gas & Elect.

**EP10/65 DISCUSS THE SAFETY INSPECTION REPORT FROM WICKSTEED**

Members noted the copy of the safety report for the Skatepark, which had been emailed to all members after the last committee meeting and circulated with the agenda.

The damaged black bin had been removed and a replacement bin had been ordered from North Somerset Council and would be installed by the Rangers Service.

The missing post ends were discussed, the Town Clerk reported that these could be sourced at a cost of £50 but the Council would need to install them. Following further discussion, it was **AGREED** that Cllr Garner with Cllr Blades would install the post ends sourced by the Town Clerk at the cost of £50. If they felt they were unable to carry out the work, Wicksteed would be asked to undertake the project.

**ACTION CLLR GARNER, CLLR C. BLADES, TOWN CLERK**

*Cllr Hall arrived during the following item*

**EP10/66 [EP10/53] IF THE NEW SIGN IS REQUIRED IF THE NOTICE-BOARD IS NOT BEING MOVED**

Following a discussion, it was **AGREED** that the notice board in the car park be retained in its current place and the new information sign not be ordered. It was suggested that the information displayed be kept to a minimum and where possible displayed in larger print.

**EP10/67 [EP10/57] PRICES FOR REPLACEMENT TABLES FOR ROOMS 1 & 2; TO DECIDE ON A SUPPLIER AND AGREE THE QUANTITY REQUIRED.**

Notification of the table sizes and cost had been circulated with the agenda. The Town Clerk explained that the specification had been to supply tables matching the existing but on casters. It was **AGREED** to purchase 3 tables, to replace those which had been damaged, from supplier D & D Furniture and to request if they can supply casters for the remaining tables.

**ACTION TOWN CLERK**

**EP10/68 [EP58.2] DISCUSS INSPECTION VISIT TO VILLAGE HALL AND RECEIVE VERBAL REPORT ON PROBLEMS**

The Town Clerk reported on a site visit to the Village Hall. There was a prevailing smell of damp and the office wall, at the front of the hall, had large damp areas with paint and plaster lifting from the wall. There was an area of damp towards the rear of the building between the gents' toilets and kitchen area. All the windows in the building had been painted shut therefore there was no provision for air to circulate. It was **AGREED** that the Committee designate authority to the Town Clerk with the assistance of the Chairman to seek cost for a full building survey and to agree appointment of the surveyor. Advice would then be taken on the best way to combat the problem.

**ACTION TOWN CLERK , THE COMMITTEE CHAIRMAN.**

**EP10/69 DATE AND TIME FOR THE ANNUAL INSPECTION OF HERBERT GARDENS BY COMMITTEE MEMBERS**

It was **AGREED** that the Committee would carry out the annual inspection of Herbert Gardens on Saturday 9<sup>th</sup> October at 11 am; members unable to attend are requested to look at the gardens before that date and report their comments to the Town Clerk

**EP10/70 RECEIVE AND APPROVE THE FOLLOWING RISK ASSESSMENTS**

70.1 Council Offices – General

Copy of the risk assessment had been circulated with the agenda. Proposed by Cllr Blades, seconded by Cllr Francis-Pester and **AGREED** to accept the risk assessment as circulated.

70.2 Council Offices – Hirers & Hiring

Copy of the risk assessment had been circulated with the agenda. Proposed by Cllr Blades, seconded by Cllr Francis-Pester and **AGREED** to accept the risk assessment as circulated.

70.3 Council Offices – Kitchen

Copy of the risk assessment had been circulated with the agenda. Proposed by Cllr Blades, seconded by Cllr Francis-Pester and **AGREED** to accept the risk assessment as circulated.

70.4 Council Offices – Toilets

Copy of the risk assessment had been circulated with the agenda. Proposed by Cllr Blades, seconded by Cllr Francis-Pester and **AGREED** to accept the risk assessment as circulated.

70.5 Herbert Gardens - General

Copy of the risk assessment had been circulated with the agenda. Proposed by Cllr Blades, seconded by Cllr Francis-Pester and **AGREED** to accept the risk assessment as circulated.

**EP10/71 CONFIRM QUOTATION FOR EMERGENCY LIGHTS REPLACEMENTS**

Proposed seconded and **AGREED** to accept the quotation as circulated with the agenda

**EP10/72 RECEIVE AND DISCUSS EMAIL FROM HIRER RE INVOICE ISSUED**

Following a discussion, it was agreed that as a gesture of good will the invoice would be reduced as requested.

**EP10/73 DISCUSS ITEMS FOR COSTING FOR 2011/2012 BUDGET REQUEST**

Member were asked to start consideration of costs for the 2011/2012 budget in readiness for the Committees budget meeting in November.

Caretaker – as per EP10/41 the details of the Caretakers employment would be discussed

Village Hall – details of the work needed should be known. It was noted that the Village Hall was a trust and all expenditure would be against income received from the lease.

If required the Committee agreed to hold a separate budget meeting in December.

**EP10/74 CHAIRMAN ITEMS FOR INFORMATION ONLY –**

74.1 No 42 Old Street

Members were informed that the Tenant had given notice and would be leaving in October; the agent was already marketing the property.

**EP10/75 TO DETERMINE PART I AND PART II ITEMS**

It was agreed that the following items be placed as Part 1 items

Agenda item no 6 “the porch” would be part 1 as per financial regulation no. 40.1 being over £1000.

The meeting finished at 8.45pm

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APPROVED AS A TRUE RECORD

CHAIRMAN ..... Date .....