

CLEVEDON TOWN COUNCIL
MINUTES OF THE PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL OFFICES,
44 OLD STREET, CLEVEDON ON WEDNESDAY 16TH JANUARY 2019 AT 7.30PM

Present: Cllr J Geldart – Chairman
 Councillors N Barton, C Francis-Pester, G Hill, L Little & J Middleton
 Deputy Town Clerk – Mrs S Howard

In attendance: Cllr J West

PR 19/309 APOLOGIES FOR ABSENCE

Apologies were received and agreed from Cllr D Shopland

PR 19/310 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

PR 19/311 TO RECEIVE THE MINUTES OF THE PROPERTY COMMITTEE MEETING HELD ON 14TH NOVEMBER 2018

Proposed, seconded and **AGREED** minutes of the Property Committee held on 14th November 2018 and were ratified at Full Council on 12th December 2018.

PR 19/312 TO RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE 2018/19

Members noted the finance report as circulated with the agenda.

PR 19/313 TO DISCUSS AND AGREE THE BUDGET REQUEST FOR 2019/20

The Draft budget had been circulated with the agenda. Members discussed the budget in detail. To **RECOMMEND** to the Finance & General Policy Committee the following Budget for the Property Committee for 2019/2020;

Council Offices	Expense	Income
Room Hire		£12,000.00
Heat, Light & Power	£ 3,550.00	
Water	£ 1,000.00	
Repairs and Maintenance	£ 5,000.00	
Cleaning materials	£ 250.00	
Equipment	£ 1,000.00	
Rates	£11,000.00	
Annual Maintenance/Service	£ 2,000.00	
42 Old Street		
Income/Rent		£ 7,800.00
Maintenance	£ 1,500.00	
Fees	£ 625.00	
Triangle Clock		
Electricity	£ 250.00	
Maintenance	£ 1,000.00	
Skate Park		
Maintenance & Rebuild	£20,000.00	
Safety Inspection	£ 800.00	

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Minutes to be ratified at Full Council

Open Spaces

Land at Highdale	£	700.00	
Street Work PPE & Equipment	£	500.00	

Street Market

Rent			£ 4,000.00
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Maintenance	£	500.00	
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Committee Total		<u>£ 49,675.00</u>	<u>£ 23,800.00</u>
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Trust Accounts

	Expense		Income
<i>(These have been agreed by the Trustees)</i>			

Herbert Gardens

Rent			£ 140.00
Sub Station Rent			£ 290.00
General Maintenance	£ 5,000.00		

Village Hall

Maintenance	£ 5,000.00		
Rent			£ 7,875.00
Professional/Legal Fees	£ 5,000.00		
Trust Administration	£ 1,000.00		

Trust Total		<u>£ 16,000.00</u>	<u>£ 8,305.00</u>
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PR 19/314 TO RECEIVE AND AGREE THE COSTINGS FOR WORK TO THE EMERGENCY LIGHTS AT 44 OLD STREET

Members received and noted the quote as circulated with the agenda. Proposed, seconded and **AGREED** to the price of £68.00 for the work to the emergency lights.

PR 19/315 TO RECEIVE AND AGREE THE COSTINGS FOR THE RENEWAL OF THE MAINTENANCE CONTRACT FOR THE INTRUDER ALARM FOR 44 OLD STREET

Members received and noted the quote as circulated with the agenda. Proposed, seconded and **AGREED** to the price of £385.00 for intruder alarm maintenance and £535.00 for intruder monitoring charge, a total of £920.00 for the contract period 1st January to 31st December 2019.

PR 19/316 TO RECEIVE AND AGREE A PRICE FOR NEW CROCKERY FOR ROOM HIRE USE AT THE COUNCIL OFFICES

Members received and noted the quotes as circulated with the agenda. Proposed, seconded and **AGREED** to purchase 48 mugs from Company C, a price of £15.99 pack of 12, 32cl white mugs. Total cost £63.96.

PR 19/317 TO RECEIVE THE DEMONSTRATION REPORT AND AGREE FOR THE PURCHASE OF THE ASSET MAPPING SOFTWARE

Members received and noted the demonstration report as circulated with the agenda. Proposed, seconded and **AGREED** to purchase the digital mapping software; PT-Mapper Pro, Map link, technical support and software updates for both PT-Mapper Pro and Map link, map 'cut out' and preparation, training of staff (up to 6 people) and installation of software; total cost of £1,400.00. The Committee also **AGREED** to the cost of £225.00 per annum thereafter, for the annual maintenance of the software package.

PR 18/318 SKATE PARK**318.1 TO AGREE TO THE SERVICE LEVEL AGREEMENT**

Members received and noted the Service Level Agreement (SLA), as circulated with the agenda. Members **AGREED** to amend 1) h) – which reads; ‘*Will work with the Charity to **runs** support, training and promotion courses at the Skate Park and Pump Track*’. To be amended to; ‘*Will work with the Charity to **provide** support, training and promotion courses at the Skate Park and Pump Track*’.

318.2 TO RECEIVE AN UPDATE ON THE SKATEPARK PROJECT

Members received and noted the Skatepark Project report, as circulated at the meeting.

PR 19/319 TO RECEIVE QUOTES FOR REPLACEMENT OF INSTANT HOT WATER BOILER AT COUNCIL OFFICES

Members received and noted the quotes for a replacement instant hot water boiler. Proposed, Seconded and **AGREED** to purchase a boiler from Company A, £499.00 plus VAT. £150.00 a year for servicing, double filter change. £60.00 call out fee or part or breakdown. £150.00 for the installation of the new machine. Total cost for the new machine, £649.00 plus cost for removal of old machine.

PR 19/320 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman’s Items

PR 19/321 TO DETERMINE PART I OR PART II ITEMS

Part I item – **PR/19/317 – Purchase of Asset Mapping Software**. This is a Part I item due to price being over £1,000.00.

All other agenda items are Part II

Meeting closed at 8.29pm

CHAIRMAN DATE