

CLEVEDON TOWN COUNCIL
MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 9TH MARCH
2011 AT 7.30 PM.

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

EP 11/99 APOLOGIES FOR ABSENCE.

Apologies were received and approved from Cllr B. Garner.

EP 11/100 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA.

There were no declarations of interest for items on the agenda except for personal declarations from Cllr Shopland as he knows one of the short listed candidates for the Caretaker/Handyperson Job.

EP11/101 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting held on 12th January 2011 ratified by Council on 26th January 2011 were accepted.

PART 1

EP 11/102 A DRAFT AGREEMENT BETWEEN THE BARN TRUSTEES (CTC) AND THE MANAGEMENT COMMITTEE.

The Town Clerk explained that currently there is a legal agreement for the lease of the land upon which "The Barn" stands, there is a legal trust document relating to the building, and there is a constitution for the management of the centre but there is no agreement between the Trustees who are Clevedon Town Council and the Management Committee. A draft agreement had been circulated with the agenda; this was discussed and apart from minor amendments was agreed. The document would be sent to the Management Committee for approval.

Proposed, seconded and **RECOMMENDED** that Clevedon Town Council, as Clevedon Community & Children's Centre (The Barn) Trustees, approve the Agreement dated 10th March 2011.

PART 2

EP 11/103 BUDGET AND EXPENDITURE FOR THE COMMITTEE.

Members noted the committee financial spreadsheet circulated with the agenda.

Proposed by Cllr Shopland and agreed that the next agenda item, the approval of the caretaker recommended candidate, be moved to the end of the meeting due to the sensitive nature of the business.

EP 11/104 [EP 11/93] TREE REPORT FOR HERBERT GARDENS AND CONFIRM TENDER SPECIFICATION

Members noted the tree report, which had been circulated via email to all Committee Members, with a hard copy available in the office for non-committee Members. A copy of the proposed tender had been circulated with the agenda. The tender was for 3 year contract – phase 1 being urgent work to be done in 2011, phase 2 to be done 2012, and phase 3 to be done 2013; the tender document was agreed with the addition that phase 4 work would be done with phase 3 in 2013.

EP 11/105 [EP 11/94] RESPONSE FROM NSC RE THE RETAINING WALL ALONG HILL ROAD

Members noted the comments from NSC, which indicated that there was a problem with the wall to the rear of the electrical sub station and that this would be monitored by their officers pending the work to repair being carried out. The Town Clerk had already submitted to NSC the Council's criteria concerning work being carried out on their property.

EP 11/106 [EP 11/95] REPORT AND BUSINESS PLAN FROM TRANSITION CLEVEDON IN RESPECT OF THE MILLENNIUM ORCHARD

A copy of the business plan had been circulated with the agenda. Following a discussion, it was proposed, seconded and **AGREED** to offer Transition Clevedon a 5-year lease on the Millennium Orchard at a peppercorn rent of £1 per year; the lease to be drawn up in house. Proposed, seconded and **AGREED** to provide a donation of £50, from 2010/2011 budget, to assist with the initial set up costs.

EP 11/107 [EP 11/96] UPDATE ON THE VILLAGE HALL SURVEY

Cllr Shopland, Cllr Blades and Cllr Middleton reported on their meeting with the Structural Engineer on site following the initial survey. There are problems with the roof and guttering causing the main damp problems, although the lack of damp course and sealed windows also causing problems. A tender document for the roof and gutting repairs/replacements had been drawn up by the structural engineer and in view of the technical nature of the work, it was proposed, seconded and **AGREED** to request the Structural Engineer to undertake the tender process and oversee the work once a contract had been awarded for a cost £500 - £750. Once the cost of the above work was known, the Committee would investigate the work needed to the windows and the damp course.

EP 11/108 DETAILS OF ROOFING REPAIRS TO “ THE BARN”

Cllr Shopland and Cllr Francis-Pester informed Members of the problems being experienced at “the Barn” from vandals climbing on the roof and causing damage resulting in the roof leaking. The Manager of the centre is obtaining a survey to establish the extent and source of the leak and seek cost of the repairs. As Trustees the Council has a responsibility for the building and its maintenance. The Town Clerk would investigate the legal requirements of the decision making process of the trustees in respect of “the Barn”, The Village Hall, and Herbert Gardens.

EP 11/109 REPORT ON THE HIRE OF CLEVEDON COUNCIL HOUSE AND REQUEST FOR CONSIDERATION ON HIRING COST FOR NATIONAL CENSUS.

Members received the request for the hire of the rooms for Census meetings are allowed free of charge. Following a discussion, it was **AGREED** that as this was a national event the ratepayers of Clevedon should not subsidise it and decided that the local group rate should apply.

The Town Clerk reported that the polling station for the May 5th Elections in the East ward would not be the Town Council Offices. This has resulted in a loss of income on the day of £120 plus in the past, other bookings had been generated by those visiting the polling station. The polling station had been moved due to one complaint being received it is understood by a North Somerset Councillor.

EP 11/110 REPORT FROM AVON FIRE & RESCUE IN RESPECT OF THE TOWN COUNCIL BUILDING AND APPROVE THE ACTION PLAN.

Members were informed that a follow up inspection had been held by the fire officer. 3 matters were raised

- 1) lack of training on fire extinguishers by staff members – concern was expressed as to the legal requirement for this as often hirers are in the building with no members of staff present. It was agreed to investigate the cost of training along with the legal and professional advice from our insurers.
- 2) Lack of emergency lighting test – it was noted that the lights were tested but not always recorded as such; this had now changed.
- 3) Safety training in respect of evacuation procedures – staff evacuations practice had been undertaken last year but the fire officer requested that this takes place more frequent than once a year; new training will be undertaken when new staff are in place. Evacuation of hirers is also required at least annually and arrangements for this are in place.

EP 11/111 QUOTATION TO CLEAN CARPETS IN THE OFFICES AND MEETING ROOM, PLUS STEAM CLEAN FLOORS IN KITCHEN AND TOILETS.

A copy of the quotation had been circulated with the agenda and following a discussion and in view of the state of the flooring it was **AGREED** to accept the quote with the understanding that any future cleaning would be undertaken by the Caretaker to maintain it at that level.

EP 11/112 A QUOTE FOR FEMININE HYGIENE UNITS AND SERVICE.

Copy of the quotations had been circulated with the agenda. It was proposed, seconded and **AGREED** to accept quotation B for 6 weekly service visits on 3 units at a total cost of £135 per year.

EP 11/113 CHAIRMAN ITEMS FOR INFORMATION ONLY –

There were no Chairman’s items for information

Cllr Shopland as Chairman of the meeting stood down as he has personal knowledge of one of the short listed candidates and took no part in the following discussion. Proposed, seconded and AGREED in the absence of the Vice-Chairman, Cllr Hall as Chairman of the Council would chair the next item.

EP 11/114 [EP 11/91] APPOINTMENT OF THE INTERVIEWING PANEL RECOMMENDED CANDIDATE FOR CARETAKER/HANDYPERSON

The Members were informed that the interviewing panel had met on the 7th March and interviewed 6 candidates. There were two very good candidates and with Members permission, the panel recommend offering the job to Mr David Gilbert; Members agreed. Should Mr Gilbert not accept the position the job would be offered to the number two candidate; this was agreed.

Proposed, seconded and **AGREED** to make a presentation to Mrs Daniel of Merlin Cleaning Company, up to a budget of £30 and to invite Mrs Daniel to meeting on 23rd March.

EP 11/115 TO DETERMINE PART I AND PART II ITEMS

The draft agreement between Clevedon Community & Children’s Centres Trustees and the Management Committee be a part 1 item.

The meeting finished at 8.25 pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date