

CLEVEDON TOWN COUNCIL
MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON
WEDNESDAY 16TH OCTOBER 2013

PRESENT: Councillors D Shopland Committee Chairman
 C Bussey, C Blades, C Francis-Pester from 7.45 pm, B Garner
 L. Little, P. McNeill, J Middleton,
 Deputy Town Clerk – Mrs I Johnson

EP 13/337 APOLOGIES FOR ABSENCE

Cllr Francis-Pester was travelling back from Bristol and would be late.

EP 13/338 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

EP 13/339 RECEIVE AND AGREE THE MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE HELD ON 21ST AUGUST 2013

Proposed seconded and **AGREED** that the minutes of 21st August 2013 which were ratified by Council on 4th September 2013 were a true record and were signed by the Chairman as such.

EP 13/340 RECEIVE DETAIL BUDGET AND EXPENDITURE FOR THE COMMITTEE,

Members noted the budget that had been circulated with the agenda.

RESOLVED: The Town Clerk to report back to the next meeting on;

1. Rates on the Council House (44 Old Street) – Whether the Town Council is eligible for a rates reduction as awarded to small businesses.
2. Renovations at 42 Old Street – There was a query of the overspend on this project presumably due to replacement floorboards, removal of asbestos and additional works not in the original schedule. **ACTION: Town Clerk**

EP 13/341 PRE WORK FOR THE COMMITTEE BUDGET 2014/2015

No specific items were raised. It was assumed that there were no unfinished works to the Village Hall and 42 Old Street following the recent major works to both these buildings. The Town Clerk requires notice of any items to be costed prior to the next meeting on 11 December 2013 when the 2014/15 budget will be considered.

ACTION: All Committee Members

EP 13/342 ARRANGEMENTS MADE BY THE CHAIRMAN OF THE COUNCIL, FGP, & E & P RE SHORT TERM MEASURES TO COVER THE BUILDING MAINTENANCE AND CLEANING UNTIL THE APPOINTMENT OF A NEW CARETAKER

The following short term arrangements have been agreed until a replacement Caretaker is employed;

- To engage a cleaning contractor for one hour a day Monday-Friday.
- Outside work – a gardener will be engaged as and when needed.
- Security/locking, unlocking for Hirers outside office hours. Office staff to divide these duties between themselves each week. Councillors will assist when needed as backup.

NOTED.

EP 13/343 TO DISCUSS THE WAY FORWARD IN RESPECT OF THE INVESTIGATION INTO THE PURCHASE OF LAND AT CLEVEDON HALL

RESOLVED: Cllr Garner to provide contact details for the owner of Clevedon Hall Estate to enable a letter to be sent.

ACTION: Cllr R Garner

EP 13/344 HERBERT GARDENS

PHASE 4 TREE WORK AS PER SCHEDULE

This work to be carried out soon. The Clerk to meet the Treeworks Contractor on site on 29th October 2013 to confirm the works.

FULL TREE SURVEY – 2014

This is required to comply with the insurance company's requirements.

RESOLVED: To obtain quotations for consideration at the Committee budget setting meeting.

ACTION: Town Clerk

EP 13/345 TO DISCUSS AND AGREE THE QUOTATIONS FOR THE ENTRANCE HALL CARPET

Members viewed the existing carpet and following a vote 5FOR 2 AGAINST agreed to the carpet being replaced.

RESOLVED: To obtain quotations for both carpet tiles and wood plank commercial flooring for consideration at the next meeting.

ACTION: Town Clerk

Cllr Francis-Pester joined the meeting.

EP 13/346 PAYMENT OF PROFESSIONAL FEES IN RELATION TO NO 42 OLD STREET

It was noted there had been a reduction in the fee, due to the Structural Engineer being absent from the UK during some of the works on site.

RESOLVED: To agree payment of the invoice for professional services in respect of preparing tender documents, obtaining tenders and visiting the site in connection with works to the above in the sum of £400.

ACTION: Town Clerk

EP 13/347 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman's items for information

EP 13/348 TO DETERMINE PART I AND PART II ITEMS.

There were no Part 1 items

The meeting finished at 7.48 pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date