

CLEVEDON TOWN COUNCIL
MINUTES OF THE PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL OFFICES,
44 OLD STREET, CLEVEDON ON WEDNESDAY 4TH APRIL 2018 AT 7.30PM

Present: Councillors, C. Francis-Pester, G. Hill, L. Little, J. Middleton, D. Shopland
 In Attendance Cllr J. West
 Town Clerk – Ms Paula Heath
 Admin Officer – Mrs S. Howard

Election of Chairman for the meeting

In the Chairman's absence and with no Vice Chairman it was proposed, seconded and **AGREED** that Cllr L. Little is Chairman of the meeting

In response to a question Members were informed that Mrs Howard, as Deputy Town Clerk, would be clerking the Property Committee in future

PR 18/242 APOLOGIES FOR ABSENCE

Apologies were received and agreed from Cllr N. Barton and Cllr J. Geldart (Chairman)

PR 18/243 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

PR 18/244 MINUTES OF THE PROPERTY COMMITTEE

Proposed, seconded and **AGREED** that the minutes of the Property Committee held on 7th February 2018 and ratified by Council on 7th March 2018 were signed by the Chairman as a true record.

PR 18/245 RECEIVE DETAIL OF BUDGET AND EXPENDITURE FOR THE COMMITTEE

Members noted the finance report as circulated with the agenda.

PR 18/246 RECEIVES THE DRAFT LEAFLET/PROMOTIONAL MATERIAL; TO DISCUSS THE FUTURE PROMOTION OF THE HALLS.

A copy of the mocked up tri fold leaflet was circulated at the meeting and some amendments suggested. Members discussed the print numbers and quality of the leaflet. It was agreed to seek quotations for 500 prints run on 140gram paper. Members noted that the price list, printed in house, would be included as a flyer. The Insurance details and requirements of the hirers are included in the Terms and Conditions which are sent with booking forms.

Proposed seconded and **AGREED by 5 votes to 0**, subject to the 3 quotations being received, to order 500 copies with a budget of up to £100 from the Hall Hire Income.

PR 18/247 SKATEPARK – TO RECEIVE REPORT FROM THE COUNCILS REPRESENTATIVES ON THE STEERING & FUNDING GROUPS

Cllr C. Francis-Pester gave a short verbal report on the work of the steering group and funding groups that had been created following the public meeting held on 5th February. As agreed by the Council the Steering Group would take the lead with designated representatives reporting back to the Property Committee and the Council; the designated

representatives are Cllr C. Francis-Pester as Chairman of TEA and Cllr J. Geldart as Chairman of Property. There have been 2 promotional events at the Skatepark, which raised awareness and funding. There is a logo and project naming competition currently being run.

Members were informed that discussions had been had with NSC in respect of extending the lease; they were in agreement in principal subject to final design and layout. The Steering Group are looking at the possible use of the area between the Skatepark and the Multi Use Games Area. Any plans would be discussed with the Town Council who would hold the lease.

PR 18/248 DISCUSS THE INSTALLATION OF SENSOR ACTIVATED LIGHTS AROUND THE TOWN COUNCIL OFFICES CONCENTRATING ON THE CAR PARK

Proposed seconded and **AGREED by 3 votes to 0**, to accept quotation B, from the list of quotes circulated prior to the meeting, at a net cost of £340

PR 18/249 CONFIRM CONTRACTOR FOR FIRE SYSTEMS CHECK

Proposed, seconded and **AGREED by 4 votes to 0** to accept quotation B, from the list of quotes circulated prior to the meeting, at a net cost of £213

PR 18/250 RECEIVES QUOTES FOR TRIANGLE ENTRY SIGN POSTS AND AGREES ORDER.

Members noted that planning permission would be required for this sign as it falls within the buildings Grade 2 listing boundary. It was **AGREED by 5 votes to 0** not to include a logo on the sign.

Proposed, seconded and **AGREED by 5 votes to 0**, that subject to planning permission being obtained to accept quotation B, from the list of quotes circulated prior to the meeting, at a net cost of £620.28

PR 18/251 DECIDE WHETHER THE COUNCIL WISH TO USE THE NSCP INVOICE PORTAL FOR INVOICES

Proposed, seconded and **AGREED by 5 votes to 0** to give designated authority to the RFO to use the EInvoice systems.

PR 18/252 RECEIVE REQUEST FROM LAND YEO FRIENDS IN RESPECT OF PUBLIC LIABILITY INSURANCE

Members discussed the request from the Land Yeo Friends and the advice from the Insurance Company. Unless Clevedon Town Council had full control of the volunteers, the work they did and the areas they operate with landowners consent they could not be included in the Councils Policy. Proposed, seconded and **AGREED by 5 votes to 0** to inform the Land Yeo Friends that we would not be able to incorporate their volunteers into the Town Council public liability insurance.

PR 18/253 RECEIVES AND NOTES THE MINUTES FROM FRIENDS OF HERBERT GARDENS DATED 10TH MARCH 2018

Members received and noted the minutes of the Friends of Herbert Gardens meeting dated 10th March 2018. In response to a question it was confirmed that the Committee had made a decision not to install a staggered gate at the open Herbert Road entrance.

PR18/254 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 was no notification of urgent work

PR 18/255 CHAIRMAN'S ITEMS FOR INFORMATION

There were no Chairman's items for information

18/255.2 BAD DEBT

The Town Clerk with the Committees agreement raised an issue with a bad debt. The Town Clerk explained the steps and communication attempts in respect of a Charity not paying an outstanding hire invoice. The Members were informed of the latest offer to the charity of a payment scheme with the first payment being due by 6th April 2018.

Members discussed the bad debt and instructed the Town Clerk to inform the charity that unless the amount is cleared by 6th June then the Council will seek redress within the small claims court and also inform the Charities Commission.

PR 18/1 TO DETERMINE PART 1 AND PART 2 ITEMS

There were no part 1 items

Meeting closed at 8. 15pm

CHAIRMAN DATE