

NAILSWORTH TOWN COUNCIL  
**PROPERTY MANAGEMENT COMMITTEE**  
Minutes of a meeting held on 22 March 2011

Present	Cllr M Robinson (Chairman) Cllr S Robinson Cllr Mrs J Way
Apologies	Cllr Mrs DLM Binns Cllr P Carter Cllr Mrs S E Thorpe
non attendance	Cllr N I Kay

#### **TOWN ARCHIVE OFFICE**

The Clerk advised that an amount of £150 had been included in the insurance claim for books damaged when the pipe fractured in the roof space above the office.

Mr Beale had mentioned to the Clerk that Peter Merrett had a contact who would transfer the Lionel Bathe cine films onto DVD for free. The Clerk had reminded Mr Beale that the films should not leave the premises without council's permission and that any work on these films would need to be done by a highly specialist firm. Cllr M Robinson wondered whether the films should be put onto DVD, but it was pointed out they would need careful editing and there was no funding available at the present time. Alan Vaughan, who was a specialist in this field, had transferred the films onto video some time back and would be the person to approach if a further transfer was required. The Clerk offered to speak with Mr Merrett about his contact, and meanwhile to remove the trunk into the council chamber for safekeeping.

#### **TOWN HALL**

The total amount of the insurance claim was £2982, which covered the emergency repairs, clean up, total refurbishment of Emma's office and restoration of other damaged areas.

A sample window section from TradePlas was inspected and approved, the final product to be in cream aluminium. TradePlas had provided a diagram and the cost had been increased slightly to £5008 incl. 20% vat, scaffolding and removal of spoil. The Clerk was asked to submit the planning application (required as the TH was in a conservation area)

Bearing in mind the panic at the time of the burst pipe in the absence of the Clerk, Mrs de Lacroix had produced a notice listing emergency telephone numbers in case of a future event, and the Clerk would also circulate a copy to those on the list.

The new caretaker was now in post.

The insurance inspection of the boiler last week had flagged up a few defects which would be pointed out at the time of the annual inspection to be undertaken shortly.

The guide leader's assistant had omitted to check with the Clerk that the main hall was available for a pre-pack holiday meeting, to find that the hall was already booked for the NDS AGM. As the guides could not change the date of their meeting, the Clerk sought permission on this one occasion for the guides to have their half hour separate chat with parents in the council chamber. The rest of their meeting could be held in the lower room. This was approved.

The Mayor confirmed that the hearing loop and PA system in the main hall would be installed in the next financial year following receipt of the grant from the Arkell Bequest. A hearing loop in the MR

was included in this project. The Clerk would meanwhile obtain revised quotes.

### TH & MR BOOKINGS

Following the report at the last meeting, the Clerk had managed to defer the Dazzle Workshop by a day because of the Mayor's reception.

Cllr M Robinson had asked the Clerk to check bookings over the last couple of years to gauge whether these were constant or fluctuating.

number of sessions booked	2009/2010	2010/2011	percentage use over 52 weeks
town hall (main hall and lower room)	800	791	42%
Mortimer Room	375	382	40.8%

All popular sessions were well taken up and the GRCC good benchmark was a substantially lower 33%. The calculations were done over 52 weeks, but it would be more accurate to remove 10 weeks for holidays, which would increase the percentages even higher.

### MORTIMER ROOM

The Clerk had regular complaints from the Yoga teacher about the condition of the room following the preceding hirers, who reportedly left a messy floor and did not stack the chairs correctly. The latest complaint included a messy toilet. The Clerk had passed on these complaints to the relevant group which had responded that it would do better in future.

### HAZELWOOD BUNGALOW

There was currently nothing to report and the annual inspection would be carried out in due course to assess any repairs needed.

### TOWN CLOCK

The new floodlighting was now up, but the lights were not set into the ground as originally planned and Cllr Carter had expressed concern that the wall mounted lights might be attractive to vandals. Comments had been made that the new lights were too subtle and not bright enough, but Cllr Mrs Way pointed out that this meant less light pollution. The new illumination probably compared unfavourably with that of the fountain opposite which had been installed by SDC, (although in this case, it had been requested that the wattage be reduced or some lights turned off as they were considered much too strong).

The Clerk would ask the electrician if the clock tower lighting could be made stronger/brighter, if NTC decided at a later stage that this was desirable, and meanwhile it was agreed to wait and see how they settled down.

### WAR MEMORIAL

The response from RBL was awaited.

### REVIEW OF HIRE CHARGES

It was agreed to implement the usual small increase in order to keep up with inflation.

	2007/08 + 7%	2008/09 + 3/3.5%	2009/10 + 3%	2010/11 + 3%	2011/12 + 3%
<b>Mortimer Room</b> ½ day session	14.50	15.00	15.50	16.00	<b>16.50</b>
Day rate	27.00	28.00	29.00	30.00	<b>31.00</b>
Weekly rate	123.00	128.00	132.00	136.00	<b>140.00</b>
<b>Town Hall, main hall – casual users</b>					
Dances, receptions	72.00	75.00	77.00	80.00	<b>82.00</b>

Meetings, fairs, bazaars, rummage sales	29.00	30.00	31.00	32.00	<b>33.00</b>
Additional sessions	17.00	18.00	18.50	19.00	<b>19.50</b>
<b>Lower room</b>	17.00	18.00	18.50	19.00	<b>19.50</b>
<b>Special rate for regular users</b>					
Main Hall: adult groups eg. Dog Club, Flower Arrangers, Ruskin Mill etc	15.00	20.00	21.00	22.00	<b>23.00</b>
Guides & Brownies – lower room	3.00	5.00	5.15	5.30	<b>5.50</b>
Nursery school – day rate – lower room	11.00	15.00	15.50	16.00	<b>16.50</b>
Folk dancing/OAPs – main hall	7.00	7.00	7.20	7.50	<b>7.75</b>
Dancing classes – main hall	17.00	20.00	21.00	22.00	<b>23.00</b>
NDS play week (evenings only) main hall	72.00	75.00	77.00	80.00	<b>82.00</b>
NDS Set building weekend – main hall	22.00	25.00	26.00	27.00	<b>28.00</b>
NDS lower room	12.00	15.00	15.50	16.00	<b>16.50</b>

Cllr Mr Robinson wished to record thanks to Cllr Mrs Way for her work on this committee over the last three years, this being her last meeting before she retired from the council.

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Date

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Chairman