

NAILSWORTH TOWN COUNCIL

PROPERTY MANAGEMENT COMMITTEE

Minutes of a meeting held on 27 July 2010

Present: Cllr N I Kay (Chairman)
Cllr Mrs D L M Binns
Cllr P Carter
Cllr M P Robinson
Cllr S Robinson
Cllr Mrs J M Way

Revision of hiring agreement

Members reviewed the draft document and noted a typographical error in paragraph 24. Cllr Kay considered the wording of paragraph 1 overcomplicated and proposed a more user friendly alternative. However in view of the advice from ACRE that it was inadvisable to alter the wording which had been prepared with legal advice he withdrew his proposal. Members were agreed that the documentation was complete except for a paragraph to be added to the Information Sheets about parking and using sustainable travel options. Cllr Mrs Thorpe agreed to draft a paragraph and circulate it to members for subsequent incorporation into the final document. **It was agreed that the document (with amendment and addition) would be attached to these minutes for recommendation for adoption by full council.** ** not attached subject to further amendment**

Town Archives

The clerk was asked to **remind Mr Beale to retrieve Lionel Bathe's films** from Pippa Jones.

The clerk had unearthed a splendid velvet embroidered banner commemorating a local branch of the **Primrose League** (a Conservative women's political organisation formed after the widening of the franchise in 1884/85). Members agreed **the banner should be preserved and displayed in a frame.** The clerk had obtained a quotation for a wooden box frame for a cost of £177 incl. vat which was approved.

At the clerk's suggestion it was agreed to source another small display cabinet to fit on the landing to the left of the door to the council chamber. This would enable some artefacts to be cleared from the existing cabinet to enable the space to be used for the display of Vic May's town crier uniform.

Town Hall – steps on path leading to the rear of the town hall

The clerk reported an incident on 17 June when two young children (under 6years) had tripped when walking down the steps unaccompanied by any adult. Mrs Stewart and a member of her staff had witnessed the incident and neither child had been distressed by the tumble. The family had been bringing their children to the nursery for many years and were fully cognisant of the steep steps and the necessity for close supervision of young children. Following the incident the clerk had inspected the steps and had a small hole next to the drain filled in and had arranged for the dip in the top step adjacent to the pavement to be rectified. Members viewed the steps and **agreed that**

the handrail should be extended. No decision was taken about a warning notice.

Town Hall – monitoring of electricity consumption

Cllr Carter explained how his monitoring of the electricity meter from April was progressing and circulated a graph to members. He tried to take **a weekly reading noting the prevailing weather conditions.** Unsurprisingly gas consumption had gone down as the heating was currently turned off and there had been some fall in electricity use due no doubt to the lighter and longer daylight hours. To produce a meaningful picture data would need to be collected for a year – he confirmed he was content to continue – and the chairman thanked Cllr Carter for his assistance.

Town Hall – council chamber windows

After discussion the preference was for **repairing/replacing the existing rotten wooden framework** if feasible bearing in mind the fragile state of the windows rather than total replacement with plastic or aluminium alternatives. The repair was complicated as the windows were huge and extended down below the chamber floor level to either side of the stage in the room below. It was agreed that a **small group** comprised of Cllrs Kay, S Robinson and Mrs Way **would begin investigation of all repair/replacement options.** Cllr S Robinson agreed to ask a carpenter who was currently undertaking work for him to give an informal indication of the size of the project. The clerk would check the planning position with SDC.

Town Hall – roof insulation

Cllr S Robinson reported on inspections from two Swindon firms specialising in roof insulation only one of which had so far submitted a quotation. Neither he nor the clerk had been particularly impressed by either firm. The clerk was not convinced that removal of the netting was justified because of the void which would be created along the joists between the top of the old lagging and the new. It was agreed that **professional impartial advice was required** and the clerk was asked to contact Severn Wye Energy Agency. If the void was not a problem then **quotes should be sought from competent local builders** including A1 Maintenance from Stonehouse.

Town Hall – nursery

The clerk reported that Ms Buchanan had confirmed that she had no requirement for **the payphone** and it was agreed that the service **should be discontinued.**

Mortimer Room

Cllr Carter reported a **crack in the wall of the toilet** and it was agreed that a builder should be asked to investigate.

The Art Group was considering holding an exhibition for part of the October exhibition week and members had no objection.

Forest Green Community Hall

It was confirmed that the **temporary building would go to the Door Project** who were able to take it at short notice and had a place to store it temporarily.

The clerk had noticed that the grass around the building had become rather long and it was confirmed that until the building was moved Jo Millett should be asked to continue to maintain the area.

The clerk would continue to take bookings until the end of August.

Hazelwood Bungalow – annual inspection

It was agreed that this should be arranged for next January/February.

Town clock – replacement of flood lights

Cllr M Robinson reported that The Falconer Partnership had recommended that the clock should be lit by uplighters in each corner. The clerk confirmed that this had been the option quoted by SP Electrical for a cost of approx. £825. Following the recent meeting of the FEGP Committee an additional £500 had been vired into the clock repairs budget and it was agreed therefore to **authorise the replacement of the flood lighting.**

Town Hall – stage curtains and rear wall

The clerk was asked to order the stage curtains and obtain quotations for the repair of the rear wall as per the specification previously drawn up.

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Chairman Date