

NAILSWORTH TOWN COUNCIL
PROPERTY MANAGEMENT COMMITTEE
 Minutes of a meeting held on 24 July 2012

Present	Cllr S Robinson (Chair) Cllr JL Duckworth Cllr MJ Kelly Cllr MM Rahman
Apologies	Cllr MP Robinson Cllr SE Thorpe
Non attendance	Cllr N Dart Cllr NI Kay

Cllr S Robinson chaired the meeting in the absence of Cllr M Robinson.

Matters arising

Archive policy and procedure – In the absence of Cllr M Robinson, it was agreed to defer discussion of this matter to the next meeting. The Clerk agreed to circulate supporting documents to Committee members prior to this.

Town Hall Risk Assessment review – Cllr Duckworth reported that this was ongoing.

TOWN HALL

The Clerk reported that the annual **inspection of the fire safety equipment** had taken place. The equipment had been subjected to a full test, which had revealed that the following work should be done in order to meet current regulations:

- replace emergency lighting on ground floor and to first floor stairs, and the break glass unit by back door
- new directional signs and additional light on first floor landing
- smoke detector to be installed in lower ground and in the ground floor understairs storeroom

In response to a question from Cllr Duckworth, the Clerk confirmed that the inspection had revealed that the existing emergency lighting in the affected areas was obsolete under new health and fire regulations. She explained that the contractors, SP Electrical, carried out a full inspection every year. Annual inspection of fire extinguishers was subject to a separate contract with First Fire Solutions. Cllr S Robinson reported that the local Fire and Rescue Service had offered to run a fire evacuation drill at the Town Hall one Tuesday evening. After some discussion, it was agreed That Cllr S Robinson would contact the Service to suggest a suitable date in the autumn.

It was **agreed** that the works specified in the annual inspection report should be carried out, at an estimated cost of £686.00 plus VAT and that this should be financed from the General Maintenance budget.

The Clerk reported that the scaffolding, required to enable the planned **work to the Council Chamber windows**, would be erected by 31 August and would remain in place until the end of October. She explained that this would not interfere with the operation of the nursery as workers would only be present when the nursery was not functioning. The work on the windows themselves was scheduled to take place over the autumn half-term. The estimated cost of the works, including scaffolding, amounted to £6,620 plus VAT.

In response to a question from Cllr Kelly, the Clerk confirmed that there was a safety procedure in place in the event of a malfunction of the Town Hall lift and that clear instructions regarding this were displayed outside the lift.

The Clerk reported that she had received a request from Mike Jeffries for permission to install a new sign on the door of his main office in the Town Hall. A wooden sign measuring 12x12 inches, reading 'ATA Ltd Accounts Reception' was proposed. Councillors were happy to agree to this request.

MORTIMER ROOM

The Clerk reported that she had been contacted by Ruth Langley of Stroud District Older Person's Forum, who wished to hold a series of 'Tea and Tell' drop in sessions in Nailsworth for older people during autumn 2012. This was to be part of SDC's Health and Wellbeing programme. She was seeking permission to use NTC accommodation for this purpose. It was **agreed** that she should be offered the use of the Mortimer Rooms for these sessions, at the current rate of £17 per session.

The Clerk reported that she had contacted SDC about the trip hazard that had been created at the bottom of the path from Hanover Gardens. SDC had agreed to write to Mr Bruton regarding the issue of remedial work to the path.

WAR MEMORIAL

Councillors were pleased to note that the **restoration of the stonework** had been completed and the **railings had been refurbished and re-painted**. The Clerk reported that the contractors, Ironcraft, had informed her that, despite having been given three coats of paint, some sections of the railings could remain vulnerable to rust, owing to their design. If this occurred, they were willing to repaint the affected areas. The Mayor explained that the total cost of the work had exceeded the budget allocation as the extent of damage to the stonework had only become apparent when the railings were removed. The balance would have to be taken from reserves. He suggested that it was important to be aware that this type of unforeseen expenditure could occur and urged councillors to bear this in mind when setting future budgets. Payment of the invoice of £1,782 + VAT was **agreed**. The Clerk had asked the Town Groundsman to prune and tidy up vegetation surrounding the War Memorial.

The Clerk reported on a recent site meeting with representatives from the Royal British Legion (RBL), attended by Cllrs M Robinson and Kay, to discuss the re-positioning of the **Chandler plaque**. A faculty had been obtained for siting the plaque on the **left hand side** of the cross but the RBL considered the plaque would be more visible to pedestrians passing along Church Street if it was sited on the **right hand side** of the cross and had asked that this requested alteration be forwarded to the Gloucestershire Diocese. Council representatives had concurred with the RBL view and the Clerk had forwarded the request to John Davis of the PCC who had obtained speedy approval of this minor change to the original faculty.

Subsequently Cllr Kay had contacted the Clerk about a further request from the RBL for a second amendment to the faculty to increase the size of the plaque which it considered was too small to accommodate the agreed inscription. Cllr Kay was arranging for the RBL to submit a formal written request which the Clerk would send forward to the PCC for consideration by the Diocese. This was awaited. It appeared unlikely that, given this delay, the plaque would be ready for the official ceremony, which councillors understood had originally been proposed for September 2012.

In answer to a question from Cllr Duckworth, the Clerk confirmed that, as far as she was aware, no photographic record of the details of the War Memorial existed. Cllr Duckworth wondered if such a record might be useful in the event of any damage to the structure, and he offered to produce one. This offer was accepted with thanks.

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Date

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Chair