

NAILSWORTH TOWN COUNCIL
PROPERTY MANAGEMENT COMMITTEE
 Minutes of a meeting held on 27 November 2012

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

Matters Arising

Seat outside Library – the Clerk reported that she understood that Anne Riley of the Library Service had organised a contractor to remove the bench but, as this had not yet happened, she had made alternative arrangements with members of the Men’s Shed, who would collect the bench when they were ready to undertake its refurbishment. When the work had been completed they would inform the Clerk, who would then arrange for the bench at Hanover Gardens to be removed and stored and the refurbished bench to be installed in its place.

TOWN HALL

The Clerk reported that one of the Brownies had unfortunately tripped over a rolled rug in the downstairs room and had fallen against the fireplace, sustaining a bruised cheek. The Nursery had been requested to remove the rug, and the offending area had now been taped over as a temporary measure. The Clerk had organised a contractor to cover the fireplace opening with hardboard to reduce the risk of injury.

The Chair reported that he had been in contact with a surveyor with expertise in risk assessments who had advised that NTC should identify specific headings under which to undertake risk assessments rather than attempt an overall general assessment of its buildings. The Clerk explained that it was her understanding that risk assessments should be done on a location by location rather than a thematic basis. In her view, the report which NTC had commissioned in the previous year had not been a full risk assessment, though it had highlighted issues, which had been dealt with. Cllr Duckworth agreed to place this report and accompanying photographs on the councillor’s webpage on the NTC site and to circulate all councillors with instructions on how to access the webpage. The Clerk was asked to send hard copies of the report to all committee members apart from Cllr Duckworth. The Clerk felt that it would be useful for the Council to have a standardised ‘tick-box’ style risk assessment pro-forma to ensure all aspects were covered each time it was updated. Cllr Duckworth advised that it was usual to employ a scoring system to indicate the level of risk. It was agreed to discuss these matters in more detail at the next meeting.

The Chair had received a quotation of £425 + VAT from Gloucestershire ASP Ltd for an asbestos management survey of the Town Hall. This was accepted and the Clerk was asked to instruct the contractor to proceed. The Chair was pleased to report that the work to the Town Hall windows had been completed well within budget.

The Clerk reported that she had received a request from Nailsworth Dramatic Society

to book the Main Hall for set building purposes for three weekends in March 2013 rather than their usual two. This was because the spring production would involve a more complex set than usual. The Clerk confirmed that this would not affect the operation of the Saturday dancing class which took place in the lower room. After some discussion it was agreed to allow NDS to book the Main Hall for the weekends of 2/3, 9/10 and 16/17 March 2013, but that this should be seen as a 'one-off' arrangement. It was agreed that the weekend rates currently charged to NDS be reviewed in March as part of the annual review of all hire charges.

MORTIMER ROOM

The Chair reported that he had asked an architect to draw up a specification for an accessible toilet. He agreed to investigate whether building regulations would allow such a toilet to be accessed directly from a meeting room.

NEW TIC BUILDING

The Chair reported that NTC had now taken ownership of the building, and insurance cover to the value of £140,000 had been secured. Discussion ensued regarding the proposed internal layout of the building. The Clerk was concerned that the current plan only allowed for a single entrance/exit point as she felt this could compromise the safety of volunteers and users. She also suggested that the proposed kitchen area should be reduced in size in order to maximise the wall display and storage space. The Chair advised that it would be necessary to inspect the existing heating appliances prior to making a decision about the most efficient and appropriate form of heating for the building. Cllr Duckworth recommended 7-watt LED lights for the building, as he had experience of these and had found them both energy efficient and economical.

It was agreed that a site meeting to discuss the internal layout of the building would be arranged for the Police Station/TIC Working Party on Monday 3 December at 2pm, to which the architect and the TIC Manager, Carole de Lacroix, would be invited.

TOWN CLOCK

The Clerk was asked to organise a contractor to treat the clock door with teak oil.

BUDGET ITEMS FOR NEXT YEAR

The Clerk outlined the annual budget process and circulated the Financial Budget Comparison and the Budget Estimate for 2013/14. The following items were agreed for next year:

	designated	revenue
TH ladies' toilets GF		8000
New TIC		15000
TH main hall and lower ground floors		3000
HB boiler	500	500

The Clerk would revise the office income in line with the increased rents and confirm whether the Town Hall and Mortimer Room rentals also needed to be increased.

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Date

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Chair