

NAILSWORTH TOWN COUNCIL
PROPERTY MANAGEMENT COMMITTEE
 Minutes of a meeting held on 26 March 2013

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

MATTERS ARISING

Seat outside Library – the Clerk reported that she had reminded the Men’s Shed about its offer to refurbish the bench and replace the existing old seat on the path to Hanover Gardens. Cllr S Robinson agreed to pursue this with the Men’s Shed and to check when the refurbishment could be completed. Members felt that if the work could not be completed in a reasonable time, alternative action should be considered as this matter had been brought to the Council’s attention some months ago. The Clerk confirmed that the Property Management Committee had no budget for the provision of seats.

Town Clock – a quotation of £160.00+VAT had been received from Gillett and Johnston of Surrey for annual servicing of the Town Clock. This would not cover emergency repairs or the twice-yearly alteration of the time. The Clerk was asked to seek a further quotation from the company for these functions. She confirmed that Mr Eddyshaw had agreed to continue to maintain the clock, as far as practicable, until a contractor had been appointed. Cllr S Robinson had been in contact with a local person who could potentially take on the maintenance. He was currently indisposed but had agreed to consider this when he had fully recovered.

Risk assessment – The need for an asbestos check had been highlighted in the report of the survey of the Town Hall in October 2011. An asbestos survey had been duly carried out and a report had been received. No urgent items had been identified. Cllr M Robinson agreed to study this report in detail. Cllr M Robinson reported that Mr Alan Vaughan of Eye Witness Productions had agreed to inspect the archive films currently stored in the Town Hall, which had been identified as a possible potential fire risk. It was agreed that Mr Vaughan be asked to quote a price for the transference of the reel-to-reel film to DVD. The DVDs could then be edited as appropriate. Mr Vaughan had suggested that the original films could be offered to Gloucestershire Archives for storage. The Clerk agreed to check the terms under which the films were donated to NTC.

Members agreed that, on completion of the above two matters, the recommendations of the safety report on the Town Hall would have been satisfactorily dealt with. The Clerk was asked to approach a suitable local company to seek a quotation for a full risk assessment on the Mortimer Room. It was agreed that subsequent to this, risk assessments on all the other Council-owned buildings would be considered.

TOWN HALL

A plan and specifications for the refurbishment of the ladies' toilets on the ground floor was circulated. The specification was approved, subject to the addition of secondary glazing to the road window and the proviso that the existing electric heater be re-connected. The Clerk was asked to seek three quotations for the work and to request that, if practicable, the work be carried out in August.

The Clerk reported that a letter had been received from Nailsworth and District Flower Arrangement Society with various complaints relating to the condition of the stage and the lighting in the main hall at their last monthly meeting on 6 March. The Clerk explained that the stage lights had fused but that she had been on hand to rectify the problem. However, Nailsworth Dramatic Society had been set-building the previous weekend for their forthcoming production and had removed the black curtains at the rear of the stage and left various half-finished pieces of scenery on the stage. This had apparently provided a less than satisfactory background for the professional demonstrator. The Clerk explained that the problem with the stage was unlikely to occur again, as the Council had only given NDS permission to begin set-building on the first weekend in March as a 'one-off' arrangement for this particular production, as it required a more complex set than was usually the case. The Clerk was asked to respond to the letter accordingly. Sue Nicholson reported that she had passed a copy of the letter to the Chair of NDS, who had agreed to put the matter to the NDS committee with a recommendation that a letter of apology be sent to the Flower Arrangement Society. Cllr M Robinson undertook to meet with the Clerk at a mutually convenient time for a demonstration of the operation of the stage lighting.

MORTIMER ROOM

A scale plan of the proposed enabled toilet was circulated and approved. The Clerk was asked to seek three quotations for the specified works, requesting that the prices for the various components be clearly itemised. It was agreed that it was desirable for the work to be undertaken in August if feasible.

HAZELWOOD BUNGALOW

The Clerk reported that problems had been experienced with water ingress. She had obtained an estimate of £676 + VAT for repair work to the chimney and gutters. The Committee recommended that this be accepted.

PROPERTIES AUDIT

Cllr M Robinson suggested that, as different committees were responsible for various Council properties, it might be helpful to have one overall document drawn up recording information about each individual property such as extent and type of usage, general state of repair, etc. The Clerk confirmed that a folder containing details of each property was kept in her office. She advised that she intended to register all NTC land and property with the Land Registry when time permitted. Under the circumstances, it was agreed that there was no need to pursue an audit of Council properties at the present time.

REVIEW OF HIRE CHARGES

In line with the practice of the previous 3 years, it was agreed to **recommend that the hire charges for Council properties be increased by 3%** for the financial year 2013/14.

	2012/13	2013/14 +3%
Mortimer Room		
½ day session	17.00	17.50
Day rate	32.00	33.00
Weekly rate	144.00	148.00
Town Hall, main hall – casual users		
Dances, receptions	84.00	86.50
Meetings, fairs, bazaars, rummage sales	34.00	35.00
Additional sessions	20.00	20.50
Lower room	20.00	20.50
Special rate for regular users		
– Main Hall: adult groups e.g. Dog Club, Flower Arrangers, Ruskin Mill	24.00	25.00
Guides & Brownies – LR	5.70	5.90
Nursery school – day rate – LR	17.00	17.50
Dancing classes – MH	24.00	25.00
NDS play week (evenings only) MH	84.00	86.50
NDS Set building weekend MH	29.00	30.00
NDS lower room	17.00	17.50

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Chair

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Date