

NAILSWORTH TOWN COUNCIL
PROPERTY MANAGEMENT COMMITTEE
 Minutes of a meeting held on 23 November 2010

Present	Cllr M Robinson (Chairman) Cllr P Carter Cllr N I Kay Cllr S Robinson Cllr Mrs S Thorpe Cllr Mrs J Way
also present for part of the meeting	Mrs Tina Ginn Archive Office
Apologies	Cllr Mrs DLM Binns

HIRING AGREEMENT

Cllr Kay pointed out that notices for a second craft fair at the TH had been put up, since NTC's decision to prohibit all flyposting for events at TH. The two craft fairs had been booked together and the organiser had not had NTC's revised hire agreement; Mr Phil Sullivan SDC was aware of these events and the posters. The Clerk pointed out that factor 4 SDC policy allowed posters under certain restrictions and members felt it would be wise to comply with district policy, which Phil Sullivan had confirmed to the Clerk was standard practice for legitimate events, especially in rural areas where there was little other opportunity to publicise.

RESOLVED Cllr Mrs Way proposed, seconded by the Mayor that the NTC hire agreement clause be changed to allow posters for events held on NTC premises in accordance with SDC flyposting regulations.

The motion was carried.

Cllr Kay had attended the **CPRE presentations** and received a certificate for the Fountain renovation project, along with Mr Brian McGough, William Beeston and Artisan Stone .

TOWN ARCHIVE OFFICE

The Clerk reported that Mrs Ginn had prepared a series of enlarged archive photos for display in rotation in clip frames down the stairs, and which the Clerk would arrange to have put up. Mrs Ginn advised that a variable number of visitors called in to the office on open mornings. Mrs Betty Young had organised occasional exhibitions at the library and the Archive Office had use of a show case in MR. Mrs de Lacroix suggested an Archive display could go in the TIC window in January.

TOWN HALL

The Clerk presented Cllr Carter with **meter readings** from the last 2-3 years so he could compare them with this year's figures. Cllr Carter noted the regularly increasing use of gas and electricity, but the TH was used daily and on most evenings. The Clerk did her best to encourage keeping the front door closed, and it was agreed to put a notice on the door to enforce the message, although there was actually no heating in the entrance hall area itself. Cllr Mrs Way gave the chairman a copy of the action schedule she and the Mayor had prepared following an energy audit undertaken last autumn. The current rental agreement with the offices was inclusive, and it was not practical to monitor their daily use of energy, but the terms could be reviewed when the current contracts expired in two years time.

Cllr M Robinson had prepared drawings of the rear elevation of the TH, and three companies had been invited to quote for **replacing the two large windows** in either extruded aluminium or upvc. Members were prompted to look at Christ Church which had upvc

windows, and Amberley Church with ground floor windows in aluminium. Sections of the wooden frames were rotten with the window adjacent to the Clerk's office being in a particularly vulnerable condition. In consultation with the chairman the Clerk had arranged a temporary exterior repair using a Perspex sheet to contain any collapse of the glass panels which had made the windows safe whilst decisions were taken about their ultimate replacement. Cllr M Robinson hoped to have received the quotes in time for the next meeting. It was noted that a planning application would be required.

The new **roof insulation** had been fitted and completed on 18 November and Cllr M Robinson was confident that there would be significant savings in heating costs.

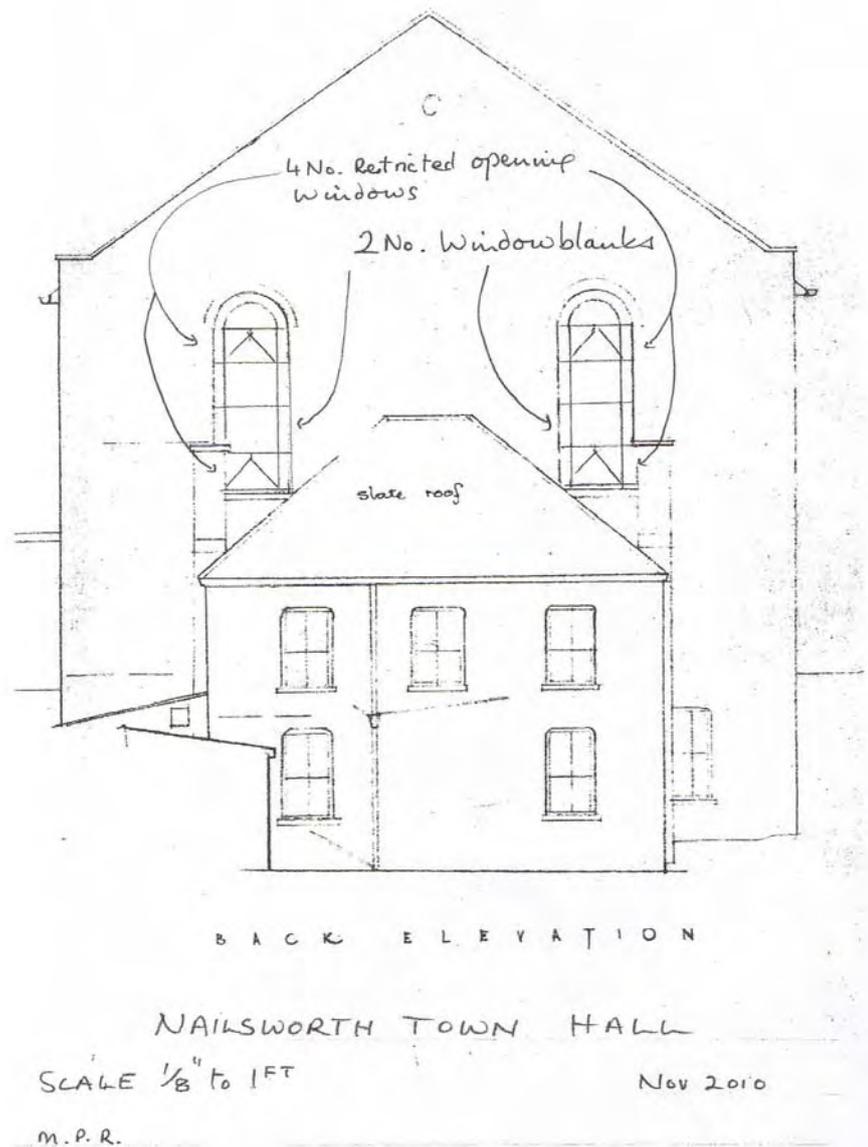
The workmen had turned up to move the **lift alarm** when the Clerk had specifically said she would not be there and then, having been incorrectly briefed on the type of lift, had been unable to do the job. The had subsequently broken down again and a further visit was awaited this week, to fix it and move the alarm.

The **floor boards** outside the electricity cupboard had been replaced, and work to restore the **rear patio wall and bank** had been completed.

The Clerk had sought quotes for clearing the messy **side bank** and, of the two contractors who had visited, only one seemed willing to do the job and had indicated a price of "a couple of hundred pounds", which he seemed reluctant to put into writing, although he was a known and reputable operator and former employee of Tree Maintenance. It was assumed that all outside contractors had their own insurance, which Cllr Robinson felt it was important to check. The Clerk was asked to write to John Rigby accepting his quote for £200 on the understanding he had all relevant insurance cover and certificates.

Cllr M Robinson suggested the committee debate at the next meeting whether the Clerk should in the future obtain proof of insurance for all tradesmen.

The only applicant so far for the **TH caretaker** job had changed his mind about the position, which was paid £40.80 for a notional six hours per week. The Clerk and Cllr M Robinson had prepared a job description, with the most important part being security of the building + a few sundry maintenance tasks. Suggestions for wider advertising of the post



were discussed and it was agreed to leave the matter in the capable hands of the Clerk and Cllr M Robinson.

MORTIMER ROOM

The Mayor advised that SDC had accepted responsibility for the path area behind the MR and District Cllr Blackwell had managed to have the ash branches removed.

HAZELWOOD BUNGALOW

There was nothing to report.

TOWN CLOCK

The tower door had been refurbished and looked good.

WAR MEMORIAL

The RBL had verbally confirmed that there were had been no other service people killed in action since WW2, and Cllr Kay would ask Tony Evans to put this in writing. He reported that £4000 had been counted so far from the Remembrance poppies collection, and the total was likely to be down on last year's £5700.

Budget items for next year

	revenue	designated
TH front door replacement	4000	
Hazelwood Bungalow	750	(CH boiler) 1000
TH windows & painting		4000
TH toilets & roof		
FGCC		balance to Arkell CCCT
TH hearing loops	1200	

The Clerk had written to the **Arkell Bequest** trustees regarding the additional grants awarded for the TH hearing loop, skateboard ramps and Market Street Garden and had been advised that there was a shortfall of £1200. The Clerk suggested members consider putting £1200 aside in NTC's budget for the hearing loop in the main hall which was agreed. It was agreed that the Clerk should investigate a concertina ladder for the loft space this year.

Interest was expressed in having a rolling programme of work and a more systematic way of putting funds aside for property maintenance etc. The Clerk pointed out that the system of designated funds fulfilled this purpose to a degree already but it was only effective if funding was regularly and seriously allocated and raised by precept.

It was suggested that thought could be given to improving the income stream for the building eg. introduction of photovoltaic panels in roof?

.....
Date

.....
Chairman

Filename: property management minutes 23 November 2010.doc
Directory: D:\U-6.com\Nailsworth Town Council\Nailsworth
Documents\2011\January
Template: C:\Documents and Settings\Sean\Application
Data\Microsoft\Templates\Normal.dot
Title: NAILSWORTH TOWN COUNCIL
Subject:
Author: Carole
Keywords:
Comments:
Creation Date: 11/25/2010 2:56:00 PM
Change Number: 3
Last Saved On: 11/30/2010 3:13:00 PM
Last Saved By: The Town Clerk
Total Editing Time: 38 Minutes
Last Printed On: 1/24/2011 7:30:00 PM
As of Last Complete Printing
Number of Pages: 3
Number of Words: 1,086 (approx.)
Number of Characters: 6,194 (approx.)