

NAILSWORTH TOWN COUNCIL
PROPERTY MANAGEMENT COMMITTEE
 Minutes of a meeting held on 28 May 2013

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

MATTERS ARISING FROM MINUTES OF 26 MARCH 2013

Seat in Hanover Gardens – the Clerk reported that the refurbished seat was now in position and had been temporarily secured. She had arranged for the seat to be permanently secured on a concrete plinth.

Town Clock – the Clerk read out an email from Mr David Duvall in which he had confirmed his willingness to maintain the Town Clock on an expenses only basis. As he lived in Bussage, he estimated he would incur travel expenses of £25 per year. It was agreed that Mr Duvall should be paid an honorarium of £50 per annum, as had been the case with his predecessor, plus an additional £25 p.a. for travel expenses, with NTC paying for any parts which might be needed to maintain and repair the clock.

Risk assessment – Cllr M Robinson confirmed that he had studied the asbestos survey report on the Town Hall. There were no matters that required attention. The report would be retained in the Clerk's office. The archive films had been removed from the Town Hall for transfer to DVD and an appointment had been made to take the films to Gloucestershire Archives for storage once this process had been completed. Work to seek quotations for risk assessments for other Council-owned buildings was ongoing.

Properties audit – it was agreed to defer consideration of the production of an overall audit of Council properties to the next meeting.

TOWN HALL

Three invitations to tender had been sent out for the renovation of ladies' toilets on the ground floor and two quotations had been received. These were circulated and discussed. After detailed consideration, it was agreed to **recommend that the quotation from Turnkey Construction Ltd of £7020.00 +VAT for the renovation of the ground floor ladies' toilets in the Town Hall be accepted, with authority delegated to Cllrs S Robinson, M Robinson and Thorpe to approve minor variations as required.**

Discussion ensued regarding access to the enabled toilet in the Town Hall. The Clerk confirmed that the toilet was accessed by a RADAR key. Several of these keys were kept in the Clerk's office. These were currently not routinely issued to hirers. After discussion, it was agreed that the Clerk should arrange for a key to be attached permanently to the door of the toilet so there could be access to it at all times.

The Clerk reported that she had authorised work to repair and clear a section of guttering over the Town Hall rear extension as it had been leaking, causing a damp problem to the wall. This should also help to reduce water ingress to the back

storeroom on the lower ground floor, which was used exclusively by Nailsworth Dramatic Society. Work to replace a broken window pane in the main hall was in hand. A hole in the back wall of the main hall had accidentally been made by a student attending a fitness class run by Ruskin Mill College. Ruskin Mill had apologised and had agreed to fix the hole at its own expense.

MORTIMER ROOM

Three invitations to tender for the installation of an enabled toilet in the Mortimer Room had been sent out and two quotations had been received. These were circulated and discussed. In response to a question, the Clerk confirmed that the Committee's budget for this work was £6,000. Both quotes were significantly below this figure. It was noted that one quotation specified for a new radiator but the other did not. Cllr M Robinson agreed to take this up with the contractor concerned. The Clerk confirmed that the specification sent to the contractors did not specify a new radiator and councillors were unsure as to whether it would be possible to re-use the existing one.

After detailed consideration, it was agreed to **recommend that the quotation from Turnkey Construction Ltd of £3360.00 +VAT for the installation of an enabled toiler be accepted, with authority delegated to Cllrs S Robinson, M Robinson and Thorpe to approve minor variations as required.**

The Clerk confirmed that the invitations to tender for this work, and for the renovation of the ladies' toilets in the Town Hall, had requested that the work be undertaken in August if at all possible. She suggested that it was inadvisable for both jobs to be done at exactly the same time, as it might be necessary for hirers to be relocated between the two venues whilst the works were being carried out.

The Clerk reported that repairs to the emergency exit door in the Mortimer Room were in hand.

WAR MEMORIAL

The Clerk read out an email received from the Nailsworth branch of the British Legion indicating that it was considering applying for a lottery grant to re-cut the names of fallen servicemen engraved on the rear of the cross, some of which had become illegible owing to erosion. Lottery grants had become available for such works as part of the WW1 centenary commemorations due to take place in 2014.

The Clerk confirmed that in 1995 NTC, with grant aid from SDC, had funded 3 bronze plaques for the memorial, inscribed with the names which appeared on the cross. This had been done to commemorate the 50th anniversary of the end of WW2. The Council had been advised at the time that re-cutting the engraved names on the cross itself would be a difficult and costly task. However, councillors had no objections to the BL's proposals, though NTC had no funds to contribute. The Clerk was asked to respond accordingly.

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Chair

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Date