

NAILSWORTH TOWN COUNCIL  
**PROPERTY MANAGEMENT COMMITTEE**  
 Minutes of a meeting held on 25 January 2011

Present		Cllr M Robinson (Chairman) * Cllr Mrs DLM Binns Cllr P Carter * Cllr N I Kay Cllr S Robinson Cllr Mrs J Way
	*	denotes absence from part of the meeting

**TOWN ARCHIVE OFFICE**

The Archive volunteers were drawing up a shortlist of books which had been damaged in the recent flood (see item below), so these could be added to the insurance claim. One volunteer was unable to continue attending and had resigned.

**TOWN HALL**

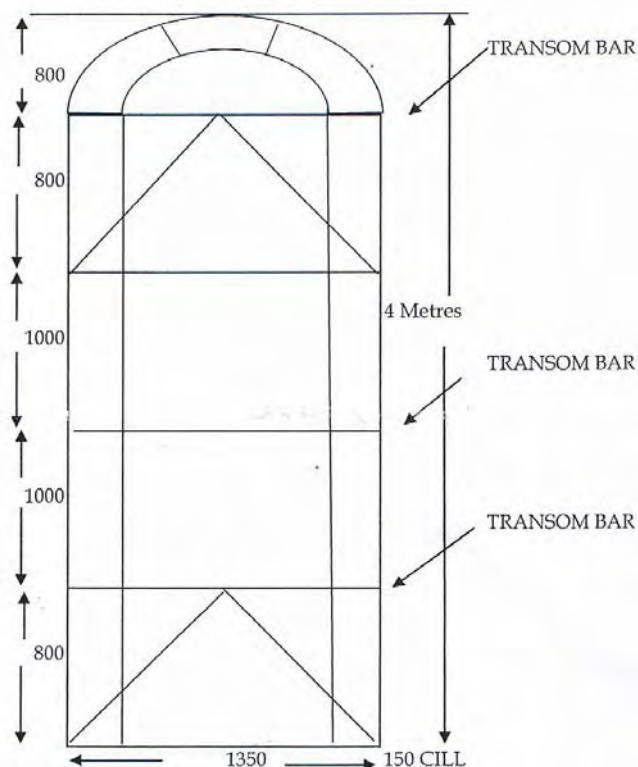
Most of the damage from the **pin-holed expansion pipe in the loft space** had been in Emma's office directly below the fracture. This room would need a new ceiling, complete redecoration and new carpet. One corner of the Archive office was also affected but would probably only require repainting the stained part of the ceiling; there had been some water ingress down into the main hall, leaving water streaks on one section of wall and puddles on the wooden floor. The fire alarm and electrics had had to be reset, an emergency plumber called in, removal and disposal of carpet, moving furniture, dehumidifiers. Repair would be required to a storeroom door which had been damaged in the hunt for a water stopcock. It was hoped all this would be covered by insurance.

Cllr Carter was concerned that **consumption of gas** appeared to have greatly increased; the winter average for the last two years had been 60-64units/week, and was currently 113. The Clerk had raised this with British Gas, who had been unable to offer anything useful. Cllr Carter would continue his weekly meter readings.

Cllr M Robinson had obtained three quotes for **replacement of the two rear windows**, although there was some confusion as to whether fitting was included, and what vat rate had been used in the calculations.

quote for 2 windows in:	aluminium	upvc	all incl. VAT at:
Hi-Lite Windows, Stroud	£9736		17.5 %
Stroud Window Co, Stonehouse	£7778	£6580	17.5%
TradePlas, Nailsworth	£4858	£4253	? %

It was agreed that the material used should be the more expensive aluminium (?off white; Cllr M Robinson would obtain a colour chart and make a decision with Cllr Mrs Binns and the Clerk), but that the lower section of the window did not need to be opening, which would reduce the cost slightly. Members favoured the much cheaper TradePlas quote, although this had been given without a



site visit, and the Clerk pointed out that the installation of an expensive replacement door at Hazelwood Bungalow had been poorly executed by this company. A planning application would need to be made, for which purpose alone, a proper detailed spec and drawings would be required.

**PROPOSED** Cllr Kay proposed to unanimous agreement that the TradePlas quotation for two aluminium windows be accepted, pending full site inspection and production of detailed plans and drawings, and without an opening lower window section. A budget of up to £150 for professional drawings (which should be part of the quote) if required, and £140 for the planning application were also approved.

The repairs to **the lift** had been made and it was currently operating satisfactorily.

The clearance work on the **side bank** was programmed to be done within the next 10 days.

Three candidates had been interviewed for the job of **TH Caretaker**, and Phil Tomlinson from Park Road considered the most suitable. Mr Tomlinson was known to the Chairman as a member of NDS, had a day job in Bristol and would commence as caretaker on 1<sup>st</sup> February. As it happened, Mr Tomlinson had seen the notice on the TH board, but had replied to the advert in the SNJ, which had generated 12 responses of which several were quite unsuitable.

#### **TH BOOKINGS**

Dazzle Children's Creative Workshops wished to use the main hall for a three-day workshop from Monday 11<sup>th</sup> to Wednesday 13<sup>th</sup> April, 8am-4pm (school Easter holidays). The Monday was the date of the Mayor's Reception, so the Clerk would offer the Tuesday to Thursday (if the room was not required by the dance groups) or suggest other venues in the town.

#### **MORTIMER ROOM**

There had been a potential conflict over the **art exhibition week**, when the Festival organisers decided late in the day that they would like to use the Mortimer Room after all. A compromise had been reached in that the Festival would take the room from Saturday 21<sup>st</sup> to Tuesday 24<sup>th</sup> May, and Mr Anhoury would ask the Art Group to step down on the Tuesday morning. The Clerk explained that two weeks a year (the second in October) were reserved in the event that an exhibition was requested, and regular hirers were forewarned at the beginning of the year that these weeks might not be available to them.

**RESOLVED** it was agreed to move the spring week reserved for an exhibition from April to the fourth week in May.

#### **HAZELWOOD BUNGALOW**

There was nothing to report.

#### **TOWN CLOCK**

The Clock was not working correctly at the moment and Mr Jim Eddyshaw was looking into the problem. To avoid confusion if it was to be out of action for any length of time, the Clerk was asked to ask Mr Eddyshaw to leave the time set at 12 (unless of course he needed it running to test the accuracy of the machinery).

The Mayor commented that he looked forward to seeing the clock tower illuminated again. The Clerk would ask for a date from SP Electrical but conditions needed to warm up before the workmen could dig the holes to take the new light fittings.

#### **WAR MEMORIAL**

Mr Tim Godden had assured Cllr Carter that the RBL wished to install a commemorative plaque for Mark Chandler, preferably before the first anniversary of his death in June, but the requested written

confirmation had not yet been received by NTC that there had been no other fatalities in previous conflicts since WW2 which should also be recorded. A notice would appear to this effect in the next edition of Nailsworth News. Members felt it was usual to wait until the end of a conflict before erecting a plaque, in the unfortunate event of other losses needing to be recorded. £100 had already been raised by the RBL towards said plaque, which would need to be approved by NTC which was responsible for the monument.

**INSURANCE COVER FOR CONTRACTORS**

Cllr Mr Robinson had started this debate as he felt contractors should be asked to confirm in writing, or if in doubt show proof, that they had their own public liability insurance cover. The Clerk had started asking the question with the latest contractor appointed to clear the TH side bank, who had accordingly responded with confirmation that he had insurance cover.

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Date

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Chairman