

NAILSWORTH TOWN COUNCIL
PROPERTY MANAGEMENT COMMITTEE
 Minutes of a meeting held on 22 January 2013

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

MATTERS ARISING

Seat outside Library – the Clerk reported that the Men’s Shed proposed to collect the bench within the next week in order to undertake its refurbishment.

Town Clock – the Clerk reported that the door to the Clock Tower had now been treated with teak oil. A problem had occurred with the lock, but this had been dealt with and the electrician would now be able to remove the final two Christmas motifs from the clock tower. She reported that Mr Jim Eddyshaw, who had been carrying out routine maintenance to the clock, had informed her that he would be unable to continue this work on a long-term basis. She explained that the required maintenance principally involved checks to the electronic mechanism on a twice-yearly basis and the replacement of the light bulbs as necessary. As some of this work required specific expertise, it would be necessary to find another suitably qualified person to replace Mr Eddyshaw. The Clerk agreed to contact Stroud Town Council to investigate its maintenance arrangements for the Four Clocks in Stroud. Sue Nicholson and Cllr S Robinson agreed to contact Horsley and Minchinhampton PCCs respectively to discover whom they used to maintain their church clocks.

RISK ASSESSEMENT

Councillors considered the report of the risk assessment of the Town Hall conducted by Mr David Hurst in October 2011 and previously circulated to Committee members. Councillors agreed that the ‘priority recommendations’ in the report should be tackled first. It was noted that the confirmation of the start date for the asbestos survey of the building was awaited. The Clerk agreed to arrange a meeting between Mr Alan Vaughan and Cllr M Robinson to discuss the transfer of the archive films currently stored in the Town Hall to a more contemporary medium.

The Clerk pointed out that the requirement for a Risk Assessment of council buildings had been highlighted in the 2011/12 Audit Report. She was unsure whether Mr Hurst’s report, which focused on the Town Hall, would meet the Audit requirements. It was agreed to recommend that the Finance and General Purpose Committee be asked to consider this matter.

TOWN HALL

The Clerk agreed to seek quotations for the repair of the main hall and lower ground floors, which had been placed in the budget for 2013/14.

Cllr M Robinson circulated details of a plan to refurbish the ladies' toilets which he had received from a potential contractor, together with a guide price. Councillors inspected the plan and the location. Cllr M Robinson agreed to ask the contractor to produce a more detailed version of this plan, incorporating suggestions made by members. This would be discussed at the next meeting of the Committee. Once the specification had been agreed, at least two further quotations would be sought. It was suggested that quotations for this work could also be sought from potential contractors for the building work to the TIC.

The Clerk reported that minor leaks had recently occurred in the disabled toilet and in the pipe supplying the water heater in the ladies' toilets. Both had now been repaired.

MORTIMER ROOM

Cllr M Robinson confirmed that the proposed conversion work to the toilet to render it accessible for disabled users met current building regulations, as these apparently permitted a toilet to open directly on to a meeting room. It was agreed that three competitive quotations for the work be sought. Cllr M Robinson suggested that councillors could email him details of suitable contractors they might know. It was agreed that the best time for the building work to be undertaken would be in August, when the use of the Mortimer Room tended to be at its lowest level. This work should take place after the completion of the work on the new TIC building. The Clerk agreed to suspend lettings of the Mortimer Room for two weeks in August, precise dates to be agreed later.

Further to a suggestion from Cllr Rahman, it was agreed that the specification for the work to the toilet should require potential contractors to itemise their costings for each component of the work.

Cllr S Robinson reported that a resident had expressed concern that there would be reduced space for stalls in front of the Library as a result of the alterations to the new TIC building. He had assured the resident that, though there would indeed be some reduction in the space available for stalls, there would still be room for one appropriately sized stall. Alternatively, stallholders might consider booking the Mortimer Gardens.

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Chair

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Date