

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

Present	Cllr S Robinson (Chairman) Cllr P Carter Cllr N I Kay Cllr Mrs S Thorpe Cllr Mrs J Way
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**STAFFING LEVELS**

The Mayor and Deputy Mayor would be meeting with the Clerk tomorrow to discuss the matter.

**REVISION OF HIRING AGREEMENTS**

The Clerk circulated hiring agreements which she and Cllr Mrs Way had revised and expanded, with the addition of floor plans for each premises. Members were invited to take the agreements home to digest and bring any comments to the next meeting of the committee.

**TOWN ARCHIVE OFFICE**

The Clerk and chairman had met with Mr Allan Beale on 18 March and notes of the discussion were circulated clarifying the way NTC expected the office to be managed. Cllr Carter added that when he had come in on a Saturday, the security grille bar had been left across the bottom of the stairs making a trip hazard, and then the volunteer on duty had been unable to close the gate properly. The Clerk would make sure volunteers knew how to operate the gate. Mr Beale was to undertake some clearing out of unimportant and erroneous material before deciding if more shelving was needed.

Members discussed the practicality of displaying Vick May's town crier's costume in the council chamber but this would need a purpose made cabinet. The idea could be kept in reserve until such time as someone wished to make a donation to the town who could be invited to fund the cabinet.

**TOWN HALL**

Cllr Mrs Way referred members to the energy action plan resulting from the audit. The improvements recommended were divided into 4 stages, and Cllr Mrs Way wished members to consider beginning the programme, proposing a) replacing the remaining incandescent bulbs; b) installing an energy monitor; c) investigating costs.

Energy monitors were available at various prices, which devices could be plugged into individual appliances to gauge their energy consumption. Cllr Carter volunteered to undertake regular meter readings over a period to assess overall usage of electricity and Cllr Robinson offered to get two free estimates for improving the loft insulation (no grants available for commercial premises) based on recommendations in the report, but bearing in mind that storage space needed to be retained. A timer could be provided for the hot water system. Cllrs Robinson and Mrs Way would meet with the council's electrician to look at the energy efficiency of the lights around the building and consider where these might be easily improved. A heating engineer could be brought in to advise on improving the efficiency of the antique radiator system at a later date. The Clerk raised the point that any changes should not be more expensive than the resultant savings in consumption.

Mrs Stewart hoped to have someone to take over the nursery school as a running concern from next September. The question would be asked as to whether the school had to use sand indoors as it caused damage to the wooden floor.

The wooden floor in the main hall would be refurbished on 12 April, and in the lower room during the summer holidays.

### **MORTIMER ROOM**

The Clerk had arranged for the cleaning of the patio area around the back.

### **FOREST GREEN COMMUNITY HALL**

HomeStart had booked again despite being denied a discount.

Cllr Mrs Thorpe mentioned that an advert had gone into the latest Nailsworth News inviting expressions of interest for taking on the temporary building, for which the closing date was end March. The RDA bid included an amount of £6k for relocation of the structure but any potential acquirer would need to be prepared to fund this, should the RDA money not be forthcoming, if for example, the acquirer did not meet its criteria. Horsley community shop had withdrawn its application and the Mayor would advise the committee to put this in writing.

Shortwood United FC and the Door in Stroud were the current applicants, and although members favoured the Nailsworth based organisation, it was recognised that it was not a charity although the Club had indicated that the building would be used 'for the community'. Also, the Door was intending to park it on an industrial site until such time as it could organise a site. Cllr Mrs Thorpe suggested asking the RDA if Shortwood FC would meet with its approval.

It was important that the acquirer should have a confirmed removal plan in place, having obtained any planning or other permissions required, so that the building was removed on the agreed date. Cllr Robinson agreed to follow up logistics with both current contenders, as well as any other applicants coming forward before the closing date, so that a decision could be taken at the next meeting.

The Clerk advised that she was getting enquiries about booking for the summer term and it was agreed not to take bookings beyond 30 July and to refer hirers to the Youth Club as a temporary measure.

Regular bookings continued meanwhile and Cllr Mrs Thorpe advised that business for the Credit Union had increased 50% since it had started using the centre.

### **HAZELWOOD BUNGALOW**

There was nothing to report

### **REVIEW OF LETTING CHARGES**

It was agreed to maintain a steady small increase of around 3%

	2007/08 + 7%	2008/09 + 3/3.5%	2009/10 + 3%	<b>2010/11 + 3%</b>
<b>Mortimer Room</b>				
½ day session	14.50	15.00	15.50	<b>16.00</b>
Day rate	27.00	28.00	29.00	<b>30.00</b>
Weekly rate	123.00	128.00	132.00	<b>136.00</b>
<b>Town Hall, main hall – casual users</b>				
Dances, receptions	72.00	75.00	77.00	<b>80.00</b>
Meetings, fairs & bazaars, rummage sales	29.00	30.00	31.00	<b>32.00</b>
Additional sessions	17.00	18.00	18.50	<b>19.00</b>
<b>Lower room</b>	17.00	18.00	18.50	<b>19.00</b>
<b>Special rate for regular users</b>				
– Main Hall: adult groups eg Dog Club, Flower Arrangers, Ruskin Mill	15.00	20.00	21.00	<b>22.00</b>
Guides & Brownies – lower room	3.00	5.00	5.15	<b>5.30</b>

Nursery school – day rate – lower room	11.00	15.00	15.50	<b>16.00</b>
Folk dancing/OAPs – main hall	7.00	7.00	7.20	<b>7.50</b>
Dancing classes – main hall	17.00	20.00	21.00	<b>22.00</b>
NDS play week (evenings only) – main hall	72.00	75.00	77.00	<b>80.00</b>
NDS Set building weekend – main hall	22.00	25.00	26.00	<b>27.00</b>
NDS lower room	12.00	15.00	15.50	<b>16.00</b>
<b>Forest Green Community Centre</b>			12.00	<b>12.00</b>

### **TOWN CLOCK**

£700 for clock maintenance had been included in the 2010/11 budget and the quote for replacing the four corner lights around the base of the tower was £825 + vat. Cllr Mrs Thorpe questioned whether NTC should dispense with the lighting altogether in the spirit of energy savings, but members thought it was an important enhancement to the entrance to the town. The new lighting system would be the most energy efficient available at the time and the Clerk would speak with the electrician again to see if the cost could be brought down, perhaps by reducing the number of lights. She added that this year's budget of £200 had been exceeded in making repairs to the clock face lighting.

### **Use of council land at Shortwood raised at Environment Committee meeting**

Following disputed ownership of a piece of land at Shortwood, the Mayor recommended looking at all similar patches across the parish so NTC could consider how they were used. The Clerk reminded members that, at the instigation of the Environment Committee, she was already engaged in the process of registering **all** council land in order to establish ownership once and for all.

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Date

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Chairman