

To the members of the Committee mentioned below, you are summoned to attend a meeting at the time and date specified.

Mrs K.L.West – Town Clerk

HESSLE TOWN COUNCIL
Asset Management Committee
Tuesday, 9th February 2010 at 7.30pm
Town Hall, South Lane, Hessele

A G E N D A

Members: Councillors Jefferies, Kersey, Masson (Vice-Chairman), Morrow, Prattley (Chairman), Smith and B.E.Tress.

Mr K.Fisher – Co-opted Member

Apologies:

1. **DECLARATION OF INTEREST:** Members are reminded to declare whether any interests are of a personal or prejudicial nature and give the reason.
2. **MINUTES OF PREVIOUS MEETING:** To confirm the minutes of the meeting held on 18th November 2009 and authorise the Chairman to sign.
3. **CHAIRMAN'S COMMUNICATIONS:** To receive such communications as the Chairman may wish to lay before the Committee.
4. **TOWN HALL INCOME/EXPENDITURE TO 31ST DECEMBER 2009:** Details are attached for your perusal.
5. **SKATE PARK, LIVINGSTONE ROAD – ANNUAL INSPECTION:**

- a) A copy of our annual RoSPA Play Area Inspection report for 2009 is attached for your perusal.
- b) Please also note that works are now in hand as ordered by ERYC, for the Skate Park Lighting. The ring-fenced sum of £3000.00 being original funding for the lighting, has now been paid back to ERYC to go towards the increased lighting costs for the new installations.
- c) After asking the Police if the travellers were ever prosecuted for taking steel bolts from one of the skate ramps (around 3 or 4 traveller visits ago) and a promise to check this out, there has been no reply to date.

6. **EQUAL OPPORTUNITIES POLICY:** This policy has been slightly amended giving the Asset Management Committee responsibility. A revised copy is attached for your approval and thence to Full Council for ratification.

7. **NOTICE BOARDS:**

- a) All Notice Boards (referred from Finance & Personnel 9/12/09): To bring to Communication and Asset Management's attention that the notice boards need 'sprucing up'.
If approval is given, the Notice Board Warden is willing to paint all the steel notice boards with a suitable black gloss over a period of a few weeks.
- b) Notice Board fronting the Library: This wooden two-sided board is now in rather a poor state with rotting frames and scratched Perspex windows. The Town Clerk may have some information which could remedy this.
- c) Advertising on Notice Boards by Town Hall Users (referred from Communications 28/10/09): That the Town Clerk will make Asset Management aware that the majority of

user groups do not pay for displaying notices, and this should perhaps be reflected in future hire charges.

8. **RECYCLABLE COMMERCIAL WASTE** (referred from Environment 10/11/09): RECOMMENDATION to Asset Management Committee that those user groups remove their own waste and those that do not are to receive a charge. Any material that is recyclable should be put in their own blue bin or Swinegate Car Park recycling bins. Notice to be put up in the kitchen advising users of this.

In the meantime the Town Clerk has sent the attached notice to all user groups of the Town Hall.

9. **TOWN HALL SCALE OF CHARGES FROM 1ST APRIL 2010**: It was resolved at the previous meeting and approved at the 13th January 2010 Budget meeting that 3% be added to all of the current room hire charges for 2010/11 and that they be rounded up to the nearest 5 pence, then divide all by 3 to calculate an hourly rate. (*This will result in the withdrawal of the 3-hour session rate currently charged*). That 3% be also added to the amplification hire charge and the model railway groups' weekly block booking charges.

The Town Clerk has duly calculated the above and details are attached for your consideration.

10. **TOWN HALL MATTERS AND FUTURE PROJECTS:**

- a) Town Hall Steps: The re-bedding work to the front steps was carried out successfully in 2009 by Roche Civil Engineers.
- b) Request for Additional Office Space: It was resolved at the previous meeting –
- (i) That the Town Clerk obtains a quotation for opening a doorway into the Small Front Room

to bring back an indicative cost to this Committee.

Costings will be available at this meeting.

(ii) To calculate how much space would be made available if the filing cabinets, bookcases, photocopier and franking machine were to be removed from the current office and bring the information back.

The space from each item would equate to an area of 17' x 20' in total.

c) External Storage: It was resolved that we obtain quotations for a large solid shed for storage purposes. That if we do not really need the donated old metal chairs, they can be disposed of.

Quotations have been received for steel storage and one for a large wooden shed is still awaited.

ERYC's Conservation Officer informs us that "the erection of a storage shed will need Planning Permission. If it is discreetly sited, I would hope that this should not prove difficult".

The caretaker has not used the donated chairs very much at all. The Town Clerk checked out all the recycling sites as given by Cllr.Kersey but only one was suitable for this region, to give away the chairs to individuals. Perhaps the Environment Committee could consider the Allotment Warden taking some down to each site for the tenants to use in their sheds?

d) Replacement of Large Front Room Foyer Doors, Large Front Room Sliding Doors: Costings have been sought for hand-made wooden doors in these areas and will be brought to this meeting for consideration.

e) Replacement of Box Window Sashes to Landing Window and First Floor former Kitchen Window: Indicative costings have been sought and will be brought to this meeting for consideration.

f) Remedial Work to Fire Door/Brickwork/Plasterwork/Lintel at Entrance to Upper Hall: An indicative costing has been sought to correct work that had been left unfinished, from the time when dry rot works to the Town Hall had been carried out.

f) Town Hall Structural Survey: It was resolved at the previous meeting that the Structural Engineer's report be sent to ERYC's Conservation Officer to see if the recommended works are permissible with or without planning permission, and bring his comments back for further consideration.

Mr Atkinson responded thus:

"None of the repairs mentioned in the GGP document will require planning permission".