

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

MINUTES

Present: Councillors Jefferies, Masson (Vice-Chairman), Morrow, Prattley (Chairman) and Smith

Also in attendance: Cllr.Kitchen

Apologies: None received.

13742 DECLARATION OF INTEREST:
None given.

13743 MINUTES OF PREVIOUS MEETING:
(Jefferies/Smith)
RESOLVED to confirm the minutes of the meeting held on 18th November 2009 and authorise the Chairman to sign.

13744 CHAIRMAN'S COMMUNICATIONS:

- a) Energy Saving Radiator Panels:
Cllr.Jenkins asked members to consider a newspaper advertisement for these heat loss panels.
(Chair/Jefferies)
RESOLVED that the Town Clerk obtain further information and a sample if possible, and bring back for consideration.

13745 TOWN HALL INCOME/EXPENDITURE TO 31ST DECEMBER 2009:
(Jefferies/Smith)

RESOLVED noted and that the query on page 4, Line 7 be resolved and reported back to the Chairman.

13746 SKATE PARK, LIVINGSTONE ROAD – ANNUAL INSPECTION:

a) A copy of our annual RoSPA Play Area Inspection report for 2009 is given for perusal.

(Jefferies/Smith)

RESOLVED to accept the report as given and are pleased with the inspection and that no remedial work has to be carried out.

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.

(Jefferies/Masson)

RESOLVED noted and we are pleased that this is now going to happen.

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.

(Chair/Morrow)

RESOLVED noted with no further action.

13747 EQUAL OPPORTUNITIES POLICY:

This policy has been slightly amended giving the Asset Management Committee responsibility. A revised copy is given for approval and thence to Full Council for ratification.

(Jefferies/Smith)

RESOLVED to note the statement inserted and to approve accordingly and to RECOMMEND same to Full Town Council for ratification.

13748

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.

(Jefferies/Morrow)

RESOLVED to accept the offer from the Notice Board Warden and action accordingly and that the notice boards be painted black.

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 spoke of some comments in the recent NAT minutes pertaining to the removal of shrubbery adjacent to the Library, which houses one of the Town Council's steel notice boards. Cllr.R.D.Tress believes it to belong to ERYC. (Chair/Jefferies)

RESOLVED to find out for certain who owns the steel notice board and prepare a diagram and sizes of the wooden notice board at the Library site, and bring back costings from a local joiner and a manufacturer for a decision on replacing the board.

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. (Jefferies/Morrow)

RESOLVED to re-affirm and maintain our present policy of charging for non-user groups and including commercial users of the Town Hall. Other users and charitable organisations will continue to enjoy free display of notices.

13749 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 given notice to all user groups of the Town Hall.
(Chair/Jefferies)

RESOLVED noted with regret ERYC's policy and that Cllr. Jefferies will speak again with ERYC re. charges for additional non-domestic recyclable waste. We accept the notice as given by the Town Clerk, and to send a further one to all users with the addition, that if any waste is left in the future regrettably, there may be a charge for disposal.

13750 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 given for consideration.
(Jefferies/Masson)

RESOLVED to accept the charges as revised and given for 2010/11 commencing 1st April 2010.

13751 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.

(Jefferies/Smith)

RESOLVED noted.

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 were available at this meeting.

(Masson/Smith)

RESOLVED to thank the Town Clerk but to ask the staff to be patient until a decision is made on the upper floors, when this item can be further reviewed and perhaps additional storage space can be created upstairs. The Town Clerk and Cllr.Kitchen will survey the building for current storage area ideas and bring back to this Committee.

- (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.

Incorporated in the resolution immediately above.

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?

(Jefferies/Chair)

RESOLVED noted and that we await the quotation for the large wooden shed and that the Town Clerk also obtains 3 quotations for a sectional garage, and bring back for further consideration. Cllr. Kitchen has a meeting with the Scouts shortly, and will ask if they would like the unwanted chairs and if not they will be offered to local community organisations.

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 were brought to this meeting for consideration.

(Jefferies/Masson)

RESOLVED to accept the quotations as given (subject to drawings showing actual style and glazing) for 2 pairs of doors to the Large Front Room for the sums of £1340.00 and £475 respectively (both including VAT), after noting that the sliding doors will be replaced with opening doors.

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

(Chair/Masson)

RESOLVED to ask ERYC's Conservation Officer's thought on upvc sash windows here and if agreeable, the Town Clerk will obtain costings for same and bring back for further consideration. To also ask if planning permission is required.

(Chair/Morrow)

RESOLVED that if we can only install timber sash windows, that the Town Clerk obtains a further costing to include double glazing of same, and if an acceptable addition to the quotation as given, the Town Clerk will order the works (after obtaining any planning permissions if required).

- 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.

(Jefferies/Smith)

RESOLVED to ask the Town Clerk to progress the works as given on the quotation provided as soon as possible.

- g) 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".

(Chair/Masson)

RESOLVED that the Town Clerk urgently contacts the Structural Engineer for indicative costings to the works itemised in his report. That Cllr.Prattley will meet with the Chair of Finance & Personnel as soon as these costings are received to consider the works and finances accordingly.