

HESSLE TOWN COUNCIL
Asset Management Committee
Tuesday, 13th April 2010 at 7.30 pm
Large Front Room
Town Hall, South Lane, Hesse

MINUTES

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

Mr K.Fisher – Voting Co-opted Member

Also in attendance – Cllr.Kitchen

Apologies: Cllr.Kersey

13850 **DECLARATION OF INTEREST:**
None were given.

13851 **MINUTES OF PREVIOUS MEETING:**
(Kitchen/Smith)

RESOLVED to confirm the minutes of the previous meeting held on 9th February 2010 and authorise the Chairman to sign.

13852 **CHAIRMAN'S COMMUNICATIONS:**

- a) Draft Green Action Plan: Members considered the items pertaining to this Committee.
(Jefferies/Kitchen)

RESOLVED noted and that additions/alterations be made as follows – Item 2 to now read – When sinks, taps or toilets need to

be replaced in the Town Hall, the Asset Management Committee will consider that they are replaced with appliances giving due regard to the most cost effective way forward that will save water. Item 3 to now read – As soon as it is financially possible the Asset Management Committee will act on the building audits that have already been carried out on the Town Hall regarding draught proofing, secondary double-glazing, solar panels and other energy saving measures, placing reflective foil behind all radiators in the building to reduce heat loss and save energy, giving due regard to the most cost effective way forward. Item 8 – Now incorporated within Item 3. Item 10 – Now to read – Town Council staff will endeavour to recycle all unwanted equipment.

13853 TOWN HALL INCOME/EXPENDITURE TO 28TH FEBRUARY 2010:

(Jefferies/Kitchen)

RESOLVED noted.

13854 ENERGY SAVING RADIATOR PANELS:

After Cllr.Jenkins had brought a newspaper cutting to the Committee's attention, the Town Clerk brought further information and a sample for consideration accordingly.

(Jefferies/Morrow)

RESOLVED to carry out a random test in the Small Front Room before and after installation of the panels by way of a thermometer. If there is any improvement, that we consider purchasing further panels before the onset of Autumn 2010.

13855 SKATE PARK – LIVINGSTONE ROAD: Our insurers have provided some tips in regard to managing our responsibilities in connection with play areas. Details are given for perusal.

(Jefferies/Chair)

RESOLVED that we are happy to be carrying out the recommendations as given by WPS. That the Town Clerk will contact the fibreglass

contractor as a matter of urgency to attend to the previously repaired hole in the half-pipe ramp, as reported by Cllr.Jefferies and suggest to them that a bag filled with cement be inserted under the floor to act as a rigid support at this point.

13856 TOWN HALL MATTERS/PROJECTS/FUTURE PROJECTS:

- a) Town Hall Roof: Following a report by a passer-by that the leading to the ornate ventilation shaft on the roof had come away from its fixings, repairs are to be carried out as a matter of urgency. The caretaker has recently cleaned out lower level guttering on the north side. This follows a user group report that water was running in through one of the Main Hall window frames during heavy rain. (Kitchen/Jefferies)

RESOLVED noted and that the work on the roof will be carried out on 17/4/10.

- b) Storage Ideas – Office Files: Following his survey of the ground floor, Cllr.Kitchen spoke to his ideas for a possible suitable storage in the ladies cloakroom area with access via the caretaker's storage lobby. (Chair/Masson)

RESOLVED that Cllr.Kitchen and the Town Clerk will calculate exactly how much storage space would be required for filing within a stoothing wall, taking into consideration that there would still be a need to 'park' prams, etc. during user sessions. Cllr.Prattley will also consider additional storage for the 'Poppy' crockery in the kitchen.

- c) Remedial Work to Fire Door/Brickwork/Plasterwork/Lintel at Entrance to Upper Hall: Following approval at the previous meeting to progress these works as given on the quotation, and that suggested extension works to the Town Hall office will not be

carried out – the cost of the plasterwork in the quotation has slightly increased as this is now a single job. Therefore, further consideration is sought for the additional cost for the works required.

(Chair/Masson)

RESOLVED to obtain 2 more quotations for this work after which, the Town Clerk will consult with the Chairman.

- d) Unwanted Metal Chairs – Cllr.Kitchen has recently met with the Scouts to ask if they would like the redundant chairs. He will report accordingly. If not wanted, they will be offered to local community organisations.

(Kitchen/Smith)

RESOLVED noted that neither the Scouts nor the Community Organisation can find a use for these chairs. The Town Clerk will now offer them to local Charities thence to a scrap dealer.

- e) Painting Projects – Under instruction from the Town Clerk to ‘clean up’ its appearance following installation of the new doors, the caretaker has emulsioned all walls below the picture rail and glossed dados, skirtings, radiators, door frames and small features in the Large Front Room.

(Chair/Kitchen)

RESOLVED noted and to congratulate the Caretaker on the work carried out.

- f) Decoration of Town Hall Foyer: The Caretaker has offered to repaint the whole of the foyer during weekends and outside of his normal working hours. Members now to consider.

(Jefferies/Chair)

RESOLVED to accept the Caretaker’s offer and that he will be paid accordingly for any additional hours worked, and that the Town Clerk will investigate the cost of replacement standard panelled

doors to the Small Front Room, Gents toilet and door leading to the kitchen corridor and bring back to this Committee for consideration.

- g) TV Licence Request – Town Hall: The Caretaker and Relief Caretaker are asking if the Town Council would be willing to pay for a TV Licence, to enable a donated TV to be used in their lobby, to be used whilst sitting in for user groups. Please note that Video/DVD viewing only does not require a TV Licence.

(Jefferies/Kitchen)

RESOLVED that we obtain a TV Licence and portable aerial for the sole use of the TV within the Caretaker's lobby, which must not be viewed by members of the public.

1 member voted against this proposal.

- h) Handrail Request: The weekly Hessle Model Railway user group is asking the Town Council to consider installing an additional handrail on the north side staircase for its numerous elderly members. A new member having had a severe stroke, could not access the stairs with just the one handrail, therefore he was unable to attend and enjoy the group.

(Chair/Jefferies)

RESOLVED that if enough space to install an additional handrail that we go ahead after first checking with our architect that we are not in breach of any fire regulations etc., after the Town Clerk has sought costings for same, and at the same time seek indicative costings for a stair lift here with enquiries also to ERVAS and ERYC Grantfinder.

- i) Request for Additional Key for User Group: The Town Clerk will speak to this request from the Hotsteps Country Line Dancing Group.

(Jefferies/Chair)

RESOLVED that we do allow this group to have a kitchen door key but that this be monitored by the Caretaker. That only one person be nominated to hold the key and be responsible for opening and locking up the building. That if any other person should have to open up due to holidays, etc. the Caretaker or Town Clerk shall be notified in advance of the booking. If any misuse takes place then the key will be taken off them immediately. This will all be subject to a signed document including a statement that the key will not be duplicated.

4 members voted for the proposal and 2 voted against therefore the motion was carried.

- j) Information re. Perspex Panes to Main Hall Doors: Following installation of Perspex to protect the stained glass in these doors, costings to complete the work are currently unavailable following a severe stroke by the gentleman who carried out same.

(Chair/Fisher)

RESOLVED noted and that Mr Fisher will make enquiries on another person being able to carry out the work and cost for same.

- k) Large Front Room Doors: As you will have no doubt noticed, the new doors are now installed. Glass to the foyer doors has been sandblasted and etched with the Coat of Arms as ordered by the Town Clerk in consultation with the Chairman and Vice-Chairman of this Committee.

It is felt that brass kick plates should be fixed to these doors for additional protection. The Town Clerk has obtained costings for consideration at this meeting.

(Chair/Jefferies)

RESOLVED that as all costings came out exactly the same, Neptune Engineering be awarded the job of making 8 no. Brass kick plates from 1 sheet of brass complete with countersunk holes and brass

screws. The Town Clerk will also purchase fingerplates for the new doors in a suitable design.

- l) Large Wooden Shed/Sectional Building – Additional External Storage: The Town Clerk was asked to bring back indicative costings for the above for possible erection at the rear of the kitchen. These will be available at the meeting.

(Jefferies/Kitchen)

RESOLVED noted where the Town Clerk has got with information on the sectional buildings with no further action, and that investigations will now take place on the possibility of utilising the loft space above the rear stage rooms for items currently in the garage that are infrequently used.

- m) Room Hire Charges – 1/4/10 – 31/3/11: A copy of the revised charges is given for information. Please note the new hourly rates.
(Jefferies/Kitchen)

RESOLVED noted and that the Town Clerk prepares a report on the caretakers hours over one sample month and record which user groups pay additional charges for the caretaker outside of his normal hours and brings back to the next meeting.

- n) Replacement of Box Window Sashes to Landing Window and First Floor Former Kitchen Window: Following the previous meeting further information has been sought as requested. ERYC's Conservation Officer states "Like for like replacements do not require a planning application, though alterations (including change of material) could well do." Quotations for replacement windows in both wood and upvc with double glazing will be available at this meeting.

(Jefferies/Kitchen)

RESOLVED noted and that Cllr.Prattley will speak to 'out of town' conservation/planning officers on the outcome of planning applications for upvc windows in conservation areas and bring back his findings to the next meeting before consideration is given on the type of replacement windows we go for.

- o) ERYC – Commercial Waste Collection: The Town Clerk has made further enquiries regarding the collection of recyclable waste from the Town Hall. ERYC will now collect paper, cans and plastic bottles every 4 weeks, but there is a charge. ¾ bags – £2.48, 6 bags – £3.74 and 10 bags – £6.84. As the office waste paper is recycled free of charge by Severnside with a collection every 10 full bags, we would probably only need the smallest container for cans and plastic bottles.

(Jefferies/Kitchen)

RESOLVED that we go for the monthly collection by ERYC at £2.48 per collection.

- p) Town Hall Structural Survey: Indicative costings are still awaited from the structural engineer to the works itemised in his report. When received, Cllr.Prattley will meet with the Chair of Finance & Personnel to consider the works and finances accordingly.

(Chair/Jefferies)

RESOLVED to accept the figures as given by GGP and that we go ahead and get the specifications drawn up and then we can go out to tender for the actual works required. To also ask our structural engineer about the fixing of 'tell-tales' to the stone lintels to detect any movement therein.

- q) Block Flooring – Foyer: The Town Clerk has purchased a supply of cold bitumen (on the recommendation of our flooring contractor)

for the Caretaker to re-set all those wooden blocks that have worked loose.

(Jefferies/Smith)

RESOLVED noted.

13857

NOTICE BOARDS:

(Referred from Communication on 23/2/10): It was resolved to clarify the situation regarding notice boards (see Minute 13762). To bring to the attention of Asset Management Committee that posters and charges are the responsibility of the Communication Committee, and the fabric of the notice boards is the responsibility of Asset Management Committee.

(Kitchen/Smith)

RESOLVED noted.