

HESSLE TOWN COUNCIL
Asset Management Committee
Wednesday, 15th April 2009 at 7.30pm
Town Hall, South Lane, Hessle

MINUTES

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

Co-opted Member: Mr K.Fisher

Apologies: None were received.

13515 DECLARATION OF INTEREST:

Cllr.Smith declared a personal interest in agenda items 3a & 7
(duplicated item).

13516 MINUTES OF PREVIOUS MEETING:

(Prattley/Smith)

RESOLVED to confirm as a correct record the minutes of the meeting held on 10th February 2009 and of the Urgency meeting of the Asset Management Committee held on 25th February 2009 and authorise the Chairman to sign.

13517 CHAIRMAN'S COMMUNICATIONS:

Cllr.Smith declared a personal interest in the following item but gave information on behalf of the Haltemprice Older People's Charter Group. She took no part in the discussion or voting thereafter.

- a) Request for Seating in Prestongate and The Square:
Correspondence from Cllr.Smith is given for consideration.
(Prattley/Chair)

RESOLVED to investigate the possibility of installing a seat at the eastern end of The Square. The Town Clerk will obtain some indicative costs and also investigate whether there is room somewhere on Prestongate for a further seat and bring back all information to the next meeting of this Committee.

- b) Purchase of Crockery for the Civic Service (26/4/09) and all Future Events: The Town Clerk brought sample images and costings for decorative crockery which is deemed much more suitable than the existing heavy items currently in the Town Hall kitchen's stock, and these were duly considered.
(Prattley/Smith)

RESOLVED to allocate £250.00 from the Land & Property heading initially, and replace with proceeds from the Swing & Dance Band 'kitchen' Concert (10/5/09). That the Town Clerk arranges immediate purchase of 80 cups, saucers and side plates from Dunelm in the 'Poppy' design.

- c) Plaque – Church Field 'Real Aid' Seat: A stainless steel plaque has now been made with appropriate wording, and will be installed at the base of the seat accordingly. It is purchased from the remaining 'Real Aid' donation, who will be asked what their wishes are for the few pounds left over.

13518

CO-OPTED MEMBER:

Please note that Mrs Sarah Davison (as a former member of the Christmas Lights Sub-Committee) no longer wishes to be a co-opted member of this Committee.

(Chair/Prattley)

RESOLVED noted.

13519 TOWN HALL INCOME & EXPENDITURE TO 28th FEBRUARY 2009:

(Prattley/Jefferies)

RESOLVED noted the figures as given and that Cllr.Prattley will meet with the Financial Consultant for a review of the financial report layout.

13520 SECURITY OF THE TOWN HALL:

- a) Audible Alarms:It was resolved at the meeting of 10/2/09 that the Town Clerk obtains costings for the main entrance glass doors (and other external doors), for an audible alarm to go off if the doors are not closed say after 30 seconds from being opened, or similar installations. Details are given for consideration.
(Jefferies/Fish)

RESOLVED to approve the quotation for the sum of £220.00 (+ VAT) and that the Town Clerk actions immediately. That the Town Clerk informs all user groups and members on when the equipment will be installed and how it will operate. That the time be extended to 1 minute before the alarm sounds.

- b) Security/Fire Drill for Town Hall Users: A copy letter from the Town Clerk is given for information.
(Jefferies/Fisher)

That a plan of the building showing fire exits/fire extinguishers/break-glass boxes be placed on the wall adjacent to the fire alarm, and that a copy also be given to all members along with details of the current fire drill procedure.

Cllr.Smith declared a personal interest in the following item but gave information on behalf of the Haltemprice Older People's Charter Group. She took no part in the discussion or voting thereafter.

13521 REQUEST FOR SEATING IN PRESTONGATE AND THE SQUARE:

This agenda item had been duplicated with item 3a. Please see minute no.13517a for the resolution.

13522

TOWN HALL BOILER:

It was resolved at the Urgency meeting of this Committee held on 25/2/09, *'that the Town Clerk contacts ERYC's Nigel Leighton asking for an independent gas inspection from the 4 contractors whose quotations were already in place. A certified report will then be given on the gas and heating system in its current state. If the result is positive, then we can carry out the sump/pump work.'*

And 'to delegate the Town Clerk to respond to all 4 contractors who quoted for the boiler, to thank them for their prompt attention, and following receipt of ERYC's (or other) independent gas report and its findings and recommendations, that the quotations will be reviewed at the next available meeting.'

The gas inspection for the Town Hall has been carried out and a copy of the inspection report is given for perusal. A recommendation from the inspection contractor is also given for consideration.

(Prattley/Fish)

RESOLVED to accept and approve the recommendation from the gas inspection company, and that the combustion chamber to the boiler be replaced at a cost of £506.00 (+ VAT) at the company's earliest convenience. That the Town Clerk writes to all other contractors who provided a quotation for a replacement boiler to say they have been unsuccessful. That the installation of a sump and pump be an item on the next agenda of this Committee for consideration.

13523

TOWN HALL MATTERS:

- a. Access for People with Mobility Problems: Information is given from Humber & Wolds Rural Community Council. The paragraph on upper floor accessibility is of particular interest.

(Prattley/Chair)

RESOLVED noted and to send a copy to our architect, asking him to advise us on which of the requirements we may need to attend to on an immediate basis.

- b. Upper Hall: The caretaker and relief caretaker have indicated that they would like to take on the task of decorating the upper hall including the ceiling. Obviously the cornice that has come away from the wall would have

to be replaced by a professional and the existing cornice checked.

(Prattley/Jefferies)

RESOLVED that the Town Clerk obtains 3 competitive quotations for the replacement of the damaged cornice and that consideration will be given to the redecoration after that. To seek advice from our architect about the safety aspect of the upper hall windows (e.g. do we require safety bars fitting to the lower areas) and obtain information on the repair/replacement of the broken section of the marble fireplace. To bring all back to the next meeting of this Committee.

- c. Town Hall Parking Issue: (Deferred from Asset Management 10/2/09): It was resolved at the 19/11/08 meeting that we put into action the purchase of a licence before buying a clamp, then give any offender 2 chances before using a clamp by recording their vehicle registration numbers, and display the appropriate new notices. The Town Clerk has investigated the matter further and full details on licence application are given for consideration.

(Jefferies/Fisher)

RESOLVED that no further action be taken regarding the clamping of vehicles. That the Town Clerk will arrange for signs to be installed at the entry/exit points to the car park stating 'This is a private car park and is for the sole use of Town Hall visitors'.

- d. Replacement window to the Ladies Toilet Area: (Deferred until after the essential priority works have been at the Urgency Meeting of this Committee on 25/2/09): The cill to this old metal window frame has rotted away completely. A quotation to replace the whole lot with a upvc double glazed window was asked from contractors

quoting for the Bar/Lounge area. Details are given for consideration.

(Prattley/Jefferies)

RESOLVED to accept and approve Quotation B for the sum of £198.42 (+ VAT) on the understanding that the window is installed with a trickle vent to ensure proper ventilation.

- e. External Decoration to Hessle Town Hall – Front Elevation (referred from Asset Man. 19/11/09 and to be considered after the essential priority works have been at the Urgency Meeting of this Committee on 25/2/09): Details are given for consideration.

(Jefferies/Prattley)

RESOLVED to accept and approve Quotation C for the sum of £1360.00 (+ VAT) and the money comes from the previously 'ring fenced' WREN match funding sum (£5500.00). That when the Town Clerk approaches the contractor, ensures that any increase is not too substantial otherwise it will be brought back to this Committee for further consideration. To ensure that the detail in the quotation is adequate. That the whole of the front elevation be prepared and painted, with the exception of the window requiring the stone lintel above to be monitored to the eastern upper side.

Mr Fisher left the meeting at this point at 9.35pm.

- f. Tarmacadam (Asphalting) of the north side driveway to the Town Hall (referred from Asset Man. 19/11/09 and to be considered after the essential priority works have been at the Urgency Meeting of this Committee on 25/2/09):

Details are given for consideration.

(Jefferies/Fisher)

RESOLVED to accept and approve Quotation A for the sum of £1695.65 and the money comes from the previously 'ring fenced' WREN match funding sum (£5500.00). That

when the Town Clerk approaches the contractor, ensures that any increase is not too substantial otherwise it will be brought back to this Committee for further consideration.

- g. Bar/Lounge Refurbishment: (Referred from Asset Man.19/11/09) that the Town Clerk obtains indicative costs for upvc double glazed windows, upvc exit door, upvc push-bar double fire doors, upvc French swing doors all to the Bar/Lounge. This would eliminate the cold room temperature and draughts that users of this room currently experience. It was also resolved at Asset Man. 10/2/09 that this item be considered after the essential priority works have been at the Urgency Meeting of this Committee on 25/2/09. Details are given for consideration.

(Jefferies/Prattley)

RESOLVED to investigate the glass energy rating for Quotation C and bring back to the next meeting, when all quotations will be further considered. To enquire of ERYC whether we would be eligible for a grant towards cavity wall insulation for the bar/lounge and to check whether there is any existing insulation in the loft space.

- h. Recommended Priority Essential Works to the Town Hall: It was resolved at the Urgency Meeting of this Committee on 25/2/09 to obtain comparative rates per hour from our architect, surveyor and structural engineer for the items that need to be monitored, and that tenders are sought with regard to the other works and that they be possibly accumulative, and that the Town Clerk and Cllr.Prattley work in conjunction on this item.

(Prattley/Chair)

RESOLVED that the Town Clerk awaits confirmation of an urgent date to meet with Cllr.Prattley. That the lintel to the eastern front elevation be monitored whilst painting is carried out to all other windows.

13524

SKATE PARK MATTERS:

- a) Repairs to damaged skate ramp: Both the Town Clerk and Cllr.Jefferies have chased ERYC for contact details from a fibreglass contractor and to date, still await a response.

(Prattley/Jefferies)

RESOLVED noted that Cllr.Jefferies will inform the Town Clerk of the name of the relevant contractor.

- b) Skate Park Lighting: An update is awaited from Cllr.Jefferies on whether any further funding will be available (in addition to the £3000.00 funding from ERYC held by us since 2006) for the installation of the 2 x fold-down lighting columns as recommended.

Cllr.Jefferies spoke to report on the Commuted Sums meeting of 11/2/09.

(Prattley/Jefferies)

RESOLVED to note the report and that no further money is currently available from Commuted Sums, which is required to add to that already ring-fenced from ERYC. That at the present time we 'sit tight' until such time as additional funding is available.

The meeting ended at 9.50pm.