

**HESSLE TOWN COUNCIL**  
**Asset Management Committee**  
**Wednesday, 18<sup>th</sup> November 2009 at 7.30pm**  
**Small Front Room**  
**Town Hall, South Lane, Hessle**

**MINUTES**

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

Mr K.Fisher – Co-opted Member.

Also in attendance: Cllr.Kitchen

*Cllr.Masson took the Chair in the absence of Cllr.Prattley.*

Apologies. Cllr.Prattley

**13628                    DECLARATION OF INTEREST:**

Mr Fisher declared an interest in all of the Financial agenda items.

**13629                    MINUTES OF PREVIOUS MEETING:**

(Smith/Jefferies)

**RESOLVED** to confirm as a correct record the minutes of the meeting held on 2<sup>nd</sup> September 2009 and authorise the Chairman to sign.

**13630                    CHAIRMAN'S COMMUNICATIONS:**

None were received.

**13631                    TOWN HALL/BUS SHELTERS/SKATEPARK – RECENTLY COMPLETED PROJECTS/REPAIR WORKS:**

- a) Bar/Lounge: Under instruction from the Town Clerk to clean and brighten up this room, the Caretaker has painted walls, doors, window

frames, portable bar with paint in stock plus additional items as required. A dado rail has also been added.

(B.E.Tress/Kersey)

**RESOLVED** noted.

- b) Drain Collapse – North Side: After obtaining the relevant quotations and making enquiries of our insurance brokers, the Town Clerk has been successful in making a claim for the drain collapse caused by possible subsidence.

(Chair/Smith)

**RESOLVED** noted.

- c) Ladies Cloakroom Outer Door: The patterned safety glazing is now in place following the DDA recommendation by our architect.

(Jefferies/Chair)

**RESOLVED** noted.

- d) Bus Shelter – The Square: Following consideration of a quotation from the original manufacturers and after obtaining an additional favourable quotation, the Town Clerk in consultation with the Chairman instructed Polydon of Doncaster to carry out the work to replace 3 no. vandalised polycarbonate panels at a cost of £250.00 (+ VAT).

(Jefferies/Smith)

**RESOLVED** noted.

- e) Skate Park – Livingstone Road: Following serious vandalism, repairs to the side panels to 2 skate ramps and replacement of guard railing to 1 skate ramp have now been carried out by Neptune Engineering at a cost of £600.00 (+ VAT).

Please also note that The Play Inspection Company will be performing its annual inspection of the Skate Park during November/December 2009 at a cost of £83.00.

(Jefferies/Chair)

**RESOLVED** noted.

(B.E.Tress/Kersey)

**RESOLVED** to ask the question of 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).

- f) Various Works carried out in accordance with the DDA  
Recommendations given by our Architect: Lower position of doorbell push to north side entrance door, lower position of door lock access switch to front glass doors, and to lower position of 2 no. light switches in ladies toilet and cloakroom areas.  
(Jefferies/B.E.Tress)  
**RESOLVED** noted.

**13632 TOWN HALL INCOME/EXPENDITURE TO 30<sup>th</sup> SEPTEMBER 2009:** Details are given for perusal.  
(Jefferies/Smith)  
**RESOLVED** to accept the figures as given.

**13633 TOWN HALL STRUCTURAL SURVEY:**

Unfortunately our architect and structural engineer were unable to be in attendance to speak to the survey report as given, along with subsequent information regarding the floor loading to the upper hall. Details of costings (for visual structural inspection and report and for design and detail of the recommended elements) were tabled at this meeting by the structural engineer for consideration.

(B.E.Tress/Jefferies)

**RESOLVED** 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 in this Conservation Area, and bring his comments back for further consideration.

A copy of our architect's invoice to date (with a breakdown of fees relating to the 'Making Village Halls schedule) was distributed for consideration.

(Jefferies/Smith)

**RESOLVED** to accept the invoice as received and to approve the payment of £794.00 (+ VAT).

**13634 TOWN HALL MATTERS & FUTURE PROJECTS:**

a) Town Hall Steps: Two quotations have been received and one other sought but never received for consideration at this meeting. This follows previous concerns given by our Town Hall building surveyor. (Jefferies/B.E.Tress)

**RESOLVED** to accept Quotation A for the sum of £645.00 (+ VAT) and that the work be carried out as soon as possible.

b) Large Front Room Door Replacements: The Town Clerk has consulted with our architect on possible door styles. Door openings will take doors of a standard size on both elevations. A catalogue was available for ideas and consideration. (Chair/Jefferies)

**RESOLVED** that the Town Clerk asks some local joiners for a quotation to make softwood doors with upper glazing panels in a style similar to that of the main hall doors, and in keeping with the period of the building. To also ask the recommended glazing company for costs to replicate the Coat of Arms onto the door glass.

c) Stiletto Heel Marks – Main Hall: The Town Clerk has made enquiries about possible floor coverings to lay over the existing whilst groups are dancing. A semi-adhesive film is available in 12mx50m rolls at a cost of £42.00 each, but can only be used once and may be dangerous to dance on. Any rigid covering would certainly damage the floor further. Stiletto heel covers are imported from China at a cost of £3.95 a pair with a minimum order of 100 pairs. Following discussion with both large dancing groups, and admission by one that stiletto heels were worn on one occasion, it has become clear that these heels are still being worn and further damage has been done to the main hall floor.

(B.E.Tress/Chair)

**RESOLVED** to write to all of the dancing groups who use the Main Hall and Large Front Room, to view together and as soon as possible, the damage to both of the floors and that Cllr.Jefferies, Kitchen or Prattley will attend with the Town Clerk

d) Disabled Unisex Toilet – Ladies Cloakroom Area: Following a DDA recommendation by our architect, a quotation has now been

received from our appointed plumber and details are given for consideration.

(Jefferies/Fisher)

**RESOLVED** that 2 more quotations are sought and all are brought back to this Committee for consideration.

- e) External Storage: The garage is now full to capacity with large items and additional secure storage is needed. To consider the purchase of a 10' or 20' steel lockable container for installation in the rear garden area of the Town Hall adjacent to the garage. The Town Clerk has obtained quotations for same and details are given. The containers can be placed on hard-packed soil or gravel but first the area would have to be levelled off. An additional quotation from our appointed Civil Engineers has also been sought to level the soil with an excavator and cart away the spoil. Details are also given for your consideration.

(Jefferies/B.E.Tress)

**RESOLVED** that we ask the caretaker to measure the outdoor space to the rear of the kitchen (south side) and obtain quotations (including from local joiners) for a large, solid wooden shed for storage purposes. That if we do not really need the donated old metal chairs they can be disposed of. Cllr.Kersey will let the Town Clerk have some website information on recycling such items.

(B.E.Tress/Chair)

**RESOLVED** that we put the above (re.container/shed) to the Budget Committee to budget for 2010/11 and to check out with ERYC's Conservation Officer that we would be allowed to install either storage option.

- f) Request for Additional Office Space: With 2 members of staff plus the Financial Consultant using the 14' x 15' office, and with the addition of a Town Plan Project Officer (for 1 year) in January 2009. With the necessary furniture, computer equipment, filing cabinets, photocopier, franking machines, etc. we have now outgrown the space and are literally at 'bursting' point.

Therefore, the Town Clerk is now asking this Committee to consider extending the office space by creating an opening into the Small Front Room (which could also be used as a small meeting room on occasion). This would free up one room for desk space only.

(Jefferies/B.E.Tress)

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

*Mr Fisher left the meeting at 8.20pm whilst the following agenda items were discussed.*

**13635 BUDGET ITEMS – TOWN HALL – 2010/11:**

To consider the budget figures for the following items in readiness for the January 2010 Budget meeting.

- Caretaker's Gross Wages/Employer's N.I.
- Electricity & Gas
- Water Rates
- NNDR (R.V. for 2010/11 increased to £31,750.00 from £30,000.00)
- Town Hall/CCTV Insurance
- Annual Checks/Maintenance
- Refuse Charges
- Fire Alarm
- Annual Survey
- Repairs & Minor Items
- Sentry Alarms
- Cleaning Materials

To also consider any increase in Room Hire Charges (from 1/4/10). Details of the 2009/10 charges are given for information.

(B.E.Tress/Jefferies)

**RECOMMEND** to Finance & Personnel that there be a 1 ½% increase on all items with the exception of a 2% increase on the Caretaker's Gross Wages/Employer's N.I.

(Jefferies/B.E.Tress)

**RESOLVED** that 3% be added to all of the current room hire charges, for 2010/11 and that they be rounded up to the nearest 5pence, 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 charge.

That the following be added to the booking form forthwith:

The cost of any repairs caused by deliberate or accidental damage to the fabric of the building, including that caused by shoe heels, will be charged to the hirer.

*Cllr.Kitchen indicated that he wished to speak to this Committee on the provision of up to date film shows by the East Riding Council backed Artery Cinema.*

(Jefferies/Chair)

**RESOLVED** to implement Standing Order 1.5 to extend the length of the meeting beyond 10pm.

*Cllr.Kitchen spoke of the free 'taster' film show that had recently been put on at the Town Hall and was enjoyed very much by those residents in attendance.*

*He needed to respond at the end of next week to ensure we would be included in the 2010 programme.*

*Cllr.B.E.Tress would be willing to carry out a straw poll in The Square in the future. If enough residents interested we can probably start in the autumn. Cllr.Kitchen will inform Artery accordingly.*