

AXMINSTER TOWN COUNCIL

MINUTES OF A MEETING OF THE BUILDINGS AND FINANCE COMMITTEE HELD AT NOON. ON THURSDAY, 10TH MAY 2018 AT AXMINSTER GUILDHALL.

1. PRESENT: Cllr. J.W. Walden, (Town Mayor), Cllr. A.L.Young (Deputy Mayor), Cllr. D.R.H. Hull, Cllr. Mrs. S.L.N. Leat, the Town Clerk and the Deputy Town Clerk. 0 member of the public , 0 representative of the press.

CLLR. YOUNG, IN HER CAPACITY AS GUILDHALL MANAGER FOR WHICH SHE DECLARES A PECUNIARY INTEREST, HAS A DISPENSATION TO SPEAK ON MATTERS RELATING TO THE GUILDHALL PROVIDED THE PECUNIARY INTEREST IS NOT OF OVER-RIDING SIGNIFICANCE

CLLRS. HULL AND MRS LEAT EACH DECLARED A PERSONAL INTEREST AS BEING A MEMBER OF AXMINSTER GUILDHALL MANAGEMENT COMMITTEE

CLLRS. WALDEN DECLARED A PERSONAL INTEREST AS BEING A MEMBER OF AXMINSTER COMMUNITY ENTERPRISE.

CLLR. WALDEN DECLARED A PERSONAL INTEREST AS BEING CHAIRMAN OF THE GOVERNORS OF AXE VALLEY ACADEMY

2. APOLOGIES: Cllr. P.G. Hayward.

3. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING: these had not been approved by the Town Council so were not available

4. PUBLIC FORUM:- None.

5.FINANCIAL MATTERS

- a) STATEMENT OF RESERVES: there was nothing to add to what had been discussed on 30th April 2018.
- b) GRANT APPLICATIONS : the Deputy Town Clerk sought clarification as to the grant to be awarded to Axminster Youth Club. It was confirmed that this would be £1000 to cover room hire costs and £1600 (£400 paid quarterly) towards the cost of employing a Youth Worker, once appointed.
- c) GRANT APPLICATIONS POLICY – there was nothing to add to what had been discussed on 30th April..

6. PROPERTY RELATED MATTERS – GUILDHALL:

- i. UPDATE ON MEETING WITH PROPERTY CONSULTANTS – nothing to add to what had been discussed on 30th April 2018.
- ii. OFFICE ACCOMMODATION – Cllr. Walden confirmed that from response to an email he had sent out it appeared that the preference was that Council Offices should remain at the Guildhall. The proposal drafted by the office staff themselves will be discussed at the next meeting of the Town Council.

7) PROPERTY RELATED MATTERS – OLD COURTHOUSE: resolved that tenancy matters relating to the Arts Cafe be referred into committee.

8) PROPERTY RELATED MATTERS – CEMETERY; this was covered in committee.

- 9) PROPERTY RELATED MATTERS – AMENITIES: Cllr. Walden had visited the allotment sites with the Handyman and a list agreed of those tenants to whom letters should be sent regarding upkeep of their plots.

Cllr. Hull proposed that a letter be sent to the District Council estates department, with a copy to the Housing Department, suggesting that land to the rear of the garages at St. Andrews Drive be prepared as an allotment site in readiness for the time at which the Millwey Rise site would be required for housing. Cllr. Walden seconded the proposal subject to a request being added that it be made a condition that a water supply was put in place by the District Council. Agreed.

A letter had been received from residents living near the Woodbury Lane allotments expressing concern regarding the stability of a tree. A tree surgeon will be asked to look into this matter and action will be taken once his report has been received.

10. PROPERTY RELATED MATTERS – PIPPINS: it was confirmed that the faulty hinge protector on the main door had been replaced and the door serviced.

The Mayor will liaise with the Clerical Staff in the preparation of a document for submission to Devon County Council on the basis of which it is hoped they will then indicate the financial terms on which the building could be leased or purchased by the Town Council. The Deputy Town Clerk pointed out that, in addition to the present running and maintenance costs, the cost of a caretaker/manager would need to be taken into account.

11. BANKING ARRANGEMENTS: the Deputy Town Clerk said that confirmation had been received that the mandate was now updated.

12. MATTERS OF URGENCY: the Town Clerk said that there was an additional quote which it was agreed be taken in committee.

The Deputy Mayor proposed that under the provisions of the Public Bodies (Admission to Meetings) Act 1960, (as amended by the Local Government Act 1972) the public, (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Agreed.

13. CONSIDERATION OF QUOTATIONS

- a. Town Flag: proposed Cllr. Walden, seconded Cllr. Young, that two sewn flags be purchased for £225 excluding V.A.T. Agreed.
- b. Floodlighting: although 3 quotes had been sought only one had been received. Proposed Cllr. Walden, seconded Cllr. Mrs. Leat, that the advice of the contractor to try one unit to see how it worked be accepted at a cost of £287 excluding V.A.T. Agreed. The Parochial Church Council will be advised what is being done.
- c. Sub-Meters – pending further quotes being received, it was resolved that the advice of Western Power Distribution be sought.
- d. In-car Camera – resolved that this was not practical in light of the new data protection regulations.
- e. Office equipment – further details of the equipment needed to assist in compliance with new data protection regulations will be sought.
- f. Repairs to Central Heating Boiler – a contractor had been asked to service the boilers at the Guildhall and repairs to one found to be necessary. A quote had been supplied. The Town Clerk was asked to obtain some competitive quotes.

14. CONSIDERATION OF SUBMISSIONS FROM PROSPECTIVE TENANTS AT OLD COURTHOUSE: expressions of interest had been received from three prospective tenants. One

was a charity interested in using the former Tourist Information Office and the Courtroom and office off in conjunction as a charity shop. One was from a charity interested in using the former Tourist Information Office only as an area for therapeutic craft activities. One was from a private individual who wished to use the Courtroom and Office off in connection with her work. All were aware of the rental costs for the various parts. Following discussion, Cllr. Walden proposed that this Committee's preference, though not recommendation, was for the Courtroom and Office to be let separately from the former Tourist Information Office. The general feeling was that the lease term should be 5 years but this would be subject to discussion with the parties concerned and that any lease should have in it a privity clause.

The matter will progressed by the officers in consultation with the Town Council's legal advisors.

15. TENANCY MATTERS: the notes circulated by Cllr. Hayward, acting Chairman of the Old Courthouse Committee, on a meeting he had had with the tenants of the Arts Cafe were considered and found to be acceptable subjects to the following comments:
 - a. Recommendation 1 to be discussed with our legal advisors to ensure satisfactory wording.
 - b. Recommendation 3 to be altered to grass to be cut fortnightly.
 - c. Recommendation 8 to be altered to reflect fact that presence of bird feeders is not deemed appropriate.

16. INSURANCE MATTER: quotes had been obtained for remedial work and this information will be passed to the insurers. The Clerk said that there had been problems in obtaining the form recommended by the police.

17. EMPLOYMENT COSTS: Cllr. Walden, seconded by Cllr. Young, proposed that the new administrative post be advertised at the real living wage. Agreed.

Signed Date