

AXMINSTER TOWN COUNCIL

MINUTES OF A MEETING OF THE BUILDINGS AND FINANCE COMMITTEE HELD AT 6.00 p.m. ON MONDAY, 24th JUNE 2018 AT AXMINSTER GUILDHALL.

1. PRESENT: Cllr. J.W. Walden, (Town Mayor), Cllr. A.L.Young (Deputy Mayor), Cllr. Bourner, Cllr. D.R.H. Hull, Cllr. Leat, the Town Clerk and the Deputy Town Clerk. 1 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 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 AND AS BEING A MEMBER OF AXMINSTER TWINNING ASSOCIATION

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

3. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING: These were signed by the Chairman. The Town Clerk and the Deputy Town Clerk will adjust the grant application forms to reflect the revised Grant Application Policy.

The Town Clerk had arranged for an architect to advise on an appropriate lay-out for the offices to enable the accommodation of an additional staff member.

4. PUBLIC FORUM:- A member of the public asked how he could find out about Town Council meetings and was informed about the various places these are advertised..

5.FINANCIAL MATTERS

a) MOTOR VEHICLE INSURANCE: the Deputy Town Clerk had obtained two quotes so far as a previous provider was now unable to quote unless a car or van was included in the package, which is not the case. The two quotes received were for the sums of £446.49 and £384.08.

Resolved, proposed Cllr. Walden, seconded Cllr. Young, that if it proves possible to find a third quotation that is cheaper than the lowest quote will be taken.

b) TOWN COUNCIL INSURANCE : The Town Clerk is in the process of obtaining comparative quotes for this renewal but one of the major providers had withdrawn from the market.

6. PROPERTY RELATED MATTERS – GUILDHALL:

i. UPDATE ON MEETING WITH PROPERTY CONSULTANTS – following a further meeting with the consultants, the revised works programme was discussed.

Cllr. Mrs. Leat stressed the importance of keeping in mind the wider programme of works not simply those to be managed by the consultant. Referring to the suggested cost of the lighting works, she said that the indicative price, which was based on one obtained by the Guildhall Manager, was too low. It was agreed that the lighting element be removed from the indicative quote and that it be confined to provision of lighting bars and the electricity supply thereto

and that the question as to what lighting would best suit the current user-groups be the matter for discussion between them and the Guildhall Manager to get a more realistic picture of the actual requirements.

The indicative cost for the new entry system was felt to be too low. The Town Clerk will ensure that it is understood that all the existing swing doors are to be removed and replaced with an electronic system.

7. PROPERTY RELATED MATTERS – OLD COURTHOUSE:

- a. Museum – the Deputy Clerk expressed concerns that the service charge for tenants was not covering the outgoing. Some of the costs were attributable to common areas. The consumption of the dehumidifier will be checked. The Town Clerk said that she felt that the installation of sub-meters would be worthwhile in the long term. The clauses in each lease would need to be re-examined.
- b. Senior Citizens' Centre – nothing to report.
- c. Arts Cafe – any matters had been dealt with by the Old Courthouse Committee.
- d. Constable's Room – nothing to report.

8. PROPERTY RELATED MATTERS – CEMETERY – work on the new path in the Z section is due to start in August.

9. PROPERTY RELATED MATTERS – AMENITIES: there was discussion regarding the request for provision of a public drinking fountain. The Amenities Committee had suggested the Old Courthouse. The Town Clerk suggested that the front of the Guildhall would be more accessible and obvious. The Town Mayor stated that he preferred the Old Courthouse as a location.

The Committee had recommended the purchase of a machine compact the asphalt when the Road Warden team is filling in potholes. Cty. Cllr. Hall will be asked to help fund this through his Locality budget.

10. PROPERTY RELATED MATTERS – PIPPINS:

- a. Central Heating Boiler – Cllr. Walden had arranged for a contractor to service this.
- b. Fire Prevention and Detection Matters – Cllr. Walden will supply details of inspections to the tenant who had requested the information.

11. BANKING ARRANGEMENTS: the switch over has taken much longer to achieve that had been expected as a result of clerical errors by one of the banks.

12. MATTERS OF URGENCY – GUILDHALL BOILER: Cllr. Walden said that after further investigation it had become clear that the quotation approved by the Town Council had not been based on the specification provided. He instructed the Town Clerk to get a more detailed breakdown of the quote submitted by the contractor whose quote was next lowest in cost.

The Deputy Mayor to propose 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. QUOTES FOR PROPOSED WORKS:

- a. Church Floodlighting - it had only been possible to obtain two quotes, one in the sum of £1428 and one in the sum of £1148. Cllr. Walden, seconded by Cllr. Hull proposed that the quote for £1148.80 be approved. Agreed.
- b. Sub-meters at Old Courthouse – this had been discussed under item 7a

14 TENANCY MATTERS: the Town Clerk expressed concerns that what appeared to be a ticket booth or bar structure had appeared at the Old Courthouse and could make access to the garden difficult for those who found walking on cobbles difficult. She will discuss the matter with Cllr. Hayward as all tenants needed to be reminded that they should seek prior permission before making any changes..

Cllr. Walden reported that some items at Pippins had been moved so that they were not available at the place and time they were required. Tenants/hirers will be advised that furnishings should not be relocated or removed from the building without the knowledge and consent of the Town Council.

It had been agreed at the meeting of the Town Council held on 22nd July 2018 that for administrative convenience in relation to changes in data protection legislation, bookings at Pippins would now be co-ordinated through the Town Council offices. Cllr. Young had volunteered to undertake this role pending the appointment of the new Administrative Assistant. A letter of thanks will be sent to the tenant at Pippins who had been undertaking this role on a voluntary basis for the past eighteen months.

15. INSURANCE MATTERS: nothing further to report.

Signed Date

