

AXMINSTER TOWN COUNCIL

MINUTES OF A MEETING OF THE BUILDINGS AND FINANCE COMMITTEE HELD AT 5.30 p.m. ON MONDAY, 28TH JANUARY 2019 AT THE SENIOR CITIZENS' CENTRE, CHURCH STREET

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1. PRESENT: Cllr. J.W. Walden, (Town Mayor), Cllr. A.L.Young (Deputy Mayor), 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

CLLR. LEAT DECLARED A PERSONAL INTEREST AS BEING A MEMBER OF AXMINSTER GUILDHALL MANAGEMENT COMMITTEE

CLLR. 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 AS A MEMBER OF AXMINSTER SKATEPARK STEERING GROUP, AXMINSTER TWINNING ASSOCIATION AND AS BEING SAFEGUARDING LEAD FOR AXMINSTER YOUTH CLUB.

2. APOLOGIES: Cllr. Bourner, Cllr. P.G. Hayward, Cllr. D.R.H. Hull, Cllr. A.J.E. Seward.

3. MINUTES OF PREVIOUS MEETINGS: these were signed.

4. MATTERS ARISING FROM THE MEETING HELD ON 30th OCTOBER 2018: The following matters were raised:

a) 4a – Cllr. Hayward had arranged for the purchase of paediatric pads.

b) 4c– there had been no progress regarding sub-meters.

c) 4e - Devon County Council had now agreed that works were needed on FP55

d) 4g – piano. The Town Clerk was awaiting the response to a letter she had been instructed to send to Mr. Steer on this matter.

e) 4g– further quotations regarding Fire Risk Assessments were still to be obtained.

f) 6a – telephony contract – the new telephones were due imminently.

g) 8c – the notice in the notice boards at the Old Courthouse was awaiting attention.

h) 8d – the electrical inspection at the Old Courthouse had been organised.

i) 14 – the tenancy had been extended for a further 3 months.

j) 16 – the back door at the Guildhall would have to be replaced in wood as the other options had not proved feasible.

k) 19 – the Town Clerk and the Deputy Town Clerk had met the solicitor and his written advice was awaited.

5. PUBLIC FORUM:- None.

6. FINANCIAL MATTERS: the Responsible financial officer reported that there was £22,000 more in the general fund reserve than at the equivalent time last year.

Following discussion, Cllr. Mrs. Leat proposed, seconded by Cllr. Young, that it was preferable not to take out a further long term fund at this stage to leave the money accessible to invest in the town. Agreed.

Cllr. Walden proposed that a dedicated savings account be taken out to for all the earmarked funds. Cllr. Young seconded the proposal. Agreed. The Responsible Financial Officer said that once this had been approved by full Town Council then a letter of application could be sent.

7. PROPERTY RELATED MATTERS – GUILDHALL:

- i. Order of priority for immediate works: the priority jobs, on the grounds of health and safety, are
 - a. Doors
 - b. Carpeting
 - c. Stage
 - d. Bar refit
 - e. Curtains

It was agreed that the doors between the outer and main foyers should be installed before any carpeting was undertaken in the main foyer. The consultant surveyor is in the process of obtaining necessary quotes. Work on the stage wall and ceiling linings is self-contained and can take place at any time, subject to quotes being obtained. It was resolved that all panels be replaced not simply those that had failed. Replacement of stage curtains is a self-contained issue Further discussion will be needed as to whether manual or electric winding gear for the stage curtains would be better. Any material for curtaining will have to be certified against flames and moth damage. A bar refit will require new work tops, an accessible sink, a proper back bar and catering standard flooring. These improvements are needed to ensure that the Guildhall remains competitive with other venues.

- ii. Report from contractors approached by surveyor – it had not proved possible to get upv exit doors suitable for use in the basement. It was resolved that the quotation for wooden doors considered previously should therefore be accepted.
- iii. Proposals for office lay out – deferred.

8. PROPERTY RELATED MATTERS – OLD COURTHOUSE: Nothing to report.

9. PROPERTY RELATED MATTERS – CEMETERY – a local contractor had been asked to provide quotes for shuttering for the chapel windows..

10. PROPERTY RELATED MATTERS – AMENITIES:

- i. Additional storage for equipment and location thereof- the Town Clerk said she had noticed an advertisement for an industrial unit at Millwey Rise Industrial Estate for lease at a rental of £6000 p.a. It was agreed that a site visit be arranged.
- ii. Tree works – quotations are still to be obtained for agreed works and any arising from inspections.

11. PROPERTY RELATED MATTERS – PIPPINS: Cllr. Walden reported on the recent meeting convened by Devon County Council and stated that the officer from Devon County Council had intimated that each of the two groups had put forward cases which were strong from the point of view of community value but that these needed to be fleshed out. Each group would prepare its own case over the next 6 months. with help from Action East Devon. The Town Clerk highlighted some points, listed in the information received from the other group at the recent meeting setting out immediate actions but these had not been discussed at the meeting and it was resolved that they should not be discussed at this point.

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Cllrs. Leat and Young questioned whether it made sense for the Town Council to be taking on another building. Cllr. Walden said that there would be further discussion on 11th February.

12. UPDATE ON BANKING ARRANGEMENTS: two additional signatories have been added.

13. MATTERS OF URGENCY: None.

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.

14. QUOTES FOR PROPOSED WORKS – OFFICE COMPUTERS: advice from a local service provider regarding options for new office computers was discussed. Cllr. Leat proposed that a customised computer suited to a business office and which offered a degree of future proofing be sourced rather than an off-the shelf model aimed at domestic use. Agreed.

15. QUOTES FOR RELOCATION OF BUS SHELTER: this project had stalled following an indication from East Devon District Council that it was not prepared to allow the Town Council to relocate a redundant shelter from Chard Road to Millwey Rise. Dist. Cllr. Hall had been asked to intervene in this matter.

16. QUOTES FOR NEW NOTICE BOARDS: prices had been obtained for side-opening notice boards to replace defective boards at Millwey Rise and Woodbury Lane. The price for the more expensive version, with legs, which was needed at Woodbury Lane was £375 and there would be the cost of installation which would be in the region of £595, similar in price to the cost already obtained for relocating an existing board from Poplar Mount to Raymonds Hill. Cllr. Walden, seconded by Cllr. Young proposed that this expenditure be approved.

17 TENANCY MATTERS – none.

Signed Date