

Tracey Broughton PSLCC Clerk to the Town Council

**Operations Committee**  
**12<sup>th</sup> December 2018 19.00 The Old Courthouse**

**Minutes of Meeting**

Present: Cllrs B Prentice (Chairman), P Brooker, P Rainbow, P Scorer, M Jeffrey,

In Attendance Town Clerk – T Broughton

**1. Apologies for absence**

Cllr L Harris (Personal)

**AGREED**

**Proposed Cllr Prentice, Seconded Cllr Rainbow**

To accept the apologies from Cllr L Harris

**Unanimous**

**2. To receive any declarations of interest**

Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a Disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the council at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. –None declared.

**3. Approval of previous minutes/notes dated 28<sup>th</sup> November 2018**

**AGREED**

**Proposed Cllr Jeffrey seconded Cllr Brooker**

To accept the minutes by those present at the meeting.

**Unanimous**

It was confirmed that the launch of the website will be early January and will be shared with Traders and Commercial businesses prior to going to the wider public.

**4. Questions from members of the public**

One member of the public and no questions.

**5. Review of Southwell Town Council Property & Services**

**a. Old Courthouse general maintenance update**

Small amount of space and there are amounts of shredding being gathered to contract out. Lockable cabinets will be purchased. Clerk to the Town Council is liaising with Civic Society and History Society with regard to sharing Cell No 1. The groups are going to discuss the possibilities. Chairman explained the amount of documents to be retained.

**b. Market Report – it was a great Christmas Market. Lots of lovely positive comments from the traders. It was suggested that a permanent tree may be a better idea. It was suggested to have forward planning for the Christmas events in August 2019. Chairman has spoken to market traders. It was stated that all markets have similar issues. It was suggested an Easter/Spring market. HMRC and Market Federation will be discussing VAT in the Spring 2019.**

- c. Car Parks – Maintenance work began on the 10<sup>th</sup> December 2018. A weight limit sign will be ordered for King Street Car Park. Clerk to chase information on car charging and on the SLA.
- d. Toilets – No report
- e. Grounds Maintenance update – noted that a group have requested a tree planted in memory of Freda Kirby. Committee have instructed Clerk to talk to the group involved with the tree request. Top path near the War Memorial park. The lights require further quotations. Clerk to use Health and Safety delegated powers to repair the lights within budget. Clerk to the Town Council to apply for grant funding for repairs to the fencing around the older play equipment.

## 6. Events

Thank you to Rotary Club, Newark First Aiders, Minster School. Lantern walk a magical event and very well supported by the Community. It was suggested that some minor amendments should be made next year to enhance the event.

Christmas Tree festival went well. Charity has been set up and £651 was raised on the night and incredible trees were displayed.

It was suggested to encourage the Coop to have Walkers crisp packet collection point.

## 7. To Resolve in whether the Council will move into closed session in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by Section 100 of the Local Government Act 1972 for the following confidential item relating to the Tourist Information Centre

**AGREED**

**Proposed Cllr Prentice, Seconded Cllr Jeffrey**

To enter into closed session.

**Unanimous**

## 8. Tourist Information Centre – discussion on options.

Members discussed Tourist Information Centre Options

## 9. Items for Communication – Website launch

## 10. Items to be included on the next agenda –

## 11. Date of next meeting 23<sup>rd</sup> January 2019

Meeting Closed at

Signed.....Date.....

Chairman, Operations Committee