



# **SOUTHWELL**

## **TOWN COUNCIL**

The Old Courthouse  
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Tracey Broughton PSLCC Clerk to the Town Council

## **Operations Committee**

### **10<sup>th</sup> April 2019 The Old Courthouse**

#### **Minutes of Meeting**

Present: Cllr B Prentice (Chairman), P Rainbow, S Thompstone, P Brooker, Ashworth, Scorer

In Attendance Town Clerk – T Broughton,

#### **1. Apologies for absence**

Cllr M Jeffrey (Personal Commitments),

**AGREED**

**Proposed Cllr Rainbow, Seconded Cllr Brooker**

To accept the apologies from Cllr M Jeffrey (Personal)

**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 23<sup>rd</sup> January 2019 & 27<sup>th</sup> February 2019 & 13<sup>th</sup> March 2019**

Not enough members present to approve the 27<sup>th</sup> February minutes so to go for approval at the Full Council April Meeting.

**AGREED**

**Proposed Cllr Scorer, Seconded Cllr Brooker**

To approve the 23<sup>rd</sup> January 2019 minutes of those members present at the meeting.

**Unanimous**

**AGREED**

**Proposed Cllr Rainbow, Seconded Cllr Ashworth**

To approve the 13<sup>th</sup> March 2019 minutes of those members present at the meeting.

**Unanimous**

#### **4. Public Question Time**

No questions.

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

- a) Cell 2 is nearly up and running. Await the purchase of a tablet and keyboard so that the PC can be brought up to Cell 2. Civic Society have removed much of their belongings and have loaned the Town Council their desk and chair. Civic Society to sort their pictures and documents. Most of the Town Council archiving has been sorted. Plumbing work will commence soon after Easter. One more coat of paint will be applied to the Courthouse front door. Staff have sorted the garages and much rubbish is to be skipped. This is an ongoing project. It was suggested to make available the large garage for storage rental. Clerk to investigate current letting fees. To consider purchasing a shed and then let out the second garage.
- b) Market – June Market is getting booked. New stall holders are attending. Wall has been completed. All bars have been ordered.  
Cllr Scorer declared a personal interest – new clothes stall prevents vehicles from entering the market if other vehicles arrive after 7am. To request the clothes stall to be relocated to make in easier for other vehicles to enter the market.
- c) Town Clerk met N&SDC Officer and communications with N&SDC through the Town Clerk will be ongoing in relation to car parking enforcement meetings. There have not been any serious issues relating to Southwell and if there are they will be relayed to Town Clerk. Clerk to obtain the SLA in writing. There has been an issue with the motorcycle racks in the Bramley Centre Car Park. There is difficulty in accessing the King Street Machine. To consider grant funding. Long Stay Car Park – use over a long term and funding to be considered.
- d) Toilets – there has been no credit on the water leakage at Church Street toilets. To install the CCTV lookalike cameras. Town Clerk and Cllr Rainbow have visited the CCTV HQ and the cameras are giving good coverage of the town.
- e) Grounds Maintenance – no further updates on cleaning the Memorial Gates and railings. Cllr Martin to update on his meeting with the electrician after discussing the WMRG lights. Chairman explained that there have been requests to repair the fence on Glenfield. Town Clerk is liaising with Newark & Sherwood District Council on the ownership of the fence. There has been a complaint that the Fitness Equipment has rust. The company will do a six month check. No update on Gusto S106 re-alignment for Norwood Gardens Play Area. Roman Archaeology would like to do a dig on the amenity green on Wakeling Close. Minster Field – Town Council have received an invoice. Town Clerk has gone back to NCC and the invoice will be stopped. Town Clerk updated committee with an overview of the progress of the Southwell Racecourse footpath.
- f) Van quotations -

**AGREED**

**Proposed Cllr Prentice, Seconded Cllr Ashworth**

To approve the Vanarama van at £2501 to Full Council.

**Unanimous**

- 6. Events** – Town Clerk explained the Freedom Event to be on 20.09.20. March 2020 Champions of Southwell event. Fun Day organisation is going well.

**7. Tourist Information Centre** – opening hours for weekend and bank holidays. Some volunteers will offer to staff the TIC in the afternoons. TIC updates to bring to Full Council. Clerk to the Town Council has stated that there were low figures last Easter Monday and it is the intention to close Easter Monday as there is generally nothing open that day and the Workhouse is closed.

**8. Items for Communication** –

**9. Items to be included on the next agenda** –

10. Date of next meeting 12<sup>th</sup> June 2019

Meeting Closed at 20.18

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

Chairman, Operations Committee