



SOUTHWELL

TOWN COUNCIL

The Old Courthouse
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Tracey Broughton PSLCC Clerk to the Town Council

Operations Committee

11th July 2018 18.00 The Old Courthouse

Draft Minutes of Meeting

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

Town Clerk - T Broughton

1. Apologies for absence

AGREED

Proposed Cllr Prentice, seconded Cllr Ashworth

To accept apologies from Cllr Gregory (Personal), Thompstone (Personal), Lyn Harris (Personal)

Unanimous

AGREED

Proposed Cllr Prentice, Seconded Cllr Jeffrey

To suspend Standing order 3b (ii) to move the time to 6pm

5 in favour 1 abstention

2. Approval of previous minutes/notes

Operations Committee minutes dated 13th June 2018

AGREED

Proposed Cllr Jeffrey, seconded Cllr Ashworth

To accept the minutes by those present at the meeting with the amendment that Mr Stankovic be asked to provide a plan of the hanging basket watering system.

Unanimous

3. Matters Arising for items not on the agenda – None

4. 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.

5. Short presentation from Norwood Gardens Play Area representatives

This has been postponed to the August meeting.

6. Ongoing activities July Review – to be tabled at the meeting
- Chairman explained the colour coding that has been implemented on the Action plan and talked through which action points can be removed. Both the front door and the back door of the Old Courthouse need to be painted. The future provision of public toilets to be discussed in the August 2018 meeting. Chairman asked members to consider this item prior to the meeting in August. Permission has been gained to remove the sycamore tree in the car park and quotes are being obtained. It was reiterated for staff to purchase the bike stands that have been approved with CIL funds. City scape boards – can remove the top paragraph and they can be painted and the boards have cork placed on them. The Council have received generous donations for the cleaning of the war memorial and the new plaque.

It was suggested to make enquiries with the Museum of Time Keeping should be made to see if they have any ideas as to how the clock face can be repaired.

7. Review of Southwell Town Council Property & Services
- a. Old Courthouse update – noted in the written report
 - b. Courthouse Chambers – noted in the written report
 - c. Public Conveniences – deferred until the August meeting
 - d. Market - update – noted in the written report – not to put A boards out on a Thursday
 - e. Carparks – there has been a prioritised list of maintenance work required in all the Carparks. Staff are struggling to obtain a contractor to repair the kerbing in King Street Car Park but will keep trying. Chairman explained the proposed Car Parking Charter.

AGREED

Proposed Cllr Prentice, seconded Cllr Jeffrey

To recommend to Full Council to adopt the Car Parking Charter
Unanimous

- f. Grounds & Maintenance – Chairman and Clerk undertook a walk around of the devolved amenity areas. Clerk to organise the dyke clearance urgently. Fruit trees to be replaced with non fruit trees due to fallen fruit being used as anti-social behaviour.
- g. Trees – written update tabled

8. War Memorial Cleaning project and possible re-commission of new plaque to replace white plaque

AGREED

Proposed Cllr Jeffrey, Seconded Cllr Prentice

That a WW2 plaque be commissioned for the War Memorial in time for the centenary service of remembrance in November 2018.

Unanimous

9. Events update – Fun Day went really well but need a few more volunteers for next year. It was noted that thanks to go to the Events and Tourism Officer for all her hard work for such a successful town event.
10. Tourist Information Centre – Clerk has stated that the TIC has been receiving some direct liaison with other authorities and organisations. Clerk is contacting the authorities to ensure that direct communication comes through the Town Council offices.

11. Items for Communication – Traders are keen to be involved in the development of the new Website.
12. Items to be included on the next agenda – A review of outstanding jobs and projects. Other items to be forwarded to the Clerk prior to the meeting.
13. Date of the next ground staff meeting the Courthouse 28th August at 2pm.
14. Date of next meeting 15th August 2018 at 19.00.

Meeting Closed at 18.55

Signed.....Date.....
Chairman, Operations Committee