



SOUTHWELL TOWN COUNCIL

The Old Courthouse
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Tracey Broughton PSLCC Clerk to the Town Council

Operations Committee 24th October 2018 19.00 The Old Courthouse

Minutes of Meeting

Present: Cllrs B Prentice (Chairman), P Rainbow, M Jeffrey, P Brooker, K Ashworth, P Scorer, S Thompstone, Lyn Harris, A Gregory & D Martin

In Attendance Deputy Town Clerk – L Wright , Assistant Clerk- Karen Green, 14 Members of the Southwell Scout Group

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 12th September 2018

AGREED

Proposed Cllr Martin seconded Cllr Brooker

To accept the minutes by those present at the meeting, with the following amendment – Cllr Rainbow was present after Agenda item 6a

Unanimous

Matters Arising for items not on the agenda – Monies are still outstanding for the War Memorial cleaning, it has been agreed that these are to be transferred to the council.

A volunteers tea has been arranged – the date is to be sent out to the councillors. A people counter for the toilets will cost £300 per month.

AGREED

Proposed Cllr Jeffrey seconded Cllr Gregory

To suspend Standing orders and subsequently reinstate after item 4

Unanimous

4. Questions from members of the public

Question 1 – it was asked why Pitch 1 was not in a very good condition? The clerk replied that was due to the extended dry weather.

Question 2 – could the parking be improved near the Scout Hut on war Memorial Drive with more parking spaces? Cllr Prentice replied that there was no money available for this at the present time.

5. Review of Southwell Town Council Property & Services

- a. Old Courthouse general maintenance update

Cllr Prentice outlined some of the issues with the Courthouse Working conditions, including work space and storage, disabled access and fire escapes. A working party was set up to include Cllrs Prentice, Jeffrey, Scorer & Rainbow and a meeting is to be arranged. The Clerk is to book a fire risk assessment review.

Cllr Martin, the Clerk and Scouts left at 19.39

- b. Market Report. The deputy clerk to calculate any potential VAT from the markets over the last 2 years.

AGREED

Proposed Cllr Rainbow Seconded Cllr Prentice

To purchase from Market Reserve new bars for the market stalls for £574

Unanimous

The purchase of new Tarpaulins is to be deferred until next year. Ideas for the promotion of the market including 'Free February' are to be discussed at the next meeting.

- c. Car Parks – quotes have been received from two companies for the car park repairs identified in the, Car Park Inspection report, which has previously been discussed. The deputy clerk explained that only two quotes had been received, but other companies had been contacted but due to workload had not sent a quote. A percentage can be claimed again the Bramley car park and the remainder to be funded from reserves

AGREED

Proposed Cllr Jeffrey, Seconded Cllr Prentice

To accept the lower quote, covering all car parks and refer as a recommendation to the next Finance & Scrutiny Committee for ratification

Unanimous

Cllr Martin re-entered the meeting at 8pm

A quote has also been received for the re surfacing of Kings Street Car Park which is in bad repair, this is to be considered in the budget proposal for next week. Further quotes are to be obtained by the deputy clerk

- d. Toilets – an initial quote has been received for the refurbishment of the toilets, this is to be discussed at a later date.
- e. Grounds Maintenance update and report on ownership of the fence on Little Burgage- there has been no further progress on the ownership of the fence. The bench of Froggatt Field is to be funded by a crowd funding page, which has now been set up
- f. Machine Maintenance overview and recommendations to Finance & Scrutiny 31st October – a report was discussed on the options available for all the tractors repair and maintenance. The Clerk and Chairman to write a paper on the 'Issues, solutions and options'

AGREED

Proposed Cllr Prentice Seconded Cllr L Harris

To present a machine maintenance overview and recommendations to Finance & Scrutiny at their next meeting for discussion and decision

Unanimous

- g. Report on maintenance of all devolved amenity areas – at a meeting with the Humberstone Road residents it was agreed that they set up a working group registered with the council. 2 apple espalier trees are to be purchased by the council.

- 6. Car Park Charging Discussion and recommendations to Finance and Scrutiny meeting on 31st October

AGREED

Proposed Cllr Thompstone Seconded Cllr Ashworth

To maintain the Car Park charges at their present rate

Unanimous

An impromptu survey is to be carried out by councillors on the use of the car park after 6pm. The councillors are to report to the office where it will be logged over the next 9 months

7. War Memorial update– 50% of any profit from the yarn bombing will be donated to the War Memorial restoration funds

8 Events – update, the clerk to write to the Bramley committee thanking them for organising a very good event. Preparations for late night shopping and Xmas market event is still ongoing for the 29th November.

AGREED

Proposed Cllr Jeffrey, Seconded Cllr Harris

To remove bunting and erect flags along Church Street for the 11th November parade and remove when the Christmas trees are installed. Date to be confirmed

Unanimous

9. Tourist Information Centre – A TIC option paper is to be discussed at next month's meeting

AGREED

Proposed Cllr Prentice Seconded Cllr Rainbow

To suspend standing orders to extend the meeting after 9pm.

Unanimous

10. Discussion on 19/20 Budget for presentation at Budget Working Group meeting in November- any further requests for the budgets to be sent to the Chairman prior to the Council budget meeting on the 15th November. Cllr Prentice and Rainbow to attend the meeting, the Chairman invited all members to attend

11. Items for Communication - letter to be sent to the Bramley Festival

12. Items to be included on the next agenda – to be sent to the clerk by 5th November

13. Date of the next ground staff meeting 5th December 2pm at the Courthouse

14. Date of next meeting 14th November 2018 at 19.00 – several members to the committee have other commitments for this date, therefore the clerk to be asked to change the meeting at 1.30pm. This time to be confirmed

Meeting Closed at 21.10

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

Chairman, Operations Committee