



SOUTHWELL

TOWN COUNCIL

The Old Courthouse
Burgage, Southwell,
Nottinghamshire NG25 0EP
Tel: (01636) 816103
admin@southwell-tc.gov.uk
<http://www.southwelltowncouncil.com/>

Tracey Broughton PSLCC Clerk to the Town Council

Operations Committee

28th November 2018 17.00 The Old Courthouse

Minutes of Meeting

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

In Attendance Town Clerk – T Broughton

1. Apologies for absence

None Received.

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 24th October 2018

AGREED

Proposed Cllr Brooker Seconded Cllr Scorer

To accept the minutes by those present at the meeting with the amendment that Cllr Brooker proposed item 3 and not Cllr Martin
Unanimous

Chairman stated that Clerk is making investigations as to the ownership of the fence around Little Burgage.

4. Questions from members of the public

No members of the public were present

5. Review of Southwell Town Council Property & Services

a. Old Courthouse general maintenance update

Full Council have agreed some urgent actions to improve the staff working areas and de-cluttering has commenced in readiness for shredding. The Clerk explained the results of the Fire Risk Assessment and there are a number of low-cost modifications and the results of the Asbestos survey undertaken in 2010 identified only one area which required attention. A small amount of asbestos has been encapsulated on the cellar door. The Clerk is contacting both community groups that occupy a cell with a view to altering the accommodation arrangements.

b. Market Report – members discussed ways for promotion. Members discussed a free month but this is quite a substantial loss of income. It was suggested that maybe a free week would be less of an income loss. Members discussed how best to reward the regular traders. It was suggested that if a trader gets another trader to come on the market they could have a free week. It was agreed to consult the traders. Planting is complete. Tree holder is in place.

- c. Car Parks – staff are still getting through the list of tasks. Purchase order has been submitted for the repairs of all three car parks. Ticket machines are working well. Contactless machine is working. Have received more sponsorship for the tickets. Town Clerk has not had a reply to a letter sent to N&SDC that included questions about charging points and the current SLA agreement.
- d. Toilets – still awaiting for the walls to dry in the gents toilet. To monitor the ladies toilet ceiling. Memorial Park toilet is open when the staff are in the park.
- e. Grounds Maintenance update – Tractor issues have been resolved at Full Council. Committee discussed obtaining quotations for February 2019 Operations Committee meeting.
- f. Litter & Dog Waste Bins – The Council has have received an inventory of dog bins and litter bins from the District Council, but the numbers do not tally with the list that the Town Council holds. It was suggested to compare the list and look at which bins can become co-mingled. Outdoor staff to do this in January 2019.

6. Discussion of Enforcement of off street parking

Chairman explained that Cllr P Harris had written a paper on car park enforcement. It was questioned as to the wish of the Town Council to take on enforcement of off street parking. It was stated that there are not that many infringements. It was suggested that recruitment might be a problem for ad hoc irregular hours.

The Clerk to write to N&SDC to ask for regular reports on enforcement once the new SLA has been agreed.

AGREED

Proposed Cllr P Scorer, Seconded Cllr Jeffrey

The Committee have considered the report but does not feel it is feasible at the present time.

The Committee thanked Cllr P Harris for his comprehensive report.

Unanimous

6. Events –

Chairman explained that Town Clerk would like guidance on the Town Council events that will be run in 2019.

Fun Day and the Lantern Walk are the main events. One member stated that a new management group may be formed at the completion of the Destination Management Plan.

The Clerk explained the situation with events and the work load that included town supported events. It was suggested that Bramley festival committee could be attended by a councillor. It was suggested that all additional work must agreed by the Clerk to the Town Council.

Fun Day

Lantern Walk

RAF Freedom event

Xmas Market

TOB

Heritage Weekend

7. Tourist Information Centre – The Clerk thanked the council volunteers for covering the Saturday afternoons.

AGREED

Proposed Cllr Prentice, Seconded Cllr Rainbow

To close the TIC Saturday afternoons in January and February 2019

Unanimous

8. Items for Communication – Chairman stated that the new website should be live early in the new year so items not reliant on Town Council approval can be put on the new website.

9. **Items to be included on the next agenda** – TIC options paper
10. Date of the next ground staff meeting 5th December 2018 at 2pm at the Courthouse
11. Date of next meeting 12th December 2018.

Meeting Closed at 18.25

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