



SOUTHWELL

TOWN COUNCIL

The Old Courthouse
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Tracey Broughton PSLCC Clerk to the Town Council

Operations Committee

23rd January 2019 The Old Courthouse

Minutes of Meeting

Present: Cllr P Scorer (Vice-Chairman), P Brooker, P Rainbow, M Jeffrey,

In Attendance Town Clerk – T Broughton, Cllr D Martin

1. Apologies for absence

Cllr B Prentice (Personal), Cllr K Ashworth (Personal)

AGREED

Proposed Cllr Jeffrey, Seconded Cllr Brooker

To accept the apologies from Cllr B Prentice & Cllr K Ashworth and to thank Cllr L Harris for her work on the committee who has now resigned from the committee.

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 12th December 2018 to include the confidential set dated 12th December 2018

AGREED

Proposed Cllr Jeffrey seconded Cllr Brooker

To accept both the public and the confidential minutes by those present at the meeting.

Unanimous

Website launch has gone well. Cookies have been added to the privacy notice. Visit Southwell will re-direct into the visitor menu of the new website.

AGREED

Proposed Cllr Jeffrey, Cllr Scorer

To give a vote of thanks for the work on the new website to Cllrs Brooker and Cllr Reynolds

Unanimous

4. Public Question Time

No questions.

5. Review of Southwell Town Council Property & Services

- a. Old Courthouse general maintenance update – quotations are being sought for repairs to the lights on War Memorial Park path. It was suggested to look at removal of the columns and replace with bollards and budget for this next year. Clerk to investigate

the costs of repair and alternatives that may be less expensive. Committee would like to thank Deputy Clerk for her hard work in obtaining the energy rebate relating to energy use years ago.

AGREED

Proposed Cllr Scorer, Cllr Brooker

To defer suggestion 1 in the report which suggested purchasing a lockable shed for the traffic signs and a new door on the big garage to prepare for rental.

Recommendation to F&S to decide on charging rates for Archaeology Group and to defer any rental of garages until these charges have been agreed with Archaeology.

Unanimous

- b. Market Report – it was suggested to re-arrange the stalls to make the market place look better. A member of the community has some ideas. It was suggested to consult with the traders before any decisions are made. Clerk to update February 2019 Operations Committee on Easter/Spring market and ideas and investigation that has been done.
- c. Car Parks – Clerk explained the issue with the size of lorry delivering to One Stop and the agreement already in place. Clerk explained that good relations were had with the company and the bays have been paid for.

AGREED

Proposed Cllr Scorer, Cllr Brooker

To allow One Stop lorries to deliver to One Stop under their agreement to use the two bays outside their property.

Unanimous

Investigations into Charging points are ongoing, just slow progress. Southwell will be surveyed after Newark has been surveyed.

Cllr Rainbow will continue pursuing information on the Service Level Agreement.

- d. Toilets – No report
- e. Grounds Maintenance update – Town Clerk updated the members on the issues with the large Kubota Tractor and how they have been resolved. To suggest a new apple tree in the orchard and to promote the apple press. It was suggested to remain Aspen due to its environmental benefits. Clerk to investigate cleaning the notice boards on Riverside.

6. Events

Town Clerk explained the staff involvement in the Bramley Festival. Town Clerk to discuss with Chairman of Bramley Festival staff involvement and Chairman of Gate to Southwell.

Town Clerk to email Co-op manager for an update on Walkers crisp bag collection.

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 Scorer, Seconded Cllr Jeffrey

To enter into closed session.

Unanimous

8. Tourist Information Centre – discussion on options.

Chairman explained the complaint that had been received regarding the management of the TIC. Letter has been received and Town Clerk explained the process of how the service has been managed. Members discussed the management of the Tourist Information Centre.

AGREED

Proposed Cllr Scorer, Seconded Cllr Jeffrey

Chairman and Clerk to draft a reply to send to all members with the reply and Clerk to send a holding email.

Unanimous

9. Items for Communication –

10. Items to be included on the next agenda –

11. Date of next meeting 27th February 2019

Meeting Closed at 20.37

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

Chairman, Operations Committee