

FILEY TOWN COUNCIL

PROPERTY COMMITTEE MEETING HELD THURSDAY 16 OCTOBER 2008

Present: Cllr E Holden (in the chair) Cllr S Cross, Cllr C Hodgson, Cllr G Johnson,
Cllr D Murton, Cllr R Walker
Mr K Leathley – Health & Safety Advisor to the Council (non voting)
Clerk – Mrs G Robinson

NOTICE OF THE MEETING

RESOLVED : That Public Notice of the meeting had been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972

713/08

APOLOGIES

All members of the Property Committee were present at the meeting.

RESOLVED: That this information be noted.

714/08

DECLARATIONS OF INTEREST

There were no declarations of interest in items on the agenda.

RESOLVED: That this information be noted.

715/08

COUNCIL OFFICES

The Health & Safety Risk Advisor and the Clerk had undertaken a Health and Safety Inspection for the Council Offices on 14 October 2008 and copies of the inspection report together with copies of the current Fire Risk Assessment were circulated to members at the meeting. The Clerk suggested that the significant findings and priorities from both documents be included in a rolling action plan to be drawn up with relevant costs for members to consider at their next meeting. The Health and Safety Risk Advisor drew members attention to the main concerns highlighted by the inspection those being, the lack of storage space for both council documents and archival records; additional fire protection and manual handling risks and questioned whether the council should investigate whether the building was 'fit for purpose' and whether alternative premises should be explored. After further discussion it was

RESOLVED: That the Clerk draw up a Health & Safety rolling action plan together with estimated costs to be presented to members of the Property Committee at the next meeting for consideration.

716/08

PROPERTY UPDATE

Bell Tower

The Clerk reported that further estimates had been obtained for scaffolding and an order had been placed at a cost of £690 with Acorn scaffolding and maintenance work would commence on the Bell Tower week commencing 27 October 2008.

Replacement Floor coverings

The Clerk reported that replacement floor coverings on the stairs and both kitchens would be completed by 24 October 2008.

Testing of Electrical Installation and Gas Installations

The Clerk reported that she was currently investigating costs for testing both electrical and gas installations within the Council Offices and this would be incorporated into the rolling action plan.

RESOLVED: That the above information be noted.

717/08

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, members of the press and public are excluded in accordance with Standing Order 68 for the following items of business being in relation to terms of tenders, proposals in negotiations for contracts.

718/08

THE LAWNS CEMETERY

Ground Shoring Equipment

Members were informed by the Clerk that the cemetery contractor had brought it to her attention that the ground shoring equipment owned by the Town Council for the Lawns Cemetery was in need of replacement. The Health and Safety Risk Advisor stated that the Town Council had a responsibility under the safe working regulations to ensure safe equipment is in place for contractor's to use. Members discussed the request to replace specialist equipment of four butterfly jacks and one set of side panels and the approximate relevant costs which had been obtained by the Clerk depending on the size of panels the contractor required. After discussion it was

RESOLVED: That a recommendation be made to the Finance & General Purposes Committee to consider utilising funds from the Model Agreement for the replacement shoring equipment for the Lawns Cemetery as detailed above after the Clerk had obtained the exact requirements from the Contractor.

719/08

Cemetery Sign

The Clerk had previously circulated to members a draft design and estimates for a sign for the Lawns Cemetery for approval which had previously been agreed in principle (Minute 394/08). A proposal was made to purchase an aluminium sign with applied vinyl text and line work with digital print for the Town Crest from the Model Agreement Cemetery Budget at a cost of £165.00 including fitting to the gates which was seconded and unanimously supported with the exception of Cllr G Johnson who voted against the proposal and requested a recorded vote. It was

RESOLVED: That a recommendation be made to the Finance & General Purposes Committee to consider utilising funds from the Model Agreement for a sign for the Lawns Cemetery as detailed above.

720/08

Councillor E. Holden
Chairman