

FILEY TOWN COUNCIL

PROPERTY COMMITTEE MEETING HELD ON 2 JUNE 2009 AT 11.00AM

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

The Chairman welcomed everyone to the meeting.

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

354/09

APOLOGIES

Cllr R Walker had sent apologies to the meeting due to holiday.

RESOLVED: That Cllr R Walker's apologies be accepted.

355/09

DECLARATIONS OF INTEREST

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

RESOLVED: That this information be noted.

356/09

ELECTION OF CHAIRMAN

It was proposed and duly seconded that Cllr E Holden be elected as Chairman of the Property Committee for 2009/2010. It was

RESOLVED : That Cllr E Holden be elected Chairman of the Property Committee for 2009/2010.

357/09

ELECTION OF VICE CHAIRMAN

It was agreed that the position of Vice Chairman be deferred until the next meeting when all members of the Property Committee are present. It was

RESOLVED : That this information be noted.

358/09

TERMS OF REFERENCE

Members had previously been circulated with a copy of the Terms of Reference for the Property Committee. The Clerk stated that a review of all council committee's Terms of Reference should be undertaken by each new committee at their first meeting after the Annual Council Meeting and asked for the committee's acceptance of the Terms of Reference. It was

RESOLVED: That the Property Committee's Terms of Reference be accepted by the Property Committee for 2009/2010.

359/09

FILEY MUSEUM

The Clerk informed Members that the ornate exterior light outside Filey Museum had been damaged and the Clerk had instructed a contractor to make safe and disconnect the supply. An estimate of costs had been obtained for the refurbishment of the light and bracket including vandal resisting glass and electrical works to current regulations. The Clerk informed Members that the Council insures the Museum building but this did not include exterior fittings and that the Council's budget was for maintenance of the Museum property only. Members discussed the cost of the refurbishment of the exterior light, £521 plus VAT at length and after much discussion concluded that reluctantly on this occasion this was not the responsibility of the Town Council. It was

RESOLVED: That the Clerk send a letter to Filey Museum informing the Trustees that on this occasion the Town Council could not support contributing towards the cost of the refurbishment of the exterior light.

360/09

HEALTH & SAFETY ACTION PLAN UPDATE

The Clerk circulated to members an updated Health & Safety Action Plan since the last inspection held on 14 October 2008 with the majority of the significant findings having been addressed. Members were informed that the following items were still outstanding and the Clerk requested authorisation to address priorities within the current property budget. Members were informed of the approximate costings for the following

- Mains Electricity Testing – approx £208
- Replacement of Council Chamber doors to fire doors – approx £500
- The provision of a small office safe – approx £350

Mr Leathley also stated that the Council should consider costing the provision of a mechanical lifting device to aid the lifting of boxes of Town Guides/Maps. The Health & Safety Risk Advisor informed Members that a lot of work had been undertaken in training staff in all aspects of Health & Safety in an ongoing training programme. Two members of staff have been booked to go on First Aid courses. The Health & Safety Risk Advisor and the Clerk were nearing completion of the revision of the Council's Health and Safety Policy and this would be made available to Members when completed. The Health & Safety Risk Advisor had visited the Lawns Cemetery and assessed all Council equipment and methods being used by the new contractor. Members wished to record their thanks to Mr Leathley for his commitment to the Town Council in his role as the Health & Safety Risk Advisor. It was

RESOLVED: That the Clerk progress all of the outstanding Health and Safety significant findings as listed above as soon as possible. 361/09

RESOLVED: That Mr Leathley be thanked for his commitment to the Town Council in his role as the Council's Health & Safety Risk Advisor. 362/09

SITE VISIT TIMETABLE 2009/2010

The Clerk circulated to members a copy of a schedule of dates for site visits to Council property which was subject to agreement with individual groups and organisations. It was

RESOLVED: That the site visit timetable be accepted by members of the Property Committee. 363/09

Councillor E. Holden
Chairman
Property Committee