



Minutes of the meeting of the
Estate Committee of Broseley Town Council
held at 7.00pm on Tuesday, 21st March 2017
at the Birchmeadow Centre

Standard abbreviations used throughout: BMC – Birchmeadow Centre
BCMC - Birchmeadow Centre Management Committee
SC – Shropshire Council

94. PRESENT

Councillors Childs, L Garbett, Harris, Taylor.

95. IN ATTENDANCE

Members of the BCMC: C Bagnall (Chair), B Webb (Treasurer), S Milan, Clerk.

96. APOLOGIES

Councillor M Garbett – holiday.

97. DECLARATIONS OF INTEREST

| Councillor | Agenda item | Subject | Type of interest | Reason | Minute no. |
|------------|-------------|--------------------|------------------|----------|------------|
| Childs | 5 - 9 | Birchmeadow Centre | Pecuniary | Employee | 100 – 104 |

98. MINUTES OF THE MEETING OF THE ESTATE COMMITTEE HELD ON 17TH JANUARY 2017

RESOLVED to approve the minutes of the meeting held on 17th January 2017 as a true record.

99. MATTERS ARISING FROM THE MINUTES OF THE ESTATE COMMITTEE MEETING HELD ON 17TH JANUARY 2017

None.

Having declared a pecuniary interest in the following items, Councillor Childs left the meeting.

100. REPORT FROM THE BIRCHMEADOW CENTRE MANAGEMENT COMMITTEE

- a. Councillors noted a report from the BCMC. Recent gigs had been well attended and performers were now booked into 2018. 500 flyers advertising the Centre and forthcoming events had been distributed around the town and the local area to raise awareness. A further distribution was planned, this time of 1000 flyers, to advertise the next three large events. The Performing Rights Society licence had been renewed. It was noted that this only covered events organised by the BCMC; other organisations putting on live events at the Centre and selling tickets were responsible for arranging their own licences. There had been a couple of recent electrical problems and the electrical contractor had attended to remedy these.
- b. Councillors noted the BCMC accounts and report from the Treasurer.

101. MANAGEMENT AGREEMENT

- a. It was noted that, at the full Council meeting on 14th March, the Council had resolved to approve the Management Agreement and the Deed of Surrender and to authorise signature of the documents on behalf of the Council.
- b. It was noted that the BCMC was expected to formally agree signature of the documents at their forthcoming meeting and would advise the Clerk accordingly. The Clerk would arrange for the solicitor to draw up the necessary documents.

102. BIRCHMEADOW CENTRE MAINTENANCE

- a. It was noted that a representative from Multifloor had attended and carried out work to the raised area of flooring in the Pritchard Room. However, he had reported that a

larger area of flooring should be lifted to review any further problems with damp. There had been no work since and the Clerk was asked to follow this up.

- b. It was noted that the metal bollards on the road side of the Centre had been capped to prevent rain water and rubbish entering the bollards.
- c. It was noted that the annual service of the fire extinguishers had been carried out and that two replacement extinguishers had been fitted.
- d. It was noted that ABC Fire Protection had recommended the fitting of an additional extinguisher in the kitchen and additional fire exit signs. **RESOLVED to purchase the required signs from a cheaper supplier and to purchase the extinguisher from ABC Fire Protection after checking this requirement.**
- e. No other maintenance issues to report.

103. REFURBISHMENT OF UPSTAIRS TOILETS

- a. It was noted that several contractors had been asked to submit quotations for the refurbishment of the toilets.
- b. **RESOLVED to suspend Financial Regulations, as per regulation 16.2, as the Clerk had made best endeavours to obtain three quotations for the work. RESOLVED to place the contract for the refurbishment of both ladies and gents upstairs toilets with SM Colley Windows & Doors.**
The Clerk was asked to arrange a pre-contract meeting with the contractor, S Milan and C Bagnall from the BCMC and Councillors Burton, M Garbett and Harris.

104. BIRCHMEADOW CENTRE – SOLAR PANELS

- a. It was noted that the Expression of Interest for the installation of solar panels had been accepted by the Postcode Local Trust and that a Stage 2 full application form would now be submitted.
- b. It was noted that the application form was aimed at community organisations of all kinds and that this caused some difficulty in completion.
RESOLVED to recommend to full Council that the Council agree to solar panels being fitted to the roof of the BMC.

Councillor Childs returned to the meeting.
Members of the BCMC left the meeting.

105. CEMETERY FEES

RESOLVED to recommend to full Council that, following a significant increase last year, a negligible increase in cemetery fees be made this year by rounding the figures up to the nearest £5 or £10.

106. CEMETERY MEMORIALS

The Clerk had spoken to the local memorial mason regarding progress with repairs. The wet ground had delayed work but as soon as the ground dried he would undertake the repairs ordered by grave owners.
Councillors would consider how to deal with memorials still requiring work at the next meeting. The Clerk was asked to follow up in writing the verbal request to the memorial mason to store memorials removed from graves in his yard, rather than at the Cemetery.

107. MEMORIAL GARDEN

- a. Councillors considered quotations obtained for a notice board for the Memorial Garden and the library (agenda item 14a). **RESOLVED to set a budget of £3,000 to procure notice boards for both the Memorial Garden and the outside wall of the library.**
- b. **RESOLVED to award the contract for repairs to the Memorial Garden wall to J Gough.**

108. METAL DETECTION

Councillors considered a request from a member of the public to carry out metal detecting on the Maypole Green. **RESOLVED to grant permission once the lease with SC had been finalised.**

109. LIBRARY MAINTENANCE

- a. See minute 91a.
- b. Councillors noted that the water heater serving the library was faulty and **RESOLVED to accept the quotation from J Morris Plumbing & Heating for the purchase and installation of a replacement water heater at a cost of £249.80 plus VAT.**
The Clerk was asked to check whether a limescale inhibitor was required.
- c. Councillors noted the need to address premises management of the library. **RESOLVED to set up a task and finish group of Councillors Burton, Harris, M Garbett and the Clerk to consider how best to deal with this.**
The Clerk was asked to arrange for the gas heaters to be serviced as a matter of urgency.

110. STREET LIGHTING

- a. Councillors noted that a list of the Council's street lights with grid references had been sent to SC for risk assessment to enable the Council to consider part night lighting.
- b. Councillors noted quotations totalling £415.39 for the removal and replacement of the AC Ford control box on street light no. 164, located at the junction of Cobwell Road and Easthope Road, and **RESOLVED to place the required orders with Prysmian and WPD.**
- c. Councillors noted that officers had contacted STAR Housing with regard to ownership of the lights at the rear of Foundry Lane and were awaiting a clear response.
- d. Councillors noted that over a year had passed since the light at The Woodbridge had been demolished by a car and that officers had been unable to make progress with the police and DVLA in tracing the driver. **RESOLVED to obtain quotations for the replacement of the light at the expense of the Council.**

111. BINS IN THE HIGH STREET

Councillors noted that the bins in the High Street were in poor condition and RESOLVED to arrange for the Council's groundsmen to paint the bins.

Chairman