



Minutes of the meeting of the
Estate Committee of Broseley Town Council
held at 7.00pm on Tuesday, 20th September 2016
at the Birchmeadow Centre

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

37. PRESENT

Councillors Childs, L Garbett, M Garbett, Harris, Smith, Taylor.

38. IN ATTENDANCE

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

39. APOLOGIES

Councillor Jones – other meeting.

40. DECLARATIONS OF INTEREST

Councillor	Agenda item	Subject	Type of interest	Reason	Minute no.
Childs	7 – 11	Birchmeadow Centre	Pecuniary	Employee	45 - 49
Smith	7 – 11	Birchmeadow Centre	Bias	Secretary and Trustee of BCMC	45 - 49
Taylor	17	Christmas Lights	Bias	Chair of Christmas Lights Committee	55

41. MINUTES OF THE MEETING OF THE ESTATE COMMITTEE HELD ON 19TH JULY 2016
RESOLVED to approve the minutes of the meeting held on 19th July 2016 as a true record.

42. MATTERS ARISING FROM THE MINUTES OF THE ESTATE COMMITTEE MEETING HELD ON 19TH JULY 2016
None.

43. MINUTES OF THE MEETING OF THE ESTATE COMMITTEE HELD ON 26TH JULY 2016
RESOLVED to approve the minutes of the meeting held on 26th July 2016 as a true record.

44. MATTERS ARISING FROM THE MINUTES OF THE ESTATE COMMITTEE MEETING HELD ON 26TH JULY 2016
None.

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

45. REPORT FROM THE BMC MANAGEMENT COMMITTEE

- a. Councillors noted a report from the BCMC.
- b. Councillors noted the BCMC accounts which included profit and loss information. B Webb was asked to provide this information for future meetings. Despite repeated contact with the Charity Commission, the errors on the website had still not been corrected. B Webb would persevere.

46. MANAGEMENT AGREEMENT

Comments received from the Council's solicitor were noted. The Clerk was asked to seek further clarification from the solicitor regarding the relationship between the lease and management agreement and the need for both documents. If a revised lease were required a simple document should be drawn up by the lawyer.

47. BIRCHMEADOW CENTRE MAINTENANCE

- a. Councillors noted that the replacement emergency lights and exit sign had been fitted.
- b. The few outstanding Health & Fire Safety matters were in hand.
- c. It was noted that the removal of the stage lighting had caused some plaster to fall from the stage ceiling. A temporary repair would be made pending the major works soon to be undertaken.
Councillors noted that the boiler serving most of the building was repeatedly losing a small amount of pressure. This was probably the result of a minor leak somewhere in the pipework. At present, the problem was being addressed by adjusting the pressure as required.

48. BIRCHMEADOW CENTRE GABLE END WORK

Work to the gable end was scheduled to commence on 3rd October and to take three weeks. It was noted that an event was booked in the hall for the weekend the work was due to finish and that safe access to the hall would be required even if the work was not entirely complete. S Milan proposed that a pre-contract meeting be held to confirm arrangements for access, etc. Friday, 30th September would be convenient.

Prior to commencement, a letter drop would be carried out to residents of the adjacent mobile home park who might be affected by the work.

49. REFURBISHMENT OF UPSTAIRS TOILETS

- a. It was noted that full Council had allocated £15,000 for the refurbishment of the upstairs ladies and gents toilets.
- b. Councillors reviewed quotations to hand. It was intended that both facilities would be refurbished as one contract and the Clerk was asked to request best prices of the contractors as well as information on time scales. The Chair would review responses with the Clerk.

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

50. WAR MEMORIAL

- a. Councillors noted that it had not been possible to clarify ownership of the war memorial. It was likely that, after the memorial had been erected through public subscription, ownership had transferred to the Borough of Wenlock and then to Bridgnorth District Council followed by Shropshire Council. However, there was no paper trail. The Memorial Garden was owned by the Town Council and it was noted that legally the Town Council could choose to maintain the memorial.
- b. There had been no further news on the possible listing of the memorial by Historic England.
- c. Councillors noted the concerns of the Royal British Legion (RBL) with regard to the condition of the memorial: these related to stability, the need for repointing and the poor legibility of some of the names. Councillors indicated their willingness to support the RBL in addressing these concerns.
Councillors noted that an enquiry had been received regarding a name "missing" from the memorial. The Clerk would seek further details.

51. CEMETERY

- a. Councillors noted that the replacement alarm system had been installed.
- b. Memorial testing was nearing completion. It was noted that any problems identified might result in a cost to the Council if the owners of the gravestones could not be contacted.
- c. Councillors noted and approved the Clerk's action in arranging for a tree surgeon to remove a loose branch which was lodged in one of the cedar trees.

52. GROUNDS MAINTENANCE WORK

Councillors considered working practices with regard to maintenance of the jitties.

RESOLVED that in future the two groundsmen should work together when maintaining the jitties.

53. LIBRARY

- a. Councillors noted progress with the production of a new sign for the library building. A pattern maker had been able to provide a pattern for the sign incorporating the Council's logo and this was now in production.
- b. Councillors considered whether to charge for allowing outside agencies to erect displays in the library or hold drop-in sessions. **RESOLVED that outside agencies might be permitted to erect displays and hold drop-in sessions free of charge providing the display was not intended to increase the profits of the organisation.**
- c. Councillors considered the benefits of setting up a 'Friends of the Library' group. The Clerk would attend a meeting of the Bridgnorth Library group to obtain further information.

54. STREET LIGHTING

- a. Councillors noted that the new LED lanterns had been fitted in Collins Close. There had been one complaint about the new lights which had otherwise been well received.
- b. **RESOLVED to obtain quotations for conversion of the Council's remaining street lights to LED lanterns. Where the post might need to be replaced within 10 years, a replacement cost should also be obtained.**
- c. Councillors noted that efforts were continuing to obtain details of the driver who had damaged the lighting column near The Woodbridge in Coalport Road.

55. CHRISTMAS LIGHTS

- a. Councillors noted that the contract for this year's Christmas lighting installation had been placed with Dodd Group.
- b. Councillors considered quotations to hand for anchor point testing and **RESOLVED to accept the quotation from Highline.**
- c. Councillors noted that, following discussion with the Christmas Lights Committee, an order had been placed for replacement column features for the Memorial Garden.

Chairman