



Minutes of the meeting of the  
Estate Committee of Broseley Town Council  
held at 7.00pm on Monday, 18<sup>th</sup> January 2016  
at the Birchmeadow Centre, Broseley

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

**45. PRESENT**

Councillors Childs, L Garbett, Harris, Jones, Smith and Taylor (in the chair).

**46. IN ATTENDANCE**

C Bagnall - Chair of the BCMC, S Milan - BCMC, B Webb – Treasurer of the BCMC, Clerk

**47. APOLOGIES**

Councillor M Garbett – holiday.

**48. DECLARATIONS OF INTEREST**

Councillor	Agenda item	Subject	Type of interest	Reason	Minute no.
Childs	6-9	Birchmeadow Centre	Pecuniary	Employee	52 - 55
L Garbett	10	Park View Play Area	Pecuniary	Owner of adjacent land subject to planning application	56
Jones	7g	Fire Risk Assessment	Bias	SC member of Fire Authority	53g
Smith	6	BCMC Report	Bias	Member of BCMC	52
Taylor	13	Christmas Lights	Bias	Chairman of Christmas Lights Committee	60

**49. MINUTES OF THE MEETING OF THE ESTATE COMMITTEE HELD ON 19<sup>TH</sup> OCTOBER 2015**

**RESOLVED** to approve the minutes of the meeting held on 19<sup>th</sup> October 2015 as a true record.

**50. MATTERS ARISING FROM THE MINUTES OF THE ESTATE COMMITTEE MEETING HELD ON 19<sup>TH</sup> OCTOBER 2015**

None.

**51. COUNCIL BUDGET**

Members noted the budget reviews.

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

**52. REPORT FROM BCMC**

- a. Members noted the report from C Bagnall, Chair of BCMC. The Centre had been busy leading up to Christmas with the lights switch-on day a great success. A recent concert by local performer Bill Caddick had brought a full house. The newly active Twitter account was providing important, additional publicity for events. The new, built-in cupboard in the Studio was providing useful storage space.
- b. Members noted the BCMC accounts and report from the Treasurer. B Webb agreed to include the date the accounts were prepared for clarity on future reports.

**53. BIRCHMEADOW CENTRE MAINTENANCE**

- a. **Acoustic panels:** following some delay it was expected that the acoustic panels for the Pritchard Room would be fitted within the next fortnight.

- b. **External tap:** it was noted that the external tap had been fitted. A key would be required for both the Council and BCMC.
- c. **Sewage pump:**
  - i. It was noted that a new sewage pump had been fitted under the car park as the previous pump had developed a fault which could not be rectified. It was agreed to check with Taylor Wimpey whether it might be possible to connect up to the drainage system on the new development site.
  - ii. **RESOLVED** to approve payment of the following invoices:

Supplier	For	Net	VAT	Total
H20 Flowtech	Checking fault	172.60	34.52	207.12
H20 Flowtech	Supply and fitting of new sewage pump	1,446.15	289.23	1,735.38

- d. **Fence on front car park:** it was noted that the new fence had been completed satisfactorily.
- e. **Painting of external walls:** it was noted that materials had been obtained for re-decorating and that the work would be carried out when the weather allowed.
- f. **External fire doors from changing room extension:** it was noted that the Clerk had obtained quotations and selected a contractor and that the replacement doors had been fitted. Top coat painting needed to be completed. Previously there had been problems with the alarm contact becoming wet. S Milan would check whether a waterproof contact could be fitted.
- g. **Fire risk assessment:** Members noted the results of the fire risk assessment and health and safety assessment commissioned by BCMC. A number of action points had been notified which S Milan had divided between Council and BCMC. The BCMC would consider the report at their forthcoming meeting.  
**RESOLVED that the Clerk would address the issues identified for action by the Council and report back to the next meeting.**
- h. **Waste disposal:** the Clerk presented a report on possible alternative arrangements for waste disposal at the BMC which could provide cost savings. The report was passed to the BCMC for consideration at their next meeting
- i. **BroADS projector:** it was noted that BroADS had purchased a new projector to be mounted above the stage. **RESOLVED to allow cabling to be run above the ceiling in the hall to the lighting box for the projector connection.**

**54. BIRCHMEADOW CENTRE GABLE END WALL AND STAGE ROOF**

- a. **Movement gauge on end wall:** negligible movement was reported.
- b. **CDM Co-ordinator:** quotations for the role of CDM Co-ordinator were considered. **RESOLVED that Councillors Harris and M Garbett and S Milan would clarify exactly what services were included in the quotations to hand. If it appeared that a better service was being offered by the more expensive contractor, then the contract would be placed with that contractor.**
- c. **Specifications for strapping and stitching gable wall and works associated with the steel beam:** it was noted that the structural engineer had completed the drawings and specifications required.
- d. **Replacement beam, repointing of end wall and repair to stage roof:** **RESOLVED that once the CDM Co-ordinator had been appointed, Councillors Harris, Garbett and S Milan would collate the paperwork required and work with the CDM Co-ordinator to issue invitations to contractors to quote for the work.**

**55. BIRCHMEADOW CENTRE – VISIT FROM MR GREGORY**

- a. Councillors noted a report from Councillor Harris on the visit of Mr Gregory to the Birchmeadow Centre and town. Although now retired, Mr Gregory had expertise in revitalising leisure facilities. He had been impressed with the town and the BMC which, he felt, had great potential. Mr Gregory might be able to provide some advice on improvements and funding sources. No chargeable work had been approved.
- b. **RESOLVED to authorise payment of Mr Gregory's train fare in the amount of £44.** It was noted that any further expenses would need to be authorised in advance.

Councillor Childs returned to the meeting.

C Bagnall, B Webb and S Milan left the meeting.

Having declared a pecuniary interest in the following item, Councillor L Garbett left the meeting.

**56. PARK VIEW PLAY AREA**

Councillors considered the quotations to hand for the removal of the play area and safety surfacing. **RESOLVED to place the contract with Richard Carter Maintenance Services.**

Councillor L Garbett returned to the meeting.

**57. CEMETERY**

- a. **Overhanging branch:** Councillors noted that the overhanging branch had been removed and the neighbour had been informed of the Council's decision with regard to the conifer trees.
- b. **Shuttering:** Councillors noted that the new shuttering had been delivered and was in use.
- c. **Memorial testing:** Councillors noted that no further progress had been made with memorial testing in the Cemetery due to pressure of other work. The Clerk was asked to bring options for alternative ways of managing the testing programme to the next meeting.
- d. **Toilet / rest room:** Councillors noted that the Clerk had arranged for plans to be drawn up to enable quotations to be obtained to assess the feasibility of constructing a toilet / rest room at the Cemetery.
- e. **Cemetery fees: RESOLVED to recommend to full Council that the fee for the interment of a child up to 12 years be reduced to zero, that the fees for burials of persons outside of the parish remain at double the standard fees and that all other charges be increased by 20% from April 2016.**

**58. RESOLVED to suspend standing orders to allow the meeting to continue past 9.00pm.**

**59. STREET LIGHTING**

Little progress had been made with obtaining information regarding the possible conversion of the street lights. The RFO would continue to press the street lighting contractor for details.

**60. CHRISTMAS LIGHTS**

- a. Councillors noted that items of additional work carried out would incur extra costs over and above the contract price: repair to the Merry Christmas Broseley banner and the installation of additional anchor points.
- b. Councillors noted that it would be necessary to arrange for anchor point testing during the current year and that quotations were being obtained.
- c. Councillors noted that a number of spare light bulbs were required and **RESOLVED to purchase additional bulbs to a value of £100 from any remaining budget.**