



Broseley Town Council

The Library Building, Bridgnorth Road, Broseley, Shropshire TF12 5EL

To Members of the Estate Committee:
Councillors Childs, L Garbett, M Garbett, G Goodall,
A Taylor, Mayor and Deputy Mayor
cc. Birchmeadow Centre Mgt Cttee: C Bagnall, S Milan

Mrs T M Barrett
Town Clerk

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To all other Councillors for information

11th July 2017

You are requested to attend a meeting of the Estate Committee of Broseley Town Council to be held at **The Birchmeadow Centre on Tuesday, 18th July 2017 at 7.00pm.**

Yours faithfully,

T M Barrett
Town Clerk

AGENDA

1. **APOLOGIES FOR ABSENCE**
To receive apologies for absence.
2. **DECLARATIONS OF INTEREST**
To receive any Declarations of Interest.
3. **MINUTES OF THE MEETING OF THE ESTATE COMMITTEE HELD ON 6TH JUNE 2017**
For decision: to approve the minutes of the meeting held on 6th June 2017.
4. **MATTERS ARISING FROM THE MINUTES OF THE ESTATE COMMITTEE MEETING HELD ON 6TH JUNE 2017**
To note any matters arising from the minutes of the meeting held on 6th June not appearing elsewhere on the agenda.
5. **REPORT FROM THE BIRCHMEADOW CENTRE MANAGEMENT COMMITTEE (BCMC)**
 - a. **To note** a report from the BCMC.
 - b. **To note** the BCMC accounts.
6. **BIRCHMEADOW CENTRE MAINTENANCE**
 - a. **To note** progress with resolving the raised area of flooring in the Pritchard Room.
 - b. **To note** a report on problems with the boiler and **to consider** any action to be taken.
 - c. **To note** action taken with regard to monitoring and controlling noise levels from the Centre.
 - d. **For decision:** to consider quotations for the replacement of 8 down lights in the hall.
 - e. **To note** an update on other maintenance issues.
7. **REFURBISHMENT OF UPSTAIRS TOILETS**
To note progress with the refurbishment of the toilets and consider any issues arising.
8. **BIRCHMEADOW CENTRE – SOLAR PANELS**
 - a. **To note** that the bid to the Postcode Local Trust for the installation of solar panels on the roof of the BMC has been successful and that it is planned to commence the work on 31st July.
 - b. **To consider** any measures to be taken in connection with the above.

9. LIBRARY MAINTENANCE

- a. **To note** that the Library Area Manager has confirmed that SC will PAT test electrical equipment belonging to them and will service the fire extinguishers in the building.
- b. **To note** that a check of the fire alarm system identified a fault and the contractor was called to remedy this.
- c. **For decision:** to note that the scheduled meeting of the premises management task and finish group (Councillors Burton, Harris, M Garbett and the Clerk) was cancelled and to set a new date for the meeting.

10. CEMETERY

- a. **To note** an update on progress with addressing identified unstable memorials.
- b. **For decision:** to consider a request from the groundsmen that a bench be installed near to the cabin in the Cemetery and, if agreed, to set a budget for the acquisition of a bench.

11. BENCH AT CAPE FOLD

To note correspondence from Mr I Pickles regarding the poor condition of the bench at Cape Fold and **to decide** what action to take.

12. PLAY EQUIPMENT FOR GUEST ROAD

To note that the Everybody Active grant has been transferred to the Town Council's bank account and that the SC Enablement Officer has begun work on this project.

13. TREE SURVEY

- a. **To note** that the last survey of trees on the Town Council's land was carried out in November 2014 and that the next survey is now due.
- b. **For decision:** to agree to commission Shropshire Council to carry out a survey of the trees in the Cemetery, in the Memorial Garden, on the triangle of land at Jackfield, Maypole Green and the open space at Guest Road.

14. ENVIRONMENTAL MAINTENANCE GRANT

To note that the Environmental Maintenance Grant for 2017 awarded by SC has been increased from £836.11 to £1,131.48.

15. CHRISTMAS LIGHTS

For decision: to note the quotation received from the current contractor and to decide whether to request quotations from alternative contractors for the installation of the Christmas lights.