



Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

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Mayor: Cllr Jason Baker Locum Clerk: Paul Russell

PROPERTY & SERVICES COMMITTEE

Minutes of the Property & Services Committee meeting held on Tuesday 29th September 2020, commencing at 19:00 hours via the Zoom.

PRESENT: Cllr Mrs Kenton (Chair), Cllr Baker, Cllr Kenton, Cllr Mrs Kenton, Cllr Morrison, Cllr Mrs O'Brien, Cllr Williams and Cllr Mrs. Wootton. (1 vacancy)

OFFICERS PRESENT: Locum Town Clerk and Deputy Clerk/RFO

2020/01 ELECTION OF CHAIR
Nominations were requested.

Cllr Jenny Kenton was proposed by Cllr O'Brien and seconded by Cllr Morrison. There being no other nominations Cllr Jenny Kenton was duly elected Chair.

2020/02 ELECTION OF VICE CHAIR
No nominations were received. Following discussion, it was agreed that Deputy Chair would not be elected at this time.

2020/03 APOLOGIES FOR ABSENCE
There were no apologies of absence.

2020/04 DECLARATIONS OF INTEREST
The following Declarations of Interest were made:

- Cllr Baker: (Personal) SSDC Councillor 2020/09(c)
- Cllr Mrs Kenton: (Personal) SSDC Councillor 2020/09(c)
- Cllr Mrs O'Brien: (Personal) SSDC Councillor 2020/09(c)

2020/05 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
As there were no confidential matters to consider this was withdrawn.

2020/06 COMMITTEE MEETING MINUTES
Committee noted that as this was the first meeting of this Committee there were no minutes to consider.

It was noted that a new section had now been created on the website for Committee minutes and agendas.

2020/07 TOWN CLERK'S REPORT
The Locum Clerk had nothing to report.

- (a) **Guildhall** – The Committee **RECEIVED** an verbal report on various works and projects being undertaken in the Guildhall, including reopening, building works commissioned, the return of staff and the commencement of a business plan. The following matters were agreed:

Guildhall Balcony

Committee noted that an email had been received on 21st January 2020 and followed up in September 2020 from Fairhurst, which stated the following:

The floor certainly feels very solid and I have little doubt that it can support 15+ people with ease. Proving this however will require intrusive investigation, but there is no guarantee that a single (or several) core samples will provide enough information to enable us to accurately assess the load capacity of the floor. Core drillers are expensive and charge by the hour and number of cores, so you could get a big bill and not be further forward. It may be more useful to initially hammer drill/disc cut a 150x500 rectangular hole in the top surface, remove this and see what's underneath. Any local builder could do this. This should be quite cheap and reveal whether its solid concrete or 2 layers and maybe some steelwork. We may then know whether core drilling will give us the information we need.

Proposed: Cllr Baker
Unanimous

Seconded: Cllr Morrison

RESOLVED that access to the balcony is reintroduced with immediate effect, subject to the completion of a full risk assessment, investigate options for temporary height barriers to discourage people from leaning over the balcony and to carry out an initial investigation into the structure of the balcony to establish how it was constructed.

Committee noted that a Covid-19 risk assessment had been undertaken and the building was Covid secure for the return of both hirers and Council staff.

Committee welcomed the return of a reception provision two days a week on a Tuesday and Thursday from 10am to 2pm commencing on Tuesday 13th October 2020.

Council agreed to delay the erection of scaffolding to undertake external repairs until January 2021.

- (b) **Play Area Inspections** – Committee noted that revised play area inspections had been carried out at a cost of £600 plus VAT. The reports had been received on 29th September 2020 and would be reviewed.

It was agreed to send each report out to all members for information. It was noted that some S106 funding had been ringfenced and Cllr Baker agreed to forward S106 allocations for Chard to the Locum Town Clerk.

- (c) **Bus Shelter** – Committee noted that the lease had now been granted and that a number of companies would be contacted to provide quotations for the supply and installation of a new bus shelter.

Committee agreed that the bus shelter should be similar to those installed in Boden Street with three sides to mitigate against the wind and some form of seating installed.

- (d) **Pear Mapping** – Committee considered the quotation received from Pear technology to renew the software, maps and technical support of this mapping software.

Proposed: Cllr Morrison
Unanimous

Seconded: Cllr Baker

RESOLVED to accept the quotation received from Pear Technology amounting to £775 + VAT for one off costs, and £225 + VAT for annual support for the mapping system, which included a land registry layer.

2020/09 SERVICE MATTERS

- (a) **Amenity Team Uniforms** – Committee considered the purchase of new uniforms/work clothing for the Amenities Team and Caretakers.

Proposed: Cllr Morrison
Unanimous

Seconded: Cllr Baker

RESOLVED:

- To purchase standardised uniforms for the amenities team and the caretakers;
- To retain the Council colour scheme of blue and gold for the uniforms and that the appropriate items of clothing have the Chard Town Council logo on them;
- That the new uniforms be purchased at the same time and that each member of staff had an adequate amount to be able to undertake their roles safely and comfortably;
- That any old uniforms are returned to be recycled;
- That Day-Glo hiz viz safety clothing is purchased for the entire team.

- (b) **Cemetery Regulations and Forms** – Committee noted that work was currently being undertaken to develop new Cemetery Regulations and to update the various cemetery forms.

It was agreed to complete the memorial testing works and contact the relevant plot owners that had unsafe memorials that required repair.

- (c) **Additional Cemetery Land** – Committee noted that a quotation was being sought to carry out a Tier 1 assessment of the additional cemetery land being purchased and some existing land currently not being utilised for burials.

- (d) **Proposed Hedge Removal** – Committee considered the request received from the Amenities Team to removal of the hedge by Manor Court School, Duck Court Lane by the roundabout and to refurbish the plant bed on the opposite side of the road.

Proposed: Cllr Morrison
Unanimous

Seconded: Cllr Baker

RESOLVED to defer this until the ownership of both pieces of land had been confirmed.

It was agreed to make sure that no wildlife may be affected if the hedge was removed and to consider providing an additional litter bin in this area to help mitigate against the rubbish.

- (e) **Health & Safety Annual Inspection** – Committee noted that the annual Health and Safety inspection undertaken by WPS Insurance Ltd had now been completed and the report was awaited. Additional risk assessment training for the Amenities Team had been requested and costs would be provided.

2020/10 BUDGET 2021/22

Committee noted that work needed to commence on developing the 2021/22 budget. It was agreed to request Members to send in their suggestions to the Locum Clerk for consideration and to review the Council Strategy to help identify initiatives that had been agreed and required funding.

It was agreed to hold an informal budget workshop on Tuesday 20th October 2020 at 7pm in the Council Chamber to discuss the budget.

2020/11 CONFIDENTIAL MATTERS

Council noted that there were no confidential matters to consider.

2020/12 DATE OF NEXT MEETING

Committee **AGREED** that the next meeting of the Property & Services Committee would be held on Tuesday 24th November 2020 commencing at 7:00pm.

An informal Budget Workshop meeting would be held on Tuesday 20th October 2020 at 7pm at the Guildhall, Fore Street, Chard.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 8:40pm.

CHAIR:

DATE: