



**AYLSHAM TOWN COUNCIL
MINUTES OF THE MEETING OF THE PROPERTIES COMMITTEE
HELD IN THE COUNCIL CHAMBER AYLSHAM TOWN HALL
ON THURSDAY 11 AUGUST 2016 at 2.00 p.m.**

PRESENT: Lloyd Mills Chairman
Ros Calvert
Mr D Curtis
Mr D Harrison
Mrs A Overton
Mrs E Springall

OFFICER: Mrs S Lake, Aylsham Town Clerk

1. TO ELECT A CHAIRMAN

As chairman of the Town Council Lloyd Mills introduced this item and asked for volunteers. No councillor put their name forward so Lloyd Mills advised he was willing to act as chairman and was duly elected.

It was considered that a vice-chairman was not necessary and if the chairman was absent then a chairman would be elected on the day.

2. APOLOGIES FOR ABSENCE

Apologies were received from Mrs Shaw

3. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

As a member of Norfolk County Council Mr Harrison declared an interest in the sale of the Drill Hall as he was Deputy Leader at the time when the disposal of the Drill Hall was discussed.

4. ADJOURNMENT OF THE MEETING

In the absence of any member of the public, the meeting continued without adjournment.

5. RE-CONVENE THE MEETING

This item was not required.

6. TERMS OF REFERENCE

The clerk had prepared draft terms of reference and the initial proposal was to change the name of the committee from Town Hall Committee to Properties Committee in order that all properties managed by the Town Council would be covered by the committee. This was **AGREED.**

The Terms of Reference referred to the Town Hall, Drill Hall and Public Toilets. It was proposed and **AGREED** that the other properties owned by the Town Council, 23 Market Place, Cemetery Cottage and the pump be added to these, although it was acknowledged that little action is required in relation to these.

Subject to these changes the Terms of Reference were **AGREED** to be submitted for approval by the full council in September.

7. AYLSHAM TOWN HALL

A copy of the recent survey had been distributed to all members. Concern was expressed at the lack of detail with regard to the cellars and the clerk was asked to go back to the surveyor to obtain more details on this.

The two matters considered urgent had been dealt with.

The various items needed to be attended to in the next five years including various aspects in relation to the roof. The clerk had contacted a roofer and he had advised that although these would only be 2-3 days' work there would be a requirement for full scaffolding. In view of this it would be sensible to combine all the work required on the roof and upper floors and undertake it in one go. At the same time consideration for any new items that may be required to be placed on the roof should be agreed.

It was mentioned that the Town Council offices and the archives only had the one means of entrance and should these be compromised staff and users would have no direct means of escape. Possible methods of addressing this problem will be considered.

It was proposed and **AGREED** that the clerk prepares a full schedule of the work to be undertaken with costings and details of current budgets and earmarked reserves for the next meeting for discussion prior to presenting to Council. Apart from the issues addressed by the survey there is an issue with the main doors and they will need replacing in the near future as well as the flooring in the Green Room. Costs and permissions for these will also be ascertained.

The clerk then updated the meeting on work undertaken at the Town Hall recently. The new entrance way is completed. The office has been tidied and re-arranged and new carpeting on order for two of the offices and a quote for the main office will come to the September Town Council meeting. It is hoped to install some form of barricade to stop people entering the office when the administrator is tied up. It was suggested a rope and bollard system may work and this will be investigated.

8. DRILL HALL

A copy of the recent survey had been circulated to members. Discussion regarding it was of the opinion there was very little of concern.

It was **AGREED** that the clerk prepare a schedule of the work involved and obtain estimates and then make an offer as agreed by the Town Council taking into account the work required.

With regard to the refurbishment it was proposed and **AGREED** to recommend to the Town Council than a loan of £200,000 for purchase and a further £50,000 for repairs be requested.

It was **AGREED** to hold a meeting with the hall users as soon as possible.

9 PUBLIC TOILETS

A sum of £5000 had been placed in the budget to meet refurbishment costs for the toilets this year. There are three main issues.

Flushing mechanisms – these do work but most members of the public have an issue with them meaning they are not fit for purpose. It was **AGREED** these be replaced.

Toilet Pans – the pans in the disabled cubicles in both toilets are fine but the others (3 in the ladies and 1 in the gents) are severely stained with lime scale. Members felt that these could be cleaned by chemical cleaners. This will be tried and reported back.

Flooring – the facilities staff will undertake a deep clean with a pressure washer to see if this can be restored.

It was mentioned that the current paper dispensers by using a large roll add to the overall poor impression and it was queried whether these could be replaced by single sheet dispensers. This will be investigated.

10 ITEMS FOR INFORMATION/NEXT AGENDA

There were no known issues with either 23 Market Place, Cemetery Cottage or the pump.

11 DATE OF NEXT MEETING

It was felt in view of the current situation with the Drill Hall that monthly meetings may be required for a short period.

The next meeting was set for **Wednesday 21 September at 12.00.**

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting

Signed as a true record.....
(Chairman)

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(Date)