

MELTHAM TOWN COUNCIL

MINUTES OF A MEETING OF THE TOWN COUNCIL TO DISCUSS MATTERS OF PROPERTIES, ADMINISTRATION AND FINANCE HELD ON MONDAY 15 JULY 2019

Present: Councillor Bampton (Chair), Councillor Keighley, Councillor Millward and Councillor White.

PUBLIC SESSION: There were no members of the public present.

19/19 NOTICE OF MEETING

Public Notice of the meeting was taken as read.

19/20 ADMISSION TO THE PUBLIC

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is

RESOLVED: That because of the confidential/ personal/ commercially sensitive or legally prejudicial nature of the business to be transacted, the public and the press leave the meeting during consideration of the following: -

Item 3 to consider Councillor's reasons for absence in private - as it would divulge personal information.

19/21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Buchanan.

That because of the confidential and personal nature of the business to be transacted, the public and the press were asked to leave the meeting.

Councillors considered the reasons for absence provided by Councillor Buchanan

RESOLVED: That the reasons for Councillor Buchanan's absence were accepted and the absence was therefore approved.

The public and the press were invited back into the meeting.

19/22 DECLARATIONS OF INTEREST

No declarations were made.

19/23 ELECTION VICE CHAIRMAN

In accordance with Standing Order No.43, nominations were taken for a Vice Chairman. Councillor White nominated Councillor Keighley – the nomination was seconded by Councillor Millward. A vote was taken and by show of hands it was

RESOLVED: That Councillor Keighley was elected as Vice Chairman of the Properties, Administration and Finance Committee to hold office until the next Annual Meeting of the Council.

19/24 BUDGET MONITORING AND INTERNAL CONTROLS

Councillors considered the budget monitoring report for the first quarter of the financial year and noted the projected year end spends. The Clerk pointed out that spend on the park was

higher than it should be at this point due to extensive repairs that had been required as a result of vandalism but suggested that caution should be exercised in approving further unnecessary works if an overspend was to be avoided.

Councillors considered the Schedule of Payments for June 2019 circulated with the agenda and

RESOLVED: That the Schedule of Payments for June 2019 in the sum of £23,943.05 be approved.

In accordance with the internal control checks agreed by Council the Committee checked that the petty cash balanced with the petty cash book and that the monthly bank reconciliations matched the relevant current account bank statements and found everything to be in order

19/25 ROBERT ASHTON MEMORIAL PARK

Councillors considered items arising from the last meeting and noted the Council are waiting for ideas from the ground's maintenance contractor on the possible installation of a path to the bandstand and redesign of the flagged area by the Arbor, together with clarification on the unnown areas / wildflowers etc.

Councillors noted the signs to replace damaged 5mph sign have been purchased and installed

The Contractor had provided some revised ideas for signage on the toilet block which were circulated at the meeting but due to the spend at this point in the financial year it was decided to defer consideration.

Councilors noted wet pour repair kits have been ordered for repairs to the playground surface

Councilors considered the quote for tarmac to replace the stolen Yorkshire flagstones circulated with the agenda and approved the necessary expenditure. The Clerk was asked to explore smart water solutions to protect the remaining stone in the park and report this back to a later meeting.

RESOLVED: That the quote for tarmac to replace the stolen Yorkshire flagstones in the sum of £800.00 be accepted and the necessary expenditure be approved.

Councillors noted that at the request of the Town Mayor the young person who had requested a basketball hoop was contacted by the Clerk and invited to meet the Town Mayor but unfortunately no response has been received. The Clerk explained that she did not believe the existing tennis court fencing was strong enough to mount a hoop on it and had therefore obtained a quote for a freestanding hoop. Councillors considered the costs for a basketball hoop circulated with the agenda and approved the necessary expenditure. A discussion took place about the exact location of the installation noting the dimensions of the hole required and it was agreed that the hoop should be located inside the tennis courts but as close to the boundary as possible. It was also noted that there would be some installation costs associated with this which the Committee approved. A discussion took place about whether tennis should take priority over other games on the tennis courts and it was agreed it should, but it was also noted that the use of the courts for tennis was sporadic.

RESOLVED: That the basket hoop should be purchased and installed in the tennis court area and the cost of the hoop and its installation costs were approved.

Councillors considered the quote for professional line marking of a zebra type crossing in the park circulated with the agenda and approved the expenditure in the sum of £200.00.

RESOLVED: That the quote for professional line marking of a zebra type crossing in the park be accepted and the necessary expenditure was approved in the sum of £200.00.

Councilors noted that the Clerk had contacted the landowner with the sapling that was damaging the boundary wall of the formal garden area and further noted they have agreed to remove the sapling and make good the wall.

Councillors noted that the contractor had cut back the hedge bordering the driveway up to Bank Lodge.

Councillors considered a quote for a new replacement unit for the non-functioning lamp on the park driveway. The quote to repair the unit (that was brought to the previous meeting) was included for comparison. Councilors decided to approve the quote for repair in the sum of £594.00 and approved the necessary expenditure.

RESOLVED: That the quote for repair of the lamp in the sum of £594.00 be approved and the necessary expenditure be approved.

Councillors considered the provision of toilet paper in the park toilets. The Clerk was asked to obtain quotes for secure toilet paper dispensers and report these back to the next appropriate meeting.

Councillors considered the provision of additional signage warning that the park gates are locked at night and were asked to confirm whether the current advertised times were appropriate. Several Councillors indicated that they would carry out an inspection in the park and the item was requested to be put back on the agenda of an appropriate meeting for further discussion.