

## STAMFORD TOWN COUNCIL

### MINUTES OF THE ASSETS & SERVICES MEETING HELD ON Tuesday, 14 May 2024 AT 6.30PM THE CEMETERY OFFICE

**PRESENT** Cllr Jonathan Waples (Chair) Cllr Jane Kingman  
Cllr Marion Pitt – Left 9.11pm Cllr Harrish Bisnauthsing- Left 7.51pm  
Cllr Habib Rahman  
Cllr Robin Morrison Substituting for Cllr Ed Fancourt

**ABSENT:** Cllr Kelham Cooke (Ex Officio) Cllr Ed Fancourt (Vice Chair)  
Cllr David Scammell

**IN ATTENDANCE** Mrs Sarah Dorson (Acting Town Clerk)

**ALSO PRESENT** 1 members of the public online

#### **Public Representations**

Nothing to report.

#### **31. Apologies for Absence**

The meeting was advised that apologies with valid reasons for absence had been received from Cllr Kelham Cooke (Ex Officio), Cllr Ed Fancourt (Vice Chair) & Cllr David Scammell

**Proposal 1** - Cllr Jane Kingman proposed, seconded by Cllr Jonathan Waples and it was **RESOLVED:** That an apology with valid reasons for absence be accepted from Cllr Kelham Cooke (Ex Officio), Cllr Ed Fancourt (Vice Chair) & Cllr David Scammell

#### **32. Declarations of Interest**

Nothing to report.

#### **33. Confirmation of Minutes**

Deferred to next meeting.

#### **34. Assets & Services Budget Report**

The Committee considered the summary and detailed report showing income and expenditure against budget to Monday, 14 May 2024.

#### **35. Assets Register 2023/24**

Oral report was received regarding the Asset Register. It was confirmed that this document has not been updated and does not include the new assets.

#### **36. Cemetery Update Report**

- i. To confirm any actions deemed necessary following the site inspection.* - Following the site inspection, it was agreed that quotes would be obtained for the required improvement to the footpaths with the investigation into crushed limestone being used to improve the extension paths
- ii. To receive a report on the Town Council's Cemetery and consider any actions deemed necessary.* - Nothing to report

#### **37. Allotments Update Report**

- i. To receive a report on allotments and consider any actions deemed necessary.* - Oral report was received regarding the status of the allotments. The committee were informed of the inspection dates, and the allotment Competition. It was agreed that

publicity around the allotment competition would be developed by the Coms Officer. It was further confirmed that a Zero tolerance policy towards the treatment of Staff would be created.

### 38. Town Hall Update Report

- i. *To receive a report on the Town Hall and consider any actions deemed necessary.* –
- **Rear Drain-** Oral report was received on require works to the rear drain when is having an impact on water ingress into the archive.

**Proposal 2** - Cllr Habib Rahman proposed, seconded by Cllr Jonathan Waples and it was **RESOLVED:** That the gutter to the rear of the Town Hall is repaired along with the diversion of the Water pipe at a cost of £809.98 plus Vat from CJS to be allocated from the EM Town Hall Major Repairs budget (8071).

- **Fire Door-** Oral report was received on require works to replace the current metal door for a push bar with locking override lever & locking device.

**Proposal 3** - Cllr Jonathan Waples proposed, seconded by Cllr Jane Kingman and it was **RESOLVED:** That the Rear external fire door is replaced at a cost of £1755.20 plus VAT from CJS to be allocated from the EM Town Hall Major Repairs budget (8071).

- **Boiler-** Oral report was received on require works to replace the current basement heating only boiler with faulty heat exchange for a combi boiler allowing for direct hot water to the Staff Room and first floor.

**Proposal 4** - Cllr Harrish Bisnauthsing proposed, seconded by Cllr Jane Kingman and it was **RESOLVED:** That the staff room boiler is replaced with a combi boiler supplying hot water to the staff room and heating to the first floor at a cost of £3073.75 plus VAT from J Wilson Plumbing & Heating Ltd to be allocated from the EM Town Hall Major Repairs budget (8071).

Following discussions the committee agree to look at a structural and maintenance review of all assets.

- ii. *To consider and approve the Removal of publicity banners on the frontage of the Town Hall* - Oral report was received regarding the removal of the advertising banners at the Town Hall.

**Proposal 5** - Cllr Jonathan Waples proposed, seconded by Cllr Harrish Bisnauthsing and it was **RESOLVED:** That the advertising banners on the Town Hall railings are removed and no further banners are permitted to be installed.

- iii. *To consider and approve the Electric Box encasing.* - Oral report was received regarding the requirement for the Electric box encasing.

**Proposal 6** - Cllr Jane Kingman proposed, seconded by Cllr Habib Rahman and it was **RESOLVED:** That the electric cupboard is installed at a cost of £1186.10 plus VAT to be allocated from the EM Town Hall Major Repairs budget (8071).

- iv. *To consider and approve the Reception Desk* - Oral report was received regarding the reception desk for the entrance area.

**Proposal 7** - Cllr Harrish Bisnauthsing proposed, seconded by Cllr Jane Kingman and it was **RESOLVED:** That the reception desk be installed at a cost of 1506.50 plus VAT from Bechtle to be allocated from the EM TH Furniture budget (8140).

### 39. Recreation Ground Update Report

- **Play Equipment-** Oral report was received regarding the Play Equipment repair required following the inspection.

**Proposal 8** - proposed Cllr Jonathan Waples, seconded by Cllr Jane Kingman and it was **RESOLVED:** That Delegated Powers are given to the Officer to undertake playground repairs following an inspection subject to consultation with the Chair and Vice Chair of the Committee.

- **Pavilion-** Oral report was received regarding the use of the Pavilion and the enquiry into the ovens not in working condition due to the fuse being removed.

**Proposal 9** - Cllr Robin Morrison proposed, seconded by Cllr Jonathan Waples and it was **RESOLVED:** That the fuses for the ovens will be reinstalled and an electrical inspection would be carried out on the ovens.

Oral report was received regarding the future use of the pavilion.

**Proposal 10** - Cllr Jonathan Waples proposed, seconded by Cllr Jane Kingman and it was **RESOLVED:** That a working group is set up of committee members and community groups that use the Pavilion and any other interested parties.

### 40. Meadows Update Report

Nothing to report.

### 41. Uffington Road Playing Fields Update Report

- To receive a report on the Uffington Road Playing Fields and consider any actions deemed necessary.*
  - **Showers** -Oral report was received regarding the showers and the fault with the showers and requirement for Legionella testing. The chair confirmed they would investigate this.
  - **Football Pitch-** It was confirmed that the football pitch is not being maintained by SKDC who lease the area. The committee agreed inquiries would be made to SKDC.
- To consider and approve the actions deemed necessary with the Septic Tank* - Oral report was received regarding the septic tank, following discussions it was agreed that due to the constant cost for emptying the tank every 2 weeks it would be advisable to look at the cost for replacement.

**Proposal 11** - Cllr Jonathan Waples proposed, seconded by Cllr Jane Kingman and it was **RESOLVED:** That quotes are obtained for the installation of a new septic tank for Council assets only.

### 42. Empingham Road Playing Fields Update Report

Oral report was received regarding the condition of the barrier and the additional work required. The chair confirmed they would meet with the contractor to inspect the crack in the post.

### 43. Open Spaces & Grass Verges Update Report

Oral report was received regarding the cutting of the grass verges. It was confirmed that the contractor has nearly completed the first cut. It was further reported that several verges that are marked as other/third party are being enquired into why these areas have not been cut these residents are being directed towards LCC.

### 44. Bastion Update Report

Nothing to report.

### 45. RLS Toilets Update Report

Nothing to report.

#### 46. Use of Council facilities Update Report

i. *To receive a report on use of Council facilities and consider any actions deemed necessary.*

- **Pavilion** - Oral report was received regarding the hires for the Pavilion. The committee were informed that a separate charge for utilities was invoiced on top of the standard £10 hire per hour charge. To calculate this the Amenities Operative are required to undertake overtime once the hirer has finish to read the meter.

**Proposal 12** - Cllr Habib Rahman proposed, seconded by Cllr Robin Morrison and it was **RESOLVED**: That the utility charge would be removed from the booking form an not applied to any future bookings.

- **Weddings** -Oral report was received regarding the hires for Weddings and the requirement for additional support from Councillors.
- **Programmed Events** - Oral report was received regarding the hires for Programmed events and the update of changes for the Kiwanis Event.
- **Town Hall** - Oral report was received regarding the hires for Town Hall.

ii. *To consider and approve current processes and fees & charges.* - It was agreed that the prices for hire would be reviewed with investigations it to the charges made by comparable sites.

#### 47. Delegated Authority

Oral report was received regarding the approval of delegated authority for operational tasks under the Committees remit.

- **Programmed Events** – To remove the requirement for an officer and a councillor to undertake a pre and post inspection with the hirer. These inspections would be carried out by the Amenities Operative on there daily routine, with the onus on the hirer to inspect and report any issues. Any issues noted by the Operative following the event will be reported and a meeting held with the hirer.
- **Hire** – Delegated Powers are given to the Officer to manage all paid hires for the Pavilion, Bandstand, Recreation Ground, Meadows, Town Hall and Weddings being they are paid hires and do not involve anything controversial, breaking protected characteristic or political. All free hires would be approved by the Committee.
- **Trees** – Delegated Authority for the officer to undertake booking of the tree survey inspection and to authorise the works on all dangerous trees subject to consultation with the Chair and Vice Chair of the Committee.

**Proposal 13** - Cllr Habib Rahman proposed, seconded by Cllr Jonathan Waples and it was **RESOLVED**: That the above delegated authorities and processes for Programmed events, Hires and Trees are agreed.

#### 48. To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters: -

**Proposal 14** - It was proposed by Cllr Jonathan Waples seconded by Cllr Robin Morrison and **RESOLVED**: That the Committee moves into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed.

This part of the meeting closed at 8.55 p.m.

Note: The meeting resumed at 9.37 p.m.

Minute arising from confidential item:         

- i. Leases with outside organisations
- ii. Boundary issues at Allotments
- iii. Response to Cemetery Complaint

**Proposal 15** - It was proposed by Cllr Jonathan Waples seconded by Cllr Jane Kingman and **RESOLVED:** That the Chair will write a letter to the company confirming the Councils policy regarding booking of interments and conduct towards officers.

#### **49. Closure**

The date of the next meeting scheduled – Tuesday 09 July 2024 at 6.30pm

**The meeting closed at 9.37pm**