

**LOSTWITHIEL TOWN COUNCIL  
MINUTES OF CORPORATE PROPERTY COMMITTEE MEETING  
HELD AT 7.30PM ON 9<sup>TH</sup> JUNE 2010  
IN THE TOWN CLERK'S OFFICE, EDGCUMBE HOUSE, LOSTWITHIEL**

**PRESENT** The Worshipful the Mayor Cllr .V.A. May, Cllr D.A.Abbiss, Hon Burgess Cllr M. Jones, Hon Burgess Cllr. A.W.Nicholls, Cllrs. P. Watkins and S Wilkinson.

1. **ELECTION OF CHAIRMAN.** His Worship the Mayor took the chair for the election of a Chairman for the coming Year. Cllr P Watkins proposed that Hon Burgess Cllr Mervyn Jones be elected Chairman, seconded by Cllr A.W.Nicholls. All voted in favour and Cllr M. Jones was elected Chairman.
2. **APOLOGIES** were received from the Deputy Mayor Cllr C.D.Robson and Hon. Burgess Cllr. R.H.T.Peareth
3. **BOER WAR PEACE MEMORIAL.** His Worship The Mayor reported that the Minor Works Manager for a contractor had visited the Boer War Peace Memorial in Grenville Road and will prepare a series of quotations for alternative specifications. We will select the preferred specification and submit for two further quotations from interested contractors. Cllr. Jones will ascertain if Planning Approval need s to be sought for this work.
4. **ASSET REGISTER.** The Boer Peace Memorial will be placed on the Asset Register and a replacement value will be sought for insurance purposes.
5. **LAND ADJACENT TO RIVERSIDE COTTAGE.** To comply with the requirements of the Data Protection Act this item is reported In Committee.
6. **RISK ASSESSMENTS.** To comply with a request from our insurers we must undertake a thorough Risk Assessment for all Council owned property. The Chairmen of each committee will be required to have this available for presentation to our insurers by 31<sup>st</sup> August latest. Cllr J Pegg will be asked if he could deal with the Risk Assessment
7. **FIRE REGULATION COMPLIANCE.** We must carry out a full fire audit of Council property. His Worship The Mayor offered to make contact with a Fire Inspector to enable the audit to be undertaken and for the Council to implement any Recommendations therefrom.
8. **HEALTH AND SAFETY LEGISLATION.** We should follow up our Risk Assessment exercise with a full Health and Safety audit and implement a policy to ensure compliance with insurance requirements. The Chairman of each committee should liaise with Cllr. Pegg to ascertain where we have a risk and implement actions and policy to comply.

- 9. ELECTRICAL INSTALLATION AND APPLIANCES** Again, insurers have requested a full electrical installation and appliance inspection and certification. This will apply to all Council owned property, namely the Guildhall, Edgumbe House and Taprell House in which electricity is provided. The Chairman will seek quotations from NICEIC contractors to undertake this work.
- 10. HANDRAIL, GUILDHALL.** We will endeavour to fit a purpose made removable handrail to the entrance to the Guildhall to secure the opened leaf of the door and provide suitable assistance to ambulant impaired persons.
- 11. INSURANCE VALUES.** The Asset Register will include the two memorials and a valuation for each will be sought.
- 12. OTHER BUSINESS.** The Worship The Mayor reported work had been undertaken to enhance the flow of effluent in the foul drain from the toilets in Edgumbe House to Taprell House yard and on to the mains drainage system.

There being no further business the meeting closed at 8.35pm

## **IN COMMITTEE**

- 6. LAND ADJACENT TO RIVERSIDE COURT.** The Council has received a counter offer from the person who wishes to purchase the steps adjoining the land at Riverside Court. The offer is to purchase the land for the sum of £5,000.00, inclusive of our legal costs. The Legal costs have been fixed at £500.00 if settlement is reached, but would increase if further negotiation becomes necessary. This committee recommends that we accept the offer.