

LOSTWITHIEL TOWN COUNCIL
FINANCE, STAFFING & GENERAL PURPOSES COMMITTEE MEETING

Tuesday 28 January 2014

A Meeting of the Town Council's Finance, Staffing & General Purposes Committee was held in the Guildhall on Tuesday 28 January 2014 at 7.35pm.

Councillors present

Committee Chairman Councillor Jewels, Committee Vice Chairman Honoured Burgess Jones, Mayor Mrs Parsons, Councillor Robson, Councillor Watkins and Councillor Mrs Wilkinson.

In attendance

Deputy Mayor Mrs Jarrett

Town clerk Mrs Harris

No members of the public were present.

FSGP634/13 PUBLIC PARTICIPATION

None

FSGP635/13 APOLOGIES

Apologies were received and accepted from Councillor May and Councillor Milne.

FSGP636/13 DECLARATIONS OF INTEREST

None

FSGP637/13 MISS COLES TRUST

Mayor Mrs Parsons gave a report to Council regarding the Miss Coles Trust.

The clerk advised the Committee that a charity which is established for the distribution of money or other benefits, including the provision of alms houses cannot be administered by a Parish or Town Council under Local Government Act 1972 Section 139 (3) which reads as follows:-

“ This section shall not authorise the acceptance by a local authority of property which, when accepted, would be held in trust for an ecclesiastical charity or for a charity for the relief of poverty. ”

It was proposed by Honoured Burgess Jones and seconded by Councillor Robson that the clerk instructed to contact the trustees and Rev Conway to advise that the Council is not able to administer the Miss Coles Trust. This proposal received the support of the Committee.

FSGP638/13 REW FARM COMMUNITY BENEFIT DEED

The clerk read to the Committee the correspondence received from Cornwall Council. It was proposed by Councillor Robson and seconded by Honoured Burgess Jones that the clerk is instructed to forward the Council's sort code and account number to Lightsource Renewable Energy Ltd. This proposal received the support of the Committee.

FSGP639/13 PROPERTY REPAIRS AND MAINTENANCE

Honoured Burgess Jones presented a detailed list of the remedial work and repairs required:-

1. Edgcumbe House, Police Office.

Ceiling and walls, hack of defective plaster back to laths and ceiling members, repair water damaged cornice, allow all to dry and replaster in suitable lime plaster, clean down and redecorate all walls and ceiling. Rub down and redecorate window, door, and all internal woodwork.

2. Edgcumbe House, Town Clerk's Office.

Remove two sets of water damaged wall panels. Allow background walls to dry thoroughly. Clean down door frame and door to rear bunker. Check walls for any damage, repoint if necessary. Take up damaged carpet and inspect floor for water damage and allow to thoroughly dry. Clean and repair

damaged ceiling and cornice. Replace the wall panelling with new to Listed Building approval and redecorate all damaged and repaired surfaces to match existing. Fit new carpet.

3. Neutron Office, First Floor.

Remove two sets of water damaged wall panels. Allow background walls to dry thoroughly. Clean down door frame and door to rear bunker. Check walls for any damage, repoint if necessary. Move cabinets to inspect walls behind and allow to dry. Take up damaged carpet and inspect floor for water damage and allow to thoroughly dry. Clean and repair damaged ceiling and cornice. Replace the wall panelling with new to Listed Building approval, replace the cabinets and redecorate all damaged and repaired surfaces to match existing. Replace whole or section of carpet.

(NOTE; ITEMS 2 & 3 MAY BE SUBJECT TO INSURANCE CLAIM)

4. Edgcumbe House Store.

To area above bunker ceiling, remove items currently stored, fit timber studding and two layers of 12.5mm plasterboard and 5mm plaster skim to seal fire trap area.

5. Edgcumbe House Fire Safety Requirements.

The last inspection by KBM Fire Safety Services highlighted certain requirements he recommended to remove any fire and safety risks. These mainly centred around the need for the provision of intumescent strips and smoke strips to all office doors. The report also asked for a door which showed a splayed top to be replaced or for the frame to be lowered. There were several other issues raised. Honoured Burgess Jones has spoken to the Listed Building Officer in the past regarding the report and he was verbally informed that no alterations to the doors, etc. would be approved. This advice has not been provided in writing, so Pre Application Advice will be sought to illicit written confirmation or otherwise. Listed Building Consent will be sought.

6. Window, Mezzanine Landing.

Hack out and replace damaged single glass pane. Clean down and redecorate window both externally and internally.

7. Library.

Complete clean down of all external windows and joinery, repairs to minor timber cracks, repair putties, redecorate all painted windows and doors, including those only accessible from Kings Arms yard.

8. Methodist Chapel.

Cut out and replace rotten timber centre panel to entrance door side frame, also to rotten cills. Rub down all exterior paintwork and redecorate.

9. Taprell House Drainage.

Take up paving slab and set aside. Excavate down to existing drainage from the inspection chamber in the men's w.c. through to the manhole opposite the external toilet. Remove all drainage and replace with 100mm diameter pvc drainage, including in manholes and inspection chambers. Backfill and replace paving and flooring, repair chamber benching.

11. Edgcumbe House Roof.

When St Austell Brewery erect scaffold to access the rear for repairs to rainwater goods, we have been given approval to access the scaffold to enable us to examine and photograph the roof generally and to identify any damage necessitating repairs. Also inspect chimney stacks to ascertain repairs required.

12. Museum Roof.

Erect scaffold, remove existing rear section of slates, examine and repair/replace any defective underfelt, if existing, replace roof slates and repair or replace lead flashings if necessary. Repair ceiling damage and wall plaster and redecorate repaired surfaces to match existing.

13. Guildhall Stairway.

Clean down water damaged ceiling, wall and cornice. Repair any defective plaster and redecorate to match existing surfaces.

14. Guildhall Landing Window.

Replace existing window and cill. (Listed Building Consent approval already obtained)

15. Guildhall Lane.

Remove section of vandal damaged ceiling near entrance to Guildhall, Back to plaster lath. Prepare and replaster with approved lime plaster. Clean down all other surfaces and apply a white lime wash/ masonry paint (as approved) to walls and ceiling.

Note:- Items 1, 2, 3 and 5, also 12, 13 and 15 will all require Listed Building Consent.

Honoured Burgess Jones recommends that the Council should consider submitting two Pre Application Planning Advice forms, one to cover Edgcumbe House requirements and the other for the Guildhall and Museum.

It was proposed by Honoured Burgess Jones and seconded by Councillor Watkins that the Council submits to Cornwall Council two pre application planning applications one for Edgcumbe House and one for the Guildhall at a cost of £126 per application. It was further proposed that the clerk is instructed to contact an electrician as soon as possible to check if any section of the electrical supply to Edgcumbe House needs isolating and that the Council's tenant is offered the opportunity to relocate to the other side of the building. These proposals received the support of the Committee.

FSGP670/13 EDGCUMBE HOUSE - IVY

It was proposed by Councillor Robson and seconded by Mayor Mrs Parsons that the clerk is instructed to arrange for the removal of the ivy from Edgcumbe House. This proposal received the support of the Committee.

FSGP671/13 EDGCUMBE HOUSE DOOR KEY PADS

It was proposed by Councillor Robson and seconded by Councillor Watkins that the clerk is instructed to arrange for the purchase and installation of two door key pads (maximum budget £200). This proposal received the support of the Committee.

FSGP672/13 CORRESPONDENCE

It was proposed by Councillor Robson and seconded by Honoured Burgess Jones that the clerk is instructed to complete Zurich's Supplementary information questionnaire and to forward a list of the Summary of Current Sums Insured. This proposal received the support of the Committee.

FSGP673/13 ITEMS FOR NEXT AGENDA

New Asset Register
Town Maps

The meeting closed at 8.45pm

Chairman

Date