



# Broseley Town Council

The Library Building, Bridgnorth Road, Broseley, Shropshire TF12 5EL

To: Members of the Estate Committee:  
Councillors Michael Garbett (Chair), L Garbett, Burton, Harris, Childs  
To: All other Broseley Town Councilors for information  
cc. Birchmeadow Centre Management Committee : C Bagnall, S Milan  
MUGA Group: G Price

## NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Estate Committee of Broseley Town Council to be held at **The Birchmeadow Centre** on **Tuesday 21<sup>st</sup> January 2020 at 7.00pm.**

Yours faithfully,

Clare Turner  
Locum Clerk

15<sup>th</sup> January 2020

## AGENDA

### 1. WELCOME

### 2. PUBLIC PARTICIPATION

Members of the public will have the opportunity to raise matters within the remit of the Estate Committee for 10 minutes in accordance with the Council's Standing Orders. Members of the public may make representations, answer questions and give evidence without prior notice on matters which are on the agenda of the meeting. If members of the public wish to speak on matters which are not on the agenda, they must give notice in writing to the Town Clerk at least three clear days in advance of the meeting, with details of the subject on which they wish to speak. Members of the public are not allowed to present or circulate documents at Town Council meetings. This session is not intended as a forum for debate and issues requiring a response may be referred to the next meeting of the Council.

### 2. APOLOGIES FOR ABSENCE

To receive apologies for absence.

### 3. DECLARATIONS OF INTEREST

To receive any Declarations of Interest from Councillors.

### 4. MINUTES OF THE MEETING OF THE ESTATE COMMITTEE HELD ON 19<sup>th</sup> November 2019

**For decision:** to approve the minutes of the meeting held on 19<sup>th</sup> November 2019. - **Appendix A**

### 5. MATTERS ARISING FROM THE MINUTES OF THE ESTATE COMMITTEE MEETING HELD ON 19<sup>th</sup> November 2019.

**To note** any matters arising from the minutes of the meeting held on 19<sup>th</sup> November 2019 not appearing elsewhere on the agenda.

### 6. REPORT FROM THE BIRCHMEADOW CENTRE MANAGEMENT COMMITTEE (BCMC)

- a. To **receive** a verbal updated from the Chair of the BCMC
- b. To **note** a report from the BCMC.
- c. **To note** the BCMC accounts.
- d. **To note** the solar panel readings.

### 7. BIRCHMEADOW CENTRE MAINTENANCE / ALTERATIONS

- a. To **note** 3 x boilers serviced.
- b. To **note, agree and approve** expenditure for any maintenance / alteration raised for the Birchmeadow Centre
  - i. Acoustic Doors

- ii. Supply and Installation one set of Rehau PVCu French Doors
- iii. Boiler Service
- iv. Noticeboard by the Changing Rooms

**8. BIRCHMEADOW PARK**

- a. To **receive** a verbal update from the Chair
- b. To **receive** a verbal update regarding the black safety surface / matting that has been identified as lifting at the edges

**9. MULTI-USE GAMES AREA (MUGA)**

- a. To **note** a report from the MUGA Group and to **consider** any matters arising.

**10. LIBRARY / OFFICE / CARPARK MAINTENANCE/ALTERATIONS**

- a. To **receive** a verbal update from the Local Clerk regarding the Library / Office / Carpark Maintenance
- b. To **consider** and **approve** the request for the Town Council office to have a new MFD / Printer
- c. To **consider** maintenance/ security issues and to consider matters arising.

**11. OUTDOOR SPACES / PROPERTY**

- a. **Guest Road Play Area**
  - i. To **receive** a verbal update on the report provided by the Locum Clerk - **report to follow**
  - ii. To **approve** the recommendations from the Locum Clerk on the report regarding Guest Road Play Area
- b. To **note** maintenance issues and matters arising from meeting 19<sup>th</sup> November 2019

**12. STREETLIGHT ISSUES**

- a. To **receive** updated on the 3 x streetlights columns in Wilkinson Avenue
- b. To **receive** update on the issue with the Woodbridge Streetlight
- c. To **receive** update on the general streetlight enquiries received at BTC
- d. To **receive** a general update on street lighting

**13. NEW WORK VEHICLE FOR BROSELEY TOWN COUNCIL (BTC)**

- a. To **receive** an updated from Cllr Burton regarding the purchase of a new work vehicle for BTC
- b. To **receive** an update and agree on the process for the disposal of the current work vehicle

**14. CEMETERY**

- a. To **note** any updates regarding the cemetery and to consider any matters arising from 19<sup>th</sup> November 2019 Estates Meeting.
  - i. To **receive** an update on the progress with bench policy.
- b. To **receive** the action list of the benches which need action / replacing / maintenance and **agree** for the Town Council owned benches to be repaired
- c. To **agree** for the removal and storage of the unsafe benches identified and **agree** the process for communication to the public
- d. To **receive** an update on the purchase and installation of a new boiler for cemetery cabin.
- e. To **note** container is now on site and **agree** for installation of electricity
- f. To **agree** the purchase of the gazebo.
- g. To **receive** an update on the purchase of new grave running boards
- h. To **receive** an update on the request for a scissor lift for use by the groundsmen.
- .

**15. BROSELEY IN BLOOM**

- To **note** an update on Broseley in Bloom.

**16. PILL BOX**

- a. To **receive** an update from the meeting held on the 17<sup>th</sup> September 2019 on the Pill Box.
- b. To **approve** for the Pill Box to be moved to storage at Morris Corfield's and any costs for this
- c. To **receive** an update from the next stage for permanent location and process to be followed for agreement

**17. TELEPHONE BOX**

- a. To **note** any updates on the Telephone Box.
- b. To **note** any updates received from BT with regard to further rural telephone box closures

**18. THE CLOCK, VICTORIA HALL**

To **receive** a verbal update from Councillor Harris with regard to the Clock at Victoria Hall

**19. FINANCES**

- a. **Accounts Paid Statement** – To receive the accounts for payment and the payments made statement up to 21<sup>st</sup> January 2020 - ***to be tabled at the meeting.***
- b. **BTC Bank Reconciliation – FOR DECISION:** to review and approve the BTC bank reconciliation as at 31<sup>st</sup> December 2019 – ***to be tabled at the meeting.***

**20. CORRESPONDENCE**

To **note** any correspondence received and **to consider** any matters arising.

**21. DATE OF NEXT MEETING**

17<sup>th</sup> March 2020.