

**MINUTES OF THE SHORT TROWELL PARISH COUNCIL MEETING, HELD IN THE  
TROWELL PARISH HALL ON TUESDAY 5<sup>TH</sup> FEBRUARY 2019 AT 8PM.**

Present: Cllrs. D. Pringle - Chairman, Mrs. L. Harley, G. Lockwood, P. Singer, Mrs. M. Birkitt, G. Cotton, Mrs. C. McGann, Mrs. H. Cumberpatch, M. Westmoreland & Mrs. J. Murden (Asst. to the Parish Clerk).

Clerk: Mrs. A.K. Mitchell.

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224/18 TO RECEIVE APOLOGIES FOR ABSENCE.  
None.

225/18. DECLARATION OF MEMBERS INTERESTS.  
MB - other in respect of item 226/18 on the agenda.

226/18. TO DISCUSS & FORMALIZE THE PARISH COUNCIL'S CONTACT  
ARRANGEMENTS IN RELATION TO THE PARISH HALL  
REFURBISHMENT PROJECT WHICH IS DUE TO COMMENCE ON 25<sup>TH</sup>  
FEBRUARY 2019 & OTHER RELATED MATTERS.

It was noted that a copy of the draft refurbishment protocol had circulated to Members for consideration prior to this meeting.

CMG & GC volunteered to be added to the proposed sub-committee.

Queries were raised as to how often the Project Manager will be on site & how often he will be reporting back to the Council.

It was noted that as the builders will be invoicing in stages, someone will have to report back otherwise payment will not be released by the Council without this. The Clerk advised of the payment schedule previously quoted by the builders.

**It was RESOLVED that the Council request that payments be made to the builders on a milestone payments basis rather than the previously mentioned timed payments scenario. All in favour. Clerk to action.**

**It was PROPOSED & SECONDED to accept the draft protocol.**

Concern was expressed that the draft protocol allows for decisions to be made by only one or two Members without proper consultation with the full Council.

It was noted that the main issue is that very often Members don't answer emails promptly if at all.

It was mentioned that once the works have started the only queries to be raised should be minor ones.

However, it was pointed out that it can slow things down if staff have to wait for Members to respond.

The following amendment to the protocol was suggested:

Decisions made by this subcommittee, will be based on a majority vote by either email consultation or a telephone conversation.

**It was RESOLVED to accept the draft protocol as amended above. All in favour. Clerk to action.**

Asbestos Report – It was noted that DB has advised that it should be possible to work around the minor issues raised.

Hoarding around the main hall for the duration of the works. The solution being proposed by DB is DPM over Herras fencing. Concern was expressed regarding the sound proofing quality of this for when both builders & hirers are on site. Various suggestions were made & queries raised about cost implications which were not mentioned at the previous meeting. It was agreed that this aspect needs to be discussed further at the project meeting on the 13<sup>th</sup> February.

Storage Container – Following a detailed discussion it was agreed to obtain quotes for a 20ft container. **Clerk to action.**

Annexe Roof-Standing Orders were suspended for 5 minutes to allow an inspection of the ceiling.

It was agreed that the builder should be asked for confirmation that it does not affect the refurbishment works.

It was agreed to obtain at least 1 further quotation & for the works to be actioned after the 1<sup>st</sup> April 2019 for budgetary reasons. **Clerk to action.**

Design queries – It was noted that further feedback has been received from current & potential hirers particularly in respect of the annexe area.

Following a detailed discussion regarding various options it was agreed that the hatch into the bar is not required & that the possibility of installing sound proofed doors where the shutters currently are should be explored further. The Chairman has been in touch with a company who provides such doors & it was agreed that he should try to obtain some costings & specifications for this in time for next week’s Council meeting. **Chairman to action.**

Use of car park by the school during the works - Following a detailed discussion it was agreed the school should be contacted & advised that there will only be limited parking at the hall during the entire duration of the works. **Assistant to the Clerk to action.**

It was suggested that the Council request that the contractors arrange for deliveries etc. to be scheduled outside of school drop-off & pick up times.

Play Park - It was noted that it is proposed that the skip will be located just inside the playpark & that the contractor has requested that the park be closed for the first 3 weeks of the works. It was agreed that this should be discussed further at the forthcoming project meeting.

It was agreed that the Clerk should draw up a list of points for discussion at the forthcoming project meeting & that the Clerk should minute the meeting on behalf of the Council. **Clerk to action.**

The Chairman advised Members of the information provided by the assistant to the Clerk in respect of the income that will still be generated by the hall during the refurbishment works. The Assistant to the Clerk was thanked for providing this information.

The issues of no current daytime bookings on a Monday was raised. It was noted that to date Monday mornings have been set aside for deep cleaning of the hall following weekend events & that since the retirement of the last regular Monday afternoon hirer another regular hiring has not been forthcoming, however one-off bookings have been taken wherever possible.

227/18.

CLERK’S REPORT.

There was nothing further to report at this stage.

The meeting closed at approximately 21.35pm.

Signed..... (Chairman)

Date.....