

# Romsey Town Council

Town Hall  
1, Market Place  
Romsey  
SO51 8YZ



## **BUILDING & TOWN COMMITTEE MEETING**

Minutes of the Meeting held on Tuesday 17<sup>th</sup> April 2018

**In the Chair: Councillor N. Bailey**

### **Attendance:**

P. Cllr. N. Bailey  
P. Cllr. D. Baverstock  
P. Cllr. M. Bramley  
P. Cllr. J. Burnage  
P. Cllr. M. Cooper

A. Cllr. M. Curtis  
A. Cllr. K. Dunleavy  
P. Cllr. M. Greggains  
A. Cllr. I. Hibberd  
P. Cllr. N. Michell  
P. Cllr. J. Parker

Clerk: Judith Giles  
Public: 3

Present:  
Mark Edgerley – Town Centre Manager  
Howard Brisland – Building Manager

### **1. APOLOGIES**

Apologies received from Debbie Forder – Events Manager, Cllr. I. Hibberd, Cllr. K. Dunleavy and Cllr. M. Curtis

### **2. DECLARATION OF INTEREST**

None

### **3. MINUTES**

The minutes of the Building & Town Committee Meeting held on 13<sup>th</sup> February 2018 were confirmed as a correct record

**PROPOSED:** Cllr. J. Burnage

**SECONDED:** Cllr. J. Parker

**CARRIED**

#### **Matters Arising**

Town Signs – Cllr. M. Cooper reported the second consultation of the Boundary Review commences on 6<sup>th</sup> May 2018 for 2 months. On completion of this review the Building Manager can go ahead and acquire quotes for new signs.

### **4. PUBLIC PARTICIPATION**

#### **RESOLUTION NO. 18/55**

It was **RESOLVED** to adjourn the meeting for Public Participation 7.34P.M.

**PROPOSED:** Cllr. J. Parker

**SECONDED :** Cllr. M. Cooper

**CARRIED**

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A representation from the Rethink Romsey Market Place Group furnished the Committee with a letter they have sent to Cllr. R. Humby, HCC, with regards to the planned enhancement of the Market Place, Romsey. Members of the Group put questions to Cllr. M. Cooper the County Councillor for Romsey. They suggested Cllr. Cooper request a view of the final plans of the furniture layout/barriers. Cllr. M. Cooper reported the "street running area" has been finalised, the street furniture is still to be finalised.

### **MEETING RECONVENED 7.39P.M.**

#### **5. ARCHIVIST REPORT**

None

#### **6. REVIEW OF BOOKINGS**

The Town Clerk furnished the Committee with Bookings Income Graphs for 2017-18 and 2018-19. It was noted income is below budget for 2017-18 however an increase in bookings for 2018-19 is being experienced.

#### **7. FINANCE REPORT**

Noted.

#### **8. REVIEW OF TOWN HALL HIRING COSTS**

**RECOMMENDATION:** to approve hiring cost schedule of the Town Hall

**RESOLUTION NO. 18/56**

It was **RESOLVED** to approve hiring cost schedule of the Town Hall

**PROPOSED:** Cllr. D. Baverstock

**SECONDED :** Cllr. J. Parker

**CARRIED**

The Town Clerk and Events Manager to meet with Cllr. M. Bramley to review hiring prices and investigate ways in which the Town Hall could be further hired out.

#### **9. BUILDING MANAGER'S REPORT**

See attached (Appendix 1)

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### **10. CHRISTMAS LIGHTS SAFETY MAINTENANCE**

#### **RESOLUTION NO. 18/57**

It was **RESOLVED** to recommend to the Finance Committee that the Christmas Lights refurbishment should go ahead. The Finance Committee to identify avenues to raise the £16,000

**PROPOSED:** Cllr. Parker

**SECONDED :** Cllr. M. Bramley

**CARRIED**

### **11. TOWN CENTRE MANAGER REPORT**

See attached (Appendix 2)

Mark Edgerley, Town Centre Manager, raised concerns regarding the misleading signage around the town. Cllr. M. Cooper asked to email him if this happens again

### **12. MARKET**

The Town Clerk and the Town Centre Manager are liaising with HCC legal in regards to a partnership contract for Romsey Market. The agreement will be ready to bring to Full Council in July 2018.

### **13. EMERGENCY PLAN GROUP**

Cllr. J. Parker reported the Emergency Plan Group are in the process of formally adopting a "constitution". Once a constitution has been formalised the Group will be independent of the Council, however members of the Council will be part of the Emergency Plan Group.

### **14. EMERGENCY PLAN – TOWN HALL**

The Town Clerk reported she has been liaising with TVBC to formalise an Emergency Plan for an office location for the Town Hall staff should the Town Hall be out of use for whatever reason. A plan has been agreed whereby the Town Hall staff will be relocated to the TVBC offices in Romsey. Cllr. J. Parker asked where within the iCloud is the RTC data to be held. Building Manager, Howard Brisland to investigate and report back.

### **15. GRANTS**

#### **RESOLUTION NO. 18/58**

It was **RESOLVED** to grant £200 from Cllr. J. Parker's Mayor's Charity Account

**PROPOSED:** Cllr. D. Baverstock

**SECONDED:** Cllr. M. Bramley

**CARRIED**

Meeting Closed 8.54p.m.