

# Romsey Town Council

Town Hall  
1, Market Place  
Romsey  
SO51 8YZ



## **BUILDING & TOWN COMMITTEE MEETING**

Minutes of the Meeting held on Tuesday 12<sup>th</sup> June 2018

**In the Chair: Councillor M. Curtis**

### **Attendance:**

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

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

Clerk: Judith Giles  
Public: 0

Present:  
Debbie Forder – Events Manager  
Howard Brisland – Building Manager  
Barbara Burbridge – LTVAS

### **1. APOLOGIES**

Apologies received from Mark Edgerley – Town Centre Manager, Cllr. I. Hibberd, Cllr. K. Dunleavey, Cllr. D. Baverstock, Cllr. N. Michell, Cllr. M. Cooper

### **2. CHAIRMAN AND VICE-CHAIRMAN 2017-18**

Cllr. M. Greggains proposed Cllr. M. Curtis as Chair, seconded by Cllr. M. Bramley

**CARRIED**

Cllr. M. Curtis proposed Cllr. N. Bailey as Vice Chair, seconded by Cllr. M. Greggains

**CARRIED**

### **3. DECLARATION OF INTEREST**

None

### **4. MINUTES**

The minutes of the Building & Town Committee Meeting held on 17<sup>th</sup> April 2018 were confirmed as a correct record

**PROPOSED:** Cllr. J. Parker

**SECONDED:** Cllr. M. Bramley

**CARRIED**

**Matters Arising**

None

### **5. PUBLIC PARTICIPATION**

None

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### **6. ARCHIVIST REPORT**

Barbara Burbridge – Honorary Archivist thanked the Building Manager for erecting the staging in the basement. She reported progress is being made in sorting pictures and other artefacts. The recording progress can now commence. This will be a long term project. Barbara said historical maps are available to the public. Anyone interested are to contact LTVAS at the Town Hall.

### **7. REVIEW OF BOOKINGS**

The Events Manager furnished the Committee with Bookings Income Graphs for 2018-19.

### **8. FINANCE REPORT**

Noted.

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

See attached (Appendix 1). It was suggested the Mayor's Parlour, now available as the Registrars are no longer located in the Town Hall, be advertised as a vacant room for Education Tutorials.

### **10. PROPERTY MAINTENANCE POLICY**

**RECOMMENDATION:** The Committee approve Property Maintenance Policy

**RESOLUTION NO. 18/03**

It was **RESOLVED** to approve Property Maintenance Policy

**PROPOSED:** Cllr. Parker

**SECONDED :** Cllr. M. Greggains

**CARRIED**

### **11. ROMSEY TOWN HALL MAINTENANCE PROGRAMME**

**RECOMMENDATION:** to approve Romsey Town Hall Maintenance Programme

**RESOLUTION NO. 18/04**

It was **RESOLVED** to approve Romsey Town Hall Maintenance Programme

**PROPOSED:** Cllr. M. Bramley

**SECONDED :** Cllr. M. Greggains

**CARRIED**

The Committee thanked Howard Brisland – Building Manager for all his hard work in putting together the Maintenance Programme

### **12. ROMSEY CHRISTMAS LIGHTS**

The Town Clerk reported grant funding is being sought to cover £16,000 needed for refurbishment of Christmas Lights. She is confident funding can be identified.

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### **13. TOWN CENTRE MANAGER**

See Report (Appendix 2)

### **14. VIABILITY OF TOWN HALL PROGRESS**

The Committee received a paper from Cllr. M. Bramley who after liaising with the Town Clerk and Events Manager has identified future options for the Town Hall as a hiring venue. The Committee agreed for the Building Manager to go ahead with a feasibility study into the possibility of locating a lift in the Town Hall to the 2<sup>nd</sup> level (Council Chamber). Completed study will be brought to a future Building & Town Committee Meeting. The Town Clerk thanked Cllr. M. Bramley for his support with this project.

### **15. MARKET**

The Town Clerk reported she is currently awaiting legal agreement from Broadlands Solicitors, so HCC lawyers can conclude the partnership agreement for Romsey Market.

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

Cllr. J. Parker reported a constitution has now been adopted for the Romsey Emergency Plan. This is an independent organisation. New members are welcome. A grant application has been approved by TVBC to buy basic equipment i.e. high viz jackets etc.

### **17. GRANTS**

#### **RESOLUTION NO. 18/05**

It was **RESOLVED** to grant £150 to Romsey Charities Fair

**PROPOSED:** Cllr. J. Parker

**SECONDED:** Cllr. M. Bramley

**CARRIED**

Meeting Closed 8.45p.m.