



GLASTONBURY TOWN COUNCIL

Minutes of Property and Assets Committee held on 6 March 2024 at 7pm	
Councillors Present	J. Cousins, Lokabandhu, P. Manning, M. Oakden, L. Osborn, M. Smyth and M. White
Apologies	Cllrs I. Donfrancesco, Z. Price, S. Roney-Dougal, T. Napper
Absent	Cllrs R. Cook, N. Cottle, S. Henderson, L. MacDougall, I. Mutch
In Attendance	Town Clerk and Town Hall Manager
Public Participation	0 members of the public spoke during public participation.

74. TO RECEIVE APOLOGIES FOR ABSENCE AND NOTE THE REASONS GIVEN

Cllr Price offered apologies owing to family commitments. Cllr Donfrancesco offered apologies owing to being unwell. Cllr Roney-Dougal offered apologies owing to a personal commitment. Cllr Napper offered apologies owing to a conflicting meeting. These apologies were duly **NOTED**.

75. DECLARATIONS OF PECUNIARY INTERESTS

No declarations were made in addition to those already declared to the Monitoring Officer.

76. TO APPROVE AND SIGN THE MINUTES OF THE LAST MEETING AS A CORRECT RECORD

Members considered the minutes a true record of the meeting and they were duly **SIGNED** by the Chair.

77. TO RECEIVE A VERBAL UPDATE ON OUTSTANDING AND COMPLETED ACTIONS

The Town Clerk updated the committee as to the status of several actions which were noted by the committee. These included works by the probation Service around the Town, works to footpaths, and continuing works on devolution from Somerset Council.

Cllr Smyth thanked the Town Council staff for works to local footpaths.

Councillors thanked the Town Clerk for his continuing work to secure a package of asset and service devolution to the Town Council, particularly of St Dunstan's car park.

78. TO RECEIVE A VERBAL UPDATE ON AND CONSIDER MATTERS RELATING TO FOOTPATHS

Cllr Smyth gave an update on various matters relating to footpaths and would continue working with staff to ensure their maintenance.

79. TO CONSIDER MAKING A FORMAL OPTION TO TAX ST DUNSTAN'S HOUSE (INCLUDING THE PROPOSED ATRIUM SPACE)

The Town Clerk advised that the previous application had not been received in the time frame that His Majesty's Revenue and Customs required, and as such, following specialist advice, the Committee were being asked to make this decision again.

Cllr Cousins proposed that the committee make the option to tax St Dunstan's House (including the proposed Atrium space). This was seconded by Cllr White and **RESOLVED** unanimously.

80. TO CONSIDER THE TOWN COUNCIL'S INSURANCE COVERAGE

The Town Clerk presented the renewal from Zurich Municipal as part of the Town Council's multi-year deal.

Cllr Smyth proposed that the insurance cover be accepted. This was seconded by Cllr White and **RESOLVED** unanimously.

81. TO CONSIDER NECESSARY WORKS TO THE ST DUNSTAN'S CAR PARK SHOP UNIT

The Town Clerk gave an update on works required to the windows as part of the shop unit and it was agreed to proceed with seeking quotations for the work.

The committee were pleased that the unit had recently been reevaluated as a "B" rating on its Energy Performance Certificate.

82. TO CONSIDER SUGGESTED WORKS AT HERBIE'S FIELD

The Town Clerk updated members as to a request to complete outstanding works at Herbie's Field by providing a tarmac surface on the inside of the wall running adjacent to the Meare Road. An initial quotation had been received and the price was not affordable at the present time.

Cllr Smyth proposed that a gravel compactor be hired and used on this stretch and additional gravel be purchased to make it more usable, up to a value of £500. This was seconded by Cllr Manning and **RESOLVED** unanimously.

83. TO GIVE A GENERAL UPDATE ON WORKS TO ST DUNSTAN'S HOUSE AND THE TOWN HALL

A verbal update was given and **NOTED**.

84. TO CONSIDER GLASTONBURY TOWN COUNCIL'S VENUE HIRE TERMS AND CONDITIONS EFFECTIVE FROM 1 APRIL 2024

Cllr Cousins declared an interest as a member of the Performing Rights Society.

The Town Clerk presented a comprehensively updated set of Terms and Conditions to the committee.

Cllr White proposed that the revised Terms and Conditions be accepted. This was seconded by Cllr Oakden and **RESOLVED** unanimously with one abstention.

85. TO CONSIDER AN AGREEMENT BETWEEN THE TOWN COUNCIL AND VOLUNTEERS AT FISHER’S HILL RECREATION GROUND

A draft Memorandum of Understanding was presented to the committee based on previous efforts.

Cllr Cousins would provide the wording of similar documents that he had used in his working life to the Town Clerk.

Cllr Manning proposed that Councillors will work with the Town Clerk to finalise a draft to be signed by the project. This was seconded by Cllr Oakden and **RESOLVED** unanimously.

86. TO RECEIVE AN UPDATE ON THE COSTS ASSOCIATED WITH SIGNAGE AT FISHER’S HILL RECREATION GROUND

Cllr Cousins proposed that the Town Council provide the sign stand and installation after the Memorandum of Understanding is signed, with the project providing the sign to be fitted into the stand. This was seconded by Cllr Oakden and **RESOLVED** unanimously.

87. TO RECEIVE AN UPDATE ON CIVIC REGALIA

Cllr Lokabandhu have an update on proposed changes to the Civic Regalia. It was agreed that more information would be brought to a future meeting.

88. TO NOTE THE DATE OF THE NEXT MEETING

The meeting scheduled for 17 April 2024 was agreed to be cancelled.

The next meeting will be held on 29 May 2024 at 7pm.

SIGNED:	DATE:
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