

Minutes of a Meeting of the Amenities and Services Committee held on Tuesday 10th December 2019 at 14.00 in the Tower Clock Suite, Edinburgh House, New Street, Wem.

Present:-Councillor P Johnson (Chairman), Councillors, P Broomhall, P Glover, M Meakin, G Nash, E Towers.

- 1 **Apologies** - To receive any apologies for absence.

Resolved:- to accept the following apologies for absence.

C Granger, G Soul.

- 2 **Declaration of pecuniary interests** – to receive declarations of interest.
Cllr Towers declared a pecuniary interest in item 7 and item 11d as his wife is an allotment tenant.

- 3 **Minutes** To approve as a correct record the minutes of a Meeting of this Committee held on 10th September 2019.

Resolved:- to approve the minutes of 10th September 2019 and they were duly signed as a true record.

- 4 **Progress Report on items raised at previous meeting** – for consideration.
The Clerk reported that an update had been received from Persimmon Homes but that this will be discussed at the December Town Council meeting.

Resolved:- to note the report

- 5 **Toilets**

a) To receive an update on charging income.

Resolved:- to note the report.

b) Recreation Ground Toilet Block – to discuss making provision in the 2020-21 budget to enable reopening of the toilet block (deferred from June meeting).
A discussion took place on whether the Town Council should take on the building from Shropshire Council and pursue a private sale of the leasehold so it could be turned into a community asset, it was

Resolved:- to recommend that

- **The matter is raised with Trustees of Wem Sports and Social Association to seek their opinion**
- **Advice is sought on the cost and practicalities around selling the leasehold of the building should the Town Council agree to take on ownership of the asset and WSSA Trustees are in favour of the proposal.**
- **The transfer of ownership of the building will be discussed at the Town Council's January budget meeting. If deemed appropriate provision will be made in service transformation budget to facilitate this.**

- 6 **Play Areas/Open Spaces**

a) Tree Planting – to discuss locations for tree planting in the town.

The Clerk reported that Wem Rotary in partnership with Wem Civic Society had taken on the project to identify locations for the planting of 75 trees in Wem and the surrounding area. In the meantime the Clerk and Groundsman had identified that Trentham Public Open Space and The Wheatfields Public Open Space could also have more areas of tree planting.

Resolved:- to note the report and reconsider at the next meeting of the Committee.

b) Swing replacements – to consider quotes for swing unit replacement. The Clerk reported that three quotes had been received.

Resolved:- to approve the quote provided by Ray Parry Playground services.

7 Allotments

Cllr Towers took no part in discussions

a) To receive a report on recent inspections. The Clerk outlined the recent inspection and reported that several plots were identified as requiring improvement.

Resolved:- to delegate authority to The Clerk to reinspect the plots as identified as being in need of work in late January early February.

b) To receive a report on plot vacancies. The Clerk reported on the vacant plots which were all on the cemetery side of the allotments. She explained that all plots that become vacant are in the first instance offered to current tenants of plots number 26, 40 and 41 as they are long standing tenants on the cemetery side of the allotments who would be required to give up their plot when the cemetery is extended. All new tenants on the cemetery side of the allotments would be informed that their tenancy would be short term.

Resolved:- to note.

8 Love Lane Cemetery

a) Memorial Testing – for update on progress. The report distributed by the Clerk was discussed and it was explained that it had not been possible to find owners of 6 headstones which required repair. A quote for the repair and installation of ground anchor fixings of these headstones was distributed and it was

Resolved:- to approve the quote for the repair of the six headstones.

b) Cemetery extension– for discussion. The Clerk reported that due to workload it had not been possible to progress this item. It was estimated that as there was still at least 3 years available space in the current area the extension project could be reviewed in one year.

Resolved:- to defer for a year.

9 Streetlighting

Streetlighting Maintenance contract - to consider quotes received for 2020-2023 Contract.

The Clerk reported that she had asked 3 companies to quote for the contract and that only 1 had returned a quote which was circulated at the meeting

Resolved:- to award contract to Highline Electrics.

10 Floral Planters

a) Floral planters supply and planting contract 2020 - to consider quotes received
The quotes received were presented and a discussion took place on the planting medium and it was agreed to use a 50% peat free mix. Two quotes were received and whilst it was recognised that the preferred contractor was not the cheapest quote Councillors expressed the view that the contractor had addressed the Climate Emergency conditions of the contract.

Resolved:- to award the contract for the supply and planting of the Town's 2020 Floral display to Northwood Hanging Baskets and to use 50% peat free compost mix.

b) Floral Planters maintenance contract – to consider quotes received.
The Clerk explained that only one quote had been received and it was

Resolved:- to award the maintenance contract to Harlequin Garden Services.

c) Relocation of floral planters – to consider relocation of floral planters on Leek Street.

A discussion took place and it was suggested that the corner of Summerfield Road may be a suitable location to relocate the floral planters.

Resolved:- to request that the Clerk approach Shropshire Council Highways Department to seek permission for the relocation.

11 2020-21 Budget

a) Wem Sports and Social Association - To discuss the financial request for 2020-21.

It was reported that a request had not been received as the trustees had not met prior to the meeting however it was anticipated that trustees may be seeking an increase in the contribution for 2020-21.

Resolved:- to defer to December meeting of the Town Council.

b) To consider the budget report up to 30.11.19.

Resolved:- to note the report.

c) To consider first draft 2020-21 expenditure budget for the following assets and services (copy enclosed)

- Cemetery
- Bus Shelters
- Toilets
- Street Lights

- Play Areas
- Allotments
- CCTV
- Floral Planters

to discuss any other projects for inclusion in 2020-21 budget.

Resolved:- to recommend to the Town Council Budget Meeting that the following expenditure budget be set for Administration and Councillor Training and Expenses for 2020-21.

NET EXPENDITURE	2020-21	
	recommended	
PUBLIC LIGHTING		
Loan Charges(PWLB)	4000	
Energy	7000	
Mtce	7000	
Upgrading of Ltg	8000	
Total	£26,000	
BURIAL GROUNDS		
LOVE LANE		
Rates	£90	
Mtce	£3,500	Fence replacement approx. £5000, £1800 to be earmarked from 2019-20
Bin emptying in skips etc	£2,000	
Contribution to Whitchurch Rd	£2,000	
Extension	£0	
Total	£7,590	
ALLOTMENTS		
Water by meter	£400	
Repairs & Weedkiller	£600	
Total	£1,000	
RECREATION		
WSSA	£19,000	
Play Equip.	£3,600	Retain to allow for continued upgrading of equipment
Repairs & Materials	£5,000	Railings painting quote £1500
Tree Works	£1,500	Tree inspection due 2020
Inspections	£600	
Recreation (Litter)	£900	
Skate ramp replacement	£2,000	Contribution towards replacing skate ramp
Total	£32,600	
PUBLIC TOILETS		
Toilet Cleaning	£9,700	
Repairs	£2,500	

Utilities	£1,300	
Msc	£1,500	Rainwater harvesting survey
Total	£15,000	
BUS SHELTERS		
Cleaning	£800	
Repairs and maintenance	£400	
Total	£1,200	
MISC		
Floral Display	£5,000	
CCTV Scheme	£5,000	
Old Toilet Block	0	
Total	£10,000	
Total Expenditure	£93,390	2.8% increase on 2019-20
NET INCOME		
Allotment Rents	£1,275	
Burial Fees	£10,000	
Toilet income	£2,000	
Total Income	£13,275	

Further Resolved:- to recommend that the 2020-21 Neighbourhood Fund allocation be earmarked for upgrading play equipment on the Recreation Ground.

Cllr Broomhall left the meeting at 15.20

d) Fees and Charges – to review allotment fees and cemetery charges for 2020-21 (copy enclosed).

Cllr Towers took no part in discussions regarding allotment rents.

Resolved:- to recommend that the following allotment fees are set for 2020-21.

	2020 rents
Quarter plot	£12
Half plot	£24
³/₄ plot	£36
Full plot	£48
Cemetery side plot	£36
Admin Fee	£5
Waiting List	£5

Cemetery Fees

Resolved:- to recommend that cemetery fees are not increased.

12 CCTV

Draft CCTV code of practice – for consideration.

Resolved:- to recommend adoption of the Code of Practice.

13 Date and time of meetings - to note time and date of next meeting.

**Resolved:- to note the next meeting will be held on Tuesday 10th March 2020
14.00.**

Meeting ended 15.30

Chairman.....