

MEMBERSHIP:
Cllr Boulton (ex-officio)
Cllr Bowen
Cllr Doherty
Cllr Dudley (ex-officio)
Cllr McKinley
Cllr Roberts
Cllr Sanford

088 17/18



Fairford Town Council

MINUTES OF THE WORKS & COMMUNITY COMMITTEE MEETING HELD ON THE 28TH NOVEMBER 2017

PRESENT: Cllr McKinley Cllr Boulton
Cllr Sanford Cllr Roberts
Cllr Bowen

In attendance: Vanessa Lawrence, Roz Capps (Clerks)

WC104 17/18 Apologies for absence
Apologies received from Cllr Dudley

WC105 17/18 Declarations of Interest in Items on the Agenda
None received

WC106 17/18 To approve the Minutes of the Works & Community meeting held on 24th October 2017
It was **RESOLVED** to approve the Minutes of the Works & Community meeting held on the 24th October as a true and accurate record of the proceedings. Proposed Cllr Doherty, seconded Cllr Bowen – all in favour.

WC107 17/18 Clerk's/ Chairman's/ Groundsman's Reports
The Clerk's report had been circulated prior to the meeting and covered Actions taken since the last meeting and updates. This covered: - Defibrillator phonebox; Portaloo in the WTF; VAS sign London Road, Leafield Road build-out; Italian Market; Palmer Hall; Toilet Block project WTF.

WC108 17/18 Review of finances
The figures presented had been considered at Full Council. These were received by the W & C Committee and it was agreed that underspends would be discussed at the January meeting.

ACTION: Clerk to add this to the Agenda for the January W & C meeting

- WC109 17/18** **To consider and agree budget figures for final approval, for recommendation to Finance Committee.**
The Committee considered any changes and agreed that odd amounts should be rounded up to whole figures. It was **RESOLVED** to agree budget figures subject to agreed amendments for recommendation to the Finance Committee. Proposed Cllr Boulton, seconded Cllr Bowen – all in favour.
- WC110 17/18** **To agree to adjourn the meeting for Public Participation, if members of the public are present– there is a 5-minute time limit (if applicable)**
N/A
- WC111 17/18** **To agree to reconvene the meeting following Public Participation (if applicable)**
N/A
- WC112 17/18** **Update on Wednesday Market bus service**
The Clerk reported that no figures had been received from Community Connexions, so no update was available. Cllr McKinley thanked Cllr Sanford for mail dropping information relating to the service around the villages.

ACTION: Clerk to add item relating to Wednesday Bus Service to the Agenda for the next W & C meeting in January.

WALNUT TREE FIELD

- WC113 17/18** **Update on installation of youth shelter.**
The Committee were advised that this installation would now take place in January, which would allow time to advertise it. Cllr McKinley asked if the Youth Ambassador could perhaps look at ideas for designing a suitable plaque.

ACTION: Cllr Doherty to speak to the Youth Ambassador

EVENTS

- WC114 17/18** **Update on Christmas Market preparations.**
The Clerk reported that 34 stalls and 4 pitches have been booked. The layout has been drawn up and stallholders allocated their spot. Bollards will be put out by the bus shelter on Thursday evening ready for the stage to come in on Friday. The Clerk was asked to ensure that thanks to Londis, The Co-op and everyone who has contributed to this event is well publicised.

ACTION: Clerk to publicise thanks to everyone who has contributed to the Festive market.

HIGHWAYS

- WC115 17/18** **Update on highways works**
- **London Road** – The Clerk reported that she is chasing details on completion of the pavement at Bovis Homes development has been held up as a result of streetlights not being installed yet.
 - **Cirencester Road** – This work has now been completed.
- WC116 17/18** **To consider and agree to repair damaged cabling for 2 of the car park lights**
It was agreed to defer this item until more information has been received regarding the failure of two of the lights in the Car Park.

ACTION: Clerk to add this item to the Agenda for the next W & C meeting in January.

OTHER MATTERS

WC117 17/18 Update on progress with re-design/upgrade of website

The Clerk reported that initial fee has been paid and that the re-designed website site should be running in January.

ACTION: Clerk to chase up Bulldog

WC118 17/18 To consider and agree to send Groundsman on a PAT testing training course (£195 approx).

Following discussion, it was **RESOLVED** to send the Groundsman on a PAT testing training course. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour. It was also agreed that the Procedures Committee should incorporate this into regular Council activities.

ACTION: Clerk to report to Procedures Committee and to arrange PAT testing course.

WC119 17/18 To consider and agree whether to write to Royal Mail regarding Fairford Post Office and parcel collections.

Following debate, it was **RESOLVED** to write to Royal Mail. Cllr Doherty to obtain contact details.

ACTION: Cllr Doherty to obtain contact details for Royal Mail and Clerk to draft a letter.

Date of next meeting – 23rd January 2018

There being no further business the meeting closed at 7.45pm

.....Chairman

.....2017