

THRAPSTON TOWN COUNCIL

Mayor: Cllr Craig Wheeler

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**Minutes of the Extra Ordinary Meeting of the Full Town Council
held on Tuesday 7th August 2018 at 7.15pm at the Town Council Office**

**Present: Cllr Wheeler (Chairman), Cllr Baden, Cllr Boyd, Cllr Boydell, Cllr Carter,
Cllr Charles, Cllr Cribb, Cllr Draycott, Cllr Latimer, Cllr Strode-Willis, Cllr Winter**

In attendance: Linda Marshall (Clerk)

No.	Item	Action	By Whom
1.	Apologies for Absence Cllr Vaughan had previously tendered his apologies for "a couple of weeks" which were accepted. No apologies were received from Cllr Read.		
2.	Declaration of Interest None.		
3.	Public Open Time None.		
4.	To agree Terms of Reference for the newly formed Asset Management Advisory Committee and to confirm those Councillors sitting on this Committee It was carried by majority to accept the Terms of Reference as attached at Appendix 1 with the additional clause <i>to develop and manage a communication strategy for the community hub project in order to inform and solicit support and engagement from the people of Thrapston.</i> Discussions took place as to whether there is a need for a separate Library Sub-Committee but it was felt by majority that the initial focus of the Asset Management Advisory Committee should be the library building/community hub and therefore a Sub-Committee wasn't needed. It was agreed that the following members would sit on the Asset Management Advisory Committee: Cllrs Boydell (Chairman), Bayden, Boyd, Cribb, Strode-Willis with assistance to be requested from Cllr Read.		

5.	<p>To receive an update on the outcome of the Judicial Review relating to the County Council's provision of library services</p> <p>Nothing received as at the date of the meeting.</p>		
6.	<p>To receive an update on the County Council's decision following the Friends of Thrapston Library's (FoTL) submission of a Stage 2 Application to run an independent library</p> <p>It was noted that correspondence has been received from the County Council stating that they have decided to pause the current independent library process.</p>		
7.	<p>To receive an update on the Town Council's request to purchase the library as a <i>Community Asset</i></p> <p>In view of 6 above, there is no update at present. However, discussions took place that the library building shouldn't be the only building to be looked at for a community hub. It was agreed that the Asset Management Committee will look at other potential sites.</p>		
8.	<p>To receive costings for surveys and valuations of the library building and agree a budget to cover such costs</p> <p>The following was noted:</p> <ul style="list-style-type: none"> • Red Book Valuation - £800 • Structural Report - £1200 • Cherry Picker - £350 • Asbestos Survey - £395 <p>It was proposed that a budget be set up to a maximum of £3,000 for surveys and valuations to be undertaken at a time when the County Council confirm that they will enter into negotiations to sell the building to the Town Council. It was carried by majority to allocate a budget of £3,000 for these valuations and surveys.</p>		
9.	<p>To receive costings for legal fees in connection with the purchase of the library building and agree a budget to cover such costs</p> <p>None available at present given the fact that the process has now been paused by the County Council.</p>		
10.	<p>To discuss the financial aspects of purchasing the library building and agree how the purchase will be funded</p> <p>The Public Works Loan Board was discussed with repayment terms and costs. Capital reserves held by the Council was also discussed. It was agreed to defer any decision until we know if we can purchase the building.</p>		
11.	<p>To discuss the ongoing financial aspects of maintaining the library building and decide how these running costs will be funded</p> <p>It was agreed to defer any decision until we know if we can purchase the building.</p>		
12.	<p>To agree a communication strategy and allocate responsibility for engagement with the community, including public consultation</p> <p>It was agreed that this will be dealt with by the Asset Management Committee</p>		
13.	<p>Chairman's Comments</p> <p>None</p>		

14.	Items for future agendas Strategy Meeting 19/09/18 – Structure of Council		
	There being no further business the meeting closed at 20:15		

Signed

Dated

Committee	Asset Management Committee
Membership	5 Councillors plus Mayor and Deputy Mayor ex-officio
Quorum	One half of membership (rounded up) 3
Meeting dates	As required
Meeting Clerk	Clerk
Definition	For the purposes of this Committee the term Asset will relate only to land and buildings and will exclude all items of equipment
Terms of Reference:	<ul style="list-style-type: none"> • To explore opportunities to increase the portfolio of assets held by the Town Council and make recommendations to Full Council regarding the procurement of such potential assets • To identify the need to dispose of any assets held by the Town Council and make recommendations to Full Council regarding the disposal of any such assets • To manage a programme of repairs and maintenance for assets held by the Town Council • To prepare a budget (no later than November) for the management of assets held by the Town Council • To explore all aspects of developing a Community Hub within the town and make recommendations to Full Council for the development of a Community Hub • To develop and manage a communication strategy for the Community Hub project, in order to inform and solicit support and engagement from the people of Thrapston
Delegated Powers:	<ul style="list-style-type: none"> • To commission surveys / valuations / legal representation relating to the procurement, disposal or management of any asset within the agreed budget set by Full Council