

11th March 2025

Town Trust Committee

DURSLEY TOWN TRUST

MINUTES of the TOWN TRUST COMMITTEE held in the Methodist Church Meeting Room, Castle Street, Dursley at 6:30pm on Tuesday 11th March 2025.

PRESENT

Members: M Stennett (Chair), P Hayes (Vice-Chair), D Horn, J Rubin. A Barton
N Priest

In Attendance: A.Gambie, Project Officer, Dursley Town Council.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest

3. MINUTES

The Minutes of the Meeting of the Town Trust Committee held on Tuesday 10th December 2024, having been circulated among the members were taken as read, confirmed, and signed by the Chair as a correct record.

4. UPDATE ON HIRES

The Project Officer provided an update on the regular hirers of the Market Place and Town Hall which have included Farmers market, events, dance classes, music sessions, private hires and a Lifeguard course.

5. TO RECEIVE THE FEE PROPOSALS FOR THE TOWN HALL REPAIRS AND SPECIFICATION

Three quotes for the town hall repairs and specification had been received from accredited building surveyors and architects. All had suggested a similar method and process for the work which would require a more in depth and at height survey to get better information about the scale and scope of the repairs. The Town Trust Committee reviewed and discussed the three proposals.

IT WAS RESOLVED to appoint Simon Cartlidge, Architect Accredited in Building Conservation for the initial inspection, survey, and brief report which would set out a more detailed and accurate scope of works and indicative costs.

6. MARKET PLACE HIRE REQUEST FROM THE HOPTICIAN

The Committee reviewed the response from The Hoptician to the points raised at the December Meeting regarding the proposed hire of the Market Place on Friday (except when Dursley After Hours is on) Saturday and Sunday from 3pm to 10pm between April and September 2025.

IT WAS RESOLVED to agree the rental for Friday (except when Dursley After Hours is on) Saturday and Sunday between 3pm to 10pm between April and September based upon:

- A rental fee of £15 per night for the current period.
- A refundable deposit of £250 paid to the Town Trust.
- A review meeting via Zoom with Town Trust Committee members after the first month.
- The area used would be kept clean.
- There would be no access to the Town Hall.

7. DURSLEY MARKET

The Engine had requested if the fee for the rental charge for the Dursley Market for 2025 period could be waived.

IT WAS RESOLVED to waive the fee for the rental charge for the Dursley Market for 2025.

8. HERITAGE CENTRE BANKING ARRANGEMENTS

Andrew Barton outlined the Heritage Centre's banking arrangements. Lloyds Bank have introduced a monthly fee for their account which is designed for small clubs and societies. The Heritage Centre account is used for the day to day running of the centre and is funded by donations and sales.

The Heritage Centre Committee have found an alternative, but similar non-fee-paying account with the Coop bank. Andrew Barton informed the Committee that to an account he would need a letter of authority from the Town Trust confirming:

- that the Heritage Centre is part of the Town Trust
- the name of each individual signatory
- signed by a trustee who is not part of the application.

The Honorary Treasurer advised the Committee that the Heritage Centre is run by a sub-committee of the Town Trust and is 100% part of the Trust. Heritage Centre expenditure has always been fully accounted for in the Town Trust Accounts and VAT returns.

The Honorary Treasurer also suggested that it would be prudent to inform the chair of the Trustees of the Town Trust of any purchase in advance of it happening but to be mindful of any impact of any decisions on the volunteers who give their time freely.

It was noted that the Town Trust Committee set the terms of reference for signatory limits. Currently for any expenditure above £500 the Heritage Centre would need the approval of the Town Trust Committee.

In addition to Andrew Barton and Sally Pinch, the Honorary Treasurer recommended adding two Trustees as signatories to the new Heritage Centre bank account. The Chair and Vice Chair of Town Trust agreed to be signatories.

IT WAS RESOLVED for the Heritage Centre to open a new bank account with the Coop bank and for the Clerk to prepare a letter of authority from the Town Trust as per the above and for the Chair and Vice Chair of the Town Trust Committee to be added as signatories to the account.

The Honorary Treasurer informed the Committee that there is £21,176 in the Heritage Centre restricted fund.

9. ANY OTHER BUSINESS

The Project Officer raised three matters for discussion:

A request has been received from the Cam and Dursley Branch of the Royal British Legion to waive the rental charge for the marketplace for the VE day 80 celebrations in the evening of Thursday 8th May.

IT WAS RESOLVED to waive the rental charge for the VE day 80 celebrations in the evening of Thursday 8th May.

The Clerk had discussed the most suitable location for a bench under the Town Hall with the most regular hirer of the marketplace. A spiral bench facing out towards St James Church would not impact the hiring of the marketplace or interfere with watering of the hanging baskets in the Summer.

IT WAS AGREED that the Clerk would source three quotes for a bench made of a suitably sympathetic material and these would be considered by the committee at a future meeting.

Regarding the recent electrical safety checks at Jacob's House and the Heritage Centre. The Town Trust Committee were asked to approve the costs to rectify all C2 and F1 items so that the contractor could issue a satisfactory NIC EIC certificate. The Committee were also asked to rectify C3 items which are recommended but are not required for the issuing of the certificate.

IT WAS RESOLVED to approve the costs to rectify all C2, F1 and C3 items.

The Town Trust Committee noted that Mike Paul Electrical Services Ltd had been booked to provide an EICR electrical condition report for the Town Hall at a cost of £300 plus VAT.

Andrew Barton requested approval for the Heritage Centre to source a new piece of equipment which would play and display the audio and video content from the GL11 oral history project. The cost of this is estimated between £1500 and £2,000 and it would be matched funded by GL11.

IT WAS RESOLVED to agree to this expenditure which would be paid for from the Heritage Centre's restricted funds.

Andrew Barton would be providing a tour of the Town Hall for a group of children from St Joseph's primary school in Nympsfield on Tuesday 24th March.

The Town Trust Committee requested that the ceiling under the Town Hall be cleaned and repainted. The Committee queried whether this could be carried out by the Town Council's ground staff.

11th March 2025

The meeting closed at 7:40pm.

Town Trust Committee

.....
Chair

.....
Date