

8	<p><u>To note the cancellation of the meeting due to be held on 25 April 2024</u></p> <p>For the purposes of an audit trail, the Committee noted that the meeting due to take place on 25 April 2024 had been cancelled as the Town Clerk had been in hospital.</p> <p>CLlr Sharman arrived.</p>
9	<p><u>To receive May 2024 Property Inspection report and agree actions</u></p> <p>The Town Clerk gave an overview of the May 2024 Property Inspection. The noteworthy items were:</p> <p><u>Ceiling light in the Grand Hall flashing</u></p> <p>The tower is needed to arrange a replacement. The Tower will be built on 04 June 2024. The replacement has been arranged with electrician for 05 June 2024.</p> <p><u>Missing ceiling tile in the Grand Hall</u></p> <p>On 15 May 2024 the Town Clerk removed a ceiling tile as it was showing excessive cracking. Upon lifting the tile it was noted that an old roof baton had become lodged in the tile. The drapes are currently covering the ceiling due to a hire this weekend but a replacement tile will be arranged week commencing 20 May 2024.</p> <p><u>London Road War Memorial</u></p> <p>Heavy deposits of lichen have been found <i>on the</i> war memorial although it is not excessively covering any inscriptions or causing damage. Caretaker to clean week commencing 20 May 2024.</p> <p><u>Bridge Steet Information Point</u></p> <p>Following removal of the graffiti the panel has become scratched. The BCKLWN are looking at a replacement as part of the regeneration grant.</p> <p><u>Roof leak at JCC</u></p> <p>The Maintenance Officer / Caretaker have been unable to fix the leak and therefore a contractor will need to be employed.</p> <p><u>Bollard flap at entrance to the Town Hall Car Park</u></p> <p>The flap has become bent and is slightly raised causing a possible trip hazard although it is noted that this is not a pavement, it is a roadway. Maintenance Officer / Caretaker will fix Saturday 18 May 2024.</p>

Bollard flap on drop off point on the Town Hall Car Park

The flap has snapped off and needs replacing. Maintenance Officer / Caretaker are unable to fix and therefore a contractor will need to be employed.

Hollies Car Park Bus Stop glass

BCKLWN have pressure washed the site and the Maintenance Officer / Caretaker have attempted multiple products to remove the remains of tape. Unfortunately, although the site looks cleaner, the tape marks could not be removed. As the site is due for an upgrade by Norfolk County Council in 2024, no further action will be taken.

Drain failure at Town Hall

On Wednesday 15 May 2024, the Town Hall drain failed and caused a smell throughout the Town Hall. With the approval of Cllrs Jordan & Westrop, All Clear Drainage Consultants Ltd have been approved to jet the drains on Saturday 18 May 2024.

Clock Room windows at Town Hall

Due to expansion and painting over the joints on the Clock Room windows, the windows failed to close on Monday 13 May 2024 without sanding down. These windows have been placed 'Out of Action' to ensure no further damage is caused to them. If they are to be replaced then the Conservation Officer will need to be involved in decision making.

Jubilee Community Centre site

The rotavating has been completed and the site levelled.

The Council's contractor has quoted 60p per square metre to seed with grass seed.

Proposed – Cllr Lewis

Seconded –Cllr Leach

It was resolved:

'That Governance Committee be asked to approve expenditure of £240 + VAT to re-seed the site to prevent nettles growing through the bare soil.'

All In Favour

Cllr discussed the Property Inspections. Cllrs would like the Committee to take on the fortnightly inspections on a rota. The Town Clerk advised that as part of her role she will still complete ad hoc inspections to ensure the Council meet their Health & Safety obligations and ensure nothing is missed. Cllr Jordan stated that he will complete an inspection checklist to ensure that nothing is missed.

20	<p><u>To note meeting schedule</u></p> <p>The Deputy Clerk had sent out a meeting schedule through to April 2025 and this was noted.</p> <p>It was requested that a meeting of the JCC Regeneration Working Party be arranged for Tuesday 21 May 2024 at 5pm at Jubilee Community Centre. The Town Clerk confirmed that as this was a working party, a summons agenda was not required.</p>
	Meeting closed: 8:06pm
	SIGNED
	DATE