



**Tidworth Town Council
Leadership August 2023**



Minutes of the Leadership Committee held on 29th August 2023 in Unit 3D Castledown Business Park, Ludgershall at 7 pm.

Attended Councillors H Jones (HJ) (In the chair), P Hedge (PH), C Webb (CW) Cllr M Connolly (MC) Cllr L Coleman (LC) Town Clerk (CL)		23/010L 1. Apologies: None
Item	Agenda Item	Action by
23/011L	2. Declarations of interest None	
23/012L	3. Minutes of May 2023 meeting Approved at June 2023 full town meeting. No matters arising	
23/013L	<p>4. Civic Centre</p> <p>MC provided an update and informed the Committee that there is maybe a delay and handover will possibly be mid-end November.</p> <p>The Project team will be submitting a Certificate of Non-Completion on 4th September 2023.</p> <p>CL has received an estimate quote for building insurance of £6779.00. This is pro-rata and covers from October 2023- June 2024.</p> <p>The tenders for the cleaning contract and window cleaning had been circulated to the Services Committee who have made their recommendation to Leadership for them to make a proposal for approval at September 2023 full Town.</p> <p>PH proposed Camille Cleaning for the cleaning contract at a price of £19.50 per hour (tbc), seconded by LC-, carried.</p> <p>PH proposed Moore’s Cleaning Ltd for the window cleaning contract at a price per clean of: TTC internal and external £295 +VAT Police external £85 + VAT. Hall high level windows, solar panels inc cherry picker £1450 + VAT, seconded by HJ, carried.</p> <p>Frequency to be agreed.</p> <p>CW had reviewed and amended the draft lease for the café which had been circulated. It was agreed that with the</p>	

	<p>suggested amendments the draft is accepted, and a copy is sent to the tenant.</p> <p>Proposed by MC, seconded by HJ, carried.</p> <p>There has been much deliberation regarding the Fire Equipment quotation. As per the recommendation of the Projects Committee a new quote had been requested, however the company are insisting that the requirement is what is needed. A copy of the approved Pre-Occupation Fire Strategy will be sent to Walker Ltd so that can quote for what has been requested.</p> <p>Following on from a site visit attended by CW, HJ and CL and the recommendation from Projects Committee a draft Key Suiting Organogram had been circulated all were in agreement.</p>	AN
23/014L	<p>5. Mayors Charity</p> <p>A new updated Mayors Charity Constitution had been circulated; all were content.</p> <p>CL advised that an application for HJ to be added as a bank account signatory had been submitted as well as an application for online banking.</p> <p>The current balance is £3958.55</p> <p>CL suggested an article for Tidworth Times.</p>	CL
23/015L	<p>6. Personnel Matters</p> <p><i>Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items were closed to the public due to their confidential nature.</i></p> <p>Proposed by MC, seconded by LC, carried.</p>	
23/016L	<p>7. Civility and Respect</p> <p>Due to the size of projects currently in hand it was agreed that this should be deferred when the workload has decreased.</p>	
23/018L	<p>8. Correspondence</p> <p>None</p>	
23/019L	<p>9. Date of next meeting</p> <p>TBC</p>	Agenda items to be submitted to the Clerk 7 days before meeting

There being no further business the meeting closed at 8.50pm