

**MEETING:**  
**DATE & TIME:**  
**PLACE:**

Kingswood Town Council, Full Council Meeting  
Tuesday 5<sup>th</sup> March 2024 7.00pm  
The Park Centre, Kingswood

**Councillors  
Present:**

Stephen Forsythe (Chair)  
Maria Ingram-Cotton  
Sean Rhodes  
Alex Massey  
Alison Evans  
Jim Corrigan  
Raf Ackbar  
Liam Davis  
Sandie Davis

**Absent:**

Matthew Palmer

**Also Present:**

Charlotte Littlewood, Town Clerk and RFO

**In Attendance :**

Senior Estate Surveyor from South Gloucestershire Council

**01.03.24**

**Apologies for absence**

Apologies were received from Richard Benthams, Diane Benthams, Ken Rabone.

**02.03.24**

**Declarations of interest and requests for Dispensations**

There were no declarations of interest in relation to this agenda.

**03.03.24**

**To exclude the public and press due to the confidential nature of the business.**

**Resolved:** To exclude the public and press in order to discuss a confidential matter.

**04.03.24**

**To consider a recommendation from the Finance and Administration Committee to consider a potential building as suitable premises for the council.**

Councillors were shown photos and plans of the building and invited to make comments on its suitability as a council premises and a community building that would become a significant community asset for residents and community groups.

Whilst there were some reservations about the timing of this offer, whilst still in set up stage of the council, the size of the building and the council at this stage not having a business case to rely on, the support for taking this project forward was positive.

Summary of the positive comments: a great starting point for the council to acquire its first building, a flexible space that could be a space for youth services as well as partnering with other community groups, a great location that offers accessibility and is visible, bringing the community together and sending a message to residents that the council was committed to investing funding into the community, and ideally would create free to use space for community groups. In addition, the council could consider a lease option that would not over commit the council but would give the council time to raise funds for alternative buildings in the future.

**MEETING:**  
**DATE & TIME:**  
**PLACE:**

Kingswood Town Council, Full Council Meeting  
Tuesday 5<sup>th</sup> March 2024 7.00pm  
The Park Centre, Kingswood

**Next steps**

- a. To delegate authority to the Town Clerk to engage an appropriate commercial surveyor to carry out a conditions survey of the building on behalf of the council, within a budget of an upper limit of £6,000. This conditions survey to establish any issues with the building, and to give a repairs and maintenance schedule over the first year, five years and ten years. To also, if possible, give an indication of likely running costs.
- b. To delegate authority to the Town Clerk to seek professional support from the Local Council Consultancy to create documentation and timeline for tendering for a feasibility study, within a budget of an upper limit of £3,000.

**05.03.24 Date of next meeting and consideration of items for the agenda**

The next meeting will be held on Tuesday 12<sup>th</sup> March 2024.

Meeting Closed: 2009 hrs.

Signed as a True Record.....*Stephen*

Date.....*12/3/24*