



Town Mayor
Cllr Jack Rowland
Town Clerk
Amy Tregellas

To: All members of the Estates Committee

Estates Committee Meeting Tuesday 30th May 2017 at 7pm

**Councillors: K. Beer, M. Hartnell, M Pigott, J. Rowland, K Rye,
H. Sanham, D. Squire**

23rd May 2017

Dear Councillor,

You are hereby summoned to attend the above meeting to be held at the Marshlands Centre, Harbour Road, Seaton EX12 2LT at 7pm.

Amy Tregellas

Town Clerk

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

AGENDA

- 17/E/01 Election of Chairman.**
- 17/E/02 Election of Deputy Chairman.**
- 17/E/03 Apologies for Absence.**
- 17/E/04 Declarations of Interest.**
- 17/E/05 Minutes of the meeting held on Tuesday 18th April 2017**
- 17/E/06 Estates Committee Terms of Reference for the Municipal Year 2017/2018**
At the Annual General Meeting on Monday 8th May, Council agreed that the Estates Committee should review and finalise the Terms of

Reference for this Committee for the 2017/2018 Municipal Year at its meeting on Tuesday 30th May.

- 17/E/07 Public Question Time.**
- 17/E/08 Management of Marshlands and Town Hall: update on action points.**
- 17/E/09 Noticeboard on public toilet block at Thury-Harcourt.**
Members are asked to decide if they wish to make an application to East Devon District Council to erect the noticeboard at a cost of £150.00
- 17/E/10 Recruitment of a Caretaker for the Marshlands Centre.**
Members are asked to consider whether they wish to appoint a separate Caretaker for the Marshlands Centre and, if so, whether this role should include cleaning and window-cleaning.
- 17/E/11 To consider Estates Committee expenditure and income to date.**
- 17/E/12 Seaton Town Council response to East Devon District Council requirements reference the replacement windows for the Town Hall.**
- 17/E/13 Car Parking arrangements at the Town Hall**
- 17/E/14 Storage**
To consider options for storage
- 17/E/15 Trial of hot water boiler**
To consider whether to enter into an agreement with Thirstywork to extend the hot water boiler past the trial period.
- 17/E/16 CONFIDENTIAL ITEMS**

The Chairman will move that in accordance with the Council's Standing Order 1(c) press and public will be excluded from the meeting during the discussions of item 17 on this agenda as there is likely to be a disclosure of confidential information.

- 17/E/17 Roofing Works.**



DRAFT

Minutes of the meeting of the Estates Committee Tuesday 18th April 2017

Present

In the Chair Cllr Jack Rowland

Councillors Cllr K Beer, Cllr H Sanham, Cllr D Squire

In attendance: Committee Secretary

17/E/078 Apologies for absence.
Cllr M Hartnell, Cllr M Pigott, Cllr K Rye

Cllr. Richard Webster was absent.

17/E/079 Declarations of Interest.
There were no declarations of interest.

17/E/080 Minutes of the meeting held on Monday 27th March 2017.
The minutes of the meeting were agreed.

17/E/081 Public Question Time.
There were no members of the public present.

17/E/082 Management of Marshlands and Town Hall: Update on action points.
Members noted updates to items on the Action Points' template as follows:

- i. The Marshlands Business Plan is taking shape in the context of issues in hand with the Estates Committee.
- ii. Members noted that we do not have a completion date for the painting of the Front Wall at Marshlands but that arrangements are in hand with our volunteer in respect of this project.
- iii. The Town Clerk will be asked to provide an update on progress reference STC maintenance staff painting the sea facing wall of Marshlands.

- iv. Cllr. J Rowland will advertise the Commercial Dishwasher in Marshlands for sale at a fixed price with no offers.
- v. The Town Clerk will be asked to provide an update on ongoing correspondence with South West Lifts reference a refund.
- vi. Cllr. J Rowland has emailed the Town Clerk for clarification on rents due and rebates on maintenance costs as concerns the Town Hall.
- vii. The Town Clerk will be asked to provide an update on the current position reference signing leases with the Martial Arts Centre and Museum.

Members noted the update on Action Points.

17/E/083 Disposal of Surplus NHS Equipment at Marshlands.

Members were advised that Millbrook Healthcare has corresponded with Seaton Town Council (STC) on the prospect of disposing of the surplus NHS equipment and that a meeting will be arranged soon to finalise arrangements.

17/E/084 Storage Units' Rental

Cllr. J Rowland provided Members with a list of items currently stored in the Fore Street Garage.

Members discussed the best means of storing the equipment going forward and prospective sites.

Members noted that Cllr. J Rowland will follow up with East Devon District Council (EDDC) as part of our asset transfer bid.

Cllr. J Rowland proposed that STC seeks quotes for alternative storage facilities with the intention that notice is given to the Fore Street storage facility if cheaper, appropriate storage is found.

(Seconded by Cllr. H Sanham)

Members unanimously **RESOLVED** to agree the proposal.

17/E/085 Proposals for an Open Day for voluntary groups at Marshlands.

Members agreed that with the announcement of the General Election on 8th May, the decision to hold the Open Day on 7th June will be revised.

Members agreed that the Town Clerk will be asked for an update on the refurbishment of toilet facilities in Marshlands currently in hand with STC maintenance staff and that once the refurbishment is complete, a date for the Open Day will be determined.

Members noted that Cllrs. D Squire and H. Sanham will continue to work on the content of the Open Day.

- 17/E/086 To note the decision made by Council on our grant application to Devon County Council (DCC) for a Work Hub.**
Members noted the decision to withdraw our application for a matched funding grant for a Work Hub with DCC. Members were advised of the reasons for STC's decision due to the level of ongoing information required by DCC to support STC's application and previous discussions concerning the setting up of the Work Hub in Marshlands was not felt to be viable now.
Officers were asked to confirm that STC's formal notice withdrawing our application has been sent to DCC.
- 17/E/087 To consider a recommendation from this Committee to install collapsible posts for each car parking space for The Gateway & Museum.**
- i. Members were advised that members of the public are using the parking spaces available because there is no signage indicating that these are private parking spaces.
 - ii. Cllr. J Rowland provided sight of quotes from four companies for the installation of collapsible posts for car parking spaces.
 - iii. Members discussed other options for the installation of enforceable parking facilities for The Gateway & The Museum, and in terms of where responsibility and costs for the installation of parking capacity should reside.
 - iv. Members agreed that the Council will not install collapsible posts but explore the possibility of two signs to be installed clearly indicating that the parking spaces are private but with no commitment on the part of STC prior to further discussion with The Gateway & Museum and the Estates Committee.
- 17/E/088 Estates Committee expenditure against budget to financial year end.**
Members agreed to defer this item to the next meeting of the Estates Committee.
- 17/E/089 To note an update on remaining space in Marshlands and the current situation.**
Members noted that the tenant in Office 3 has given notice due to the re-location of the business owner to another part of the country and that a prospective tenancy in Office 4 had fallen through.
Members discussed the all-round appeal of rental space in Marshlands and refurbishment / installations which may be necessary. These include decorating and carpeting offices, the installation of wi-fi and ensuring adequate toilet facilities. Members discussed widening the Council's Marketing Strategy working with the letting agents.
Members discussed previous communication with charitable organisations and were reminded that these organisations generally hope that STC will be able to support the costs of renting space because of their financial situation. STC must seek to make rental arrangements benefit the Council's financial position.

Members agreed that Cllr. J Rowland will take the marketing of offices forward with the Town Clerk and the letting agents.

The meeting ended at 20.30.

Chairman

Date:

Estates Committee Terms of Reference for the Municipal Year 2017/2018

At the Annual General Meeting on Monday 8th May, Council agreed that the Estates Committee should review and finalise the Terms of Reference for this Committee for the 2017/2018 Municipal Year at its meeting on Tuesday 30th May.

DRAFT Terms of Reference for the Municipal Year 2017-2018

Membership

Six members of the Council plus the Chairman and Vice-Chairman as ex-officio.

Delegated Powers

General

Councillors will be advised by the Town Clerk whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision.

Specific Delegated Powers

1. The Committee is responsible for all aspects related to buildings owned by Seaton Town Council and land containing buildings leased to another organisation, including but not exclusively the Martial Arts Centre and Scout Hut. Responsibilities to include:
 - Setting up and ensuring leases are in place and that tenants comply with the terms and conditions of the lease.
 - Marketing available space for rent in Marshlands Centre.
 - Ensuring buildings are maintained and fit for purpose for tenants, hirers of rooms and kitchen facilities in Marshlands Centre and for Seaton Town Council employees including health and safety, fire safety precautions and procedures, and legionella checks.
 - Propose an annual budget expense plan to cover all building annual maintenance and running related costs and longer term development / maintenance funds.
2. The Committee shall have delegated power to incur expenditure within the Town Hall and Marshlands approved budgets.
3. Prepare recommendations for full Council for any critical expense required that has not been budgeted.

Conditions

1. Membership of the Committee to be decided at its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.

2. Meetings to be convened as per the Schedule of Meetings agreed at the Annual Council Meeting in May each year.
3. Minutes to be presented to the next available ordinary meeting of Seaton Town Council.
4. The Assistant to the Town Clerk will support the Committee.
5. The Committee is empowered to invite specialist professional officers or advisors to attend meetings to provide guidance as to matters under discussion.