



## Estates Committee Meeting Monday 25<sup>th</sup> September 2017

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

19<sup>th</sup> September 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 7.00pm.**

*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 Apologies for absence
- 17/E/02 Declarations of Interest
- 17/E/03 Minutes of the meeting held on Tuesday 29<sup>th</sup> August 2017
- 17/E/04 Public Question Time
- 17/E/05 **Budget 2018/2019**  
To determine Estates Committee budget requirements for 2018/2019.
- 17/E/06 **Budget update**  
To review income and expenditure to date in the current financial year.
- 17/E/07 **Business Plan for Marshlands**  
To consider the first draft of the Business Plan.

**17/E/08      Management of Marshlands and the Town Hall: update on action points**

*Breakdown of insurance cover for each of STC's assets*

Our insurers have advised the Town Clerk that it is not possible to provide a breakdown of costs mid-year but that this can be done at the point of insurance renewal.

*Refurbished notice board on the Harbour Road wall of Marshlands*

Notice Board will be fitted week commencing Monday 18<sup>th</sup> September.

*Car Parking collapsible posts for the Gateway*

The Town Clerk will write to the Gateway week commencing Monday 18<sup>th</sup> September about responsibilities in utilising the posts.

*Caretaker support for evening functions at Marshlands*

Advertisement delivered locally seeking expressions of interest weeks commencing 11<sup>th</sup> and 18<sup>th</sup> September with a closing date of 30<sup>th</sup> September.

*Wi Fi provision in Marshlands*

Town Clerk obtaining quotes.

*Energy Bills outstanding*

Town Clerk continues to assiduously pursue Energy supplier to reconcile historic bills.

*Electrical Portable Appliance (PAT) Testing*

Officers currently confirming what the cost of the test will be following an audit of items to be tested. Supplier in hand.

*Annual Fire Risk Assessment*

Town Clerk advises this will be carried out by mid-October with the opportunity to receive some Fire Warden training.

*Proposals for an Open Day at Marshlands / Provision of disabled toilets at Marshlands*

Town Clerk continues to liaise with STC Maintenance Staff on the best way forward to adapt toilet facilities at Marshlands. Once the work is complete Councillors can determine a date for the Open Day.

*Painting front wall at Marshlands*

STC maintenance staff have this on their current timetable of work.

*Surplus NHS Equipment*

We will need to determine if we will continue with this scheme depending on further information from another organisation in Seaton which also has a scheme in place.

*Additional Shelving in Marshlands kitchen*

Officers await Member input to a review of storage capacity in the round to inform future shelving requirements.

*Provision of COSHH certificates for Marshlands*

Town Clerk has asked that the provision of certificates form part of a discussion pending in a meeting with our cleaning contractors. This meeting is still to be arranged.

*Lease arrangements with the Scout Association*

The Town Clerk has a meeting with the Scout Association week commencing 18<sup>th</sup> September

**17/E/09      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 10 on this agenda as there is likely to be a disclosure of commercially sensitive information

**17/E/10      To review quotes for replacing faulty sandbags stored at Marshlands to use in securing gazebos at events**