



Estates Committee Meeting Monday 23rd April 2018

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

17th April 2018

Dear Councillor,

You are hereby summoned to attend the above meeting **to be held at the Marshlands Centre, Harbour Road, Seaton EX12 2LT at 7.30pm on Monday 23rd April 2018** or immediately following the Planning Committee Meeting, whichever is sooner, at Marshlands, Harbour Road, Seaton. If the Planning Committee finishes before 7.30pm the Estates Committee meeting will start before 7.30pm.

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 Monday 26th March 2018**
- 17/E/04 Public Question Time**
- 17/E/05 Review of income & expenditure at Marshlands and the Town Hall**
- 17/E/06 Letting of offices at Marshlands**
- 17/E/07 Fire Risk Assessment**
To consider the Fire Risk Assessment and accompanying action plan

17/E/08 Management of Marshlands and the Town Hall: update on actions arising

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 items 10 on this agenda as there is likely to be a disclosure of confidential information

17/E/10 To meet with Mr Paul Johns of the Scout Association to discuss a business plan for the Scout Hut and enhanced youth facilities



Minutes of the Estates Committee Monday 26th March 2018

Present

In the Chair: Cllr J Rowland

Councillors: K Beer, K Rye, H Sanham and D Squire

Present: Town Clerk

106. Apologies for absence

Apologies were noted and accepted from Cllr Hartnell and Cllr Pigott

107. Declarations of Interest

There were no declarations of interest

108. Minutes of the meeting held on Monday 26th February 2018

The Committee **RESOLVED** to agree the minutes of the meeting on Monday 26th February 2018
(moved Cllr Squire, seconded Cllr Rye)

109. Public Question Time

There were no members of the public present.

110. Review of income & Expenditure at Marshlands and the Town Hall

The Committee reviewed the income and expenditure relating to Marshlands and the Town Hall

Discussion took place around:

Payments had been received from the Schools Company, Scouts Association and Martial Arts Club

The year end income position looking better than anticipated

No invoice had been received from Fire Safeguard regarding the fire risk assessment

The year end position for expenditure looking to be on budget or better than budget for most cost codes

111. Letting of offices at Marshlands

The Chairman confirmed that following the resolution of the Committee at its meeting in February, he had chased Richardson Gill several times about updating the information on their website but to date this had still not been amended. He also

had been in contact with a number of letting agents and had met one on site. A further report would be brought back to the Committee once further information had been received on what the agents can offer and the associated costs.

The Committee **RESOLVED** to stop using Richardson Gill for the renting out of the offices at Marshlands
(moved Cllr Squire; seconded Cllr Sanham)

112. Management of Marshlands & the Town Hall: update on actions arising

Discussion took place on the volunteer day and it was felt that it would be appropriate to do something in National volunteer week which runs from Friday 1st June to Thursday 7th June 2018 and that it be organised by the office team.

The Committee **RESOLVED** that a Volunteers day be held at Marshlands on Saturday 2nd June 2018
(moved Cllr Sanham; seconded Cllr Rye)

113. Confidential items

The Chairman moved, and the Committee **RESOLVED**, that in accordance with the Council's Standing Order 1(c) press and public would be excluded from the meeting during the discussion for items 9 and 10 on the agenda as there was likely to be a disclosure of confidential information relating to commercial sensitivity

114. Town Hall Parking Arrangements

The Committee **RESOLVED** that "permit parking only" be sprayed within each car parking space at the Town Hall car park
(moved Cllr Squire; seconded Cllr Rowland)

115. Town Hall Proposal

The Committee **RESOLVED** that a report on the proposals from the Gateway Theatre Company and Axe Valley Heritage Association (Museum) be taken to Council in April.
(moved Cllr Rowland; seconded Cllr Beer)

The Committee **RESOLVED** that the Town Clerk contact East Devon District Council regarding the erection of the signage on the outside of the Town Hall and to bring back a report to the Estates Committee.
(moved Cllr Beer; seconded Cllr Rowland)

The meeting ended at 21.00

Chairman:

Date: _____

ESTATES COMMITTEE
Update on Actions Arising

Progress on the actions arising are as follows:

Re-plastering at Marshlands

The contractor started the work on 23rd January 2018. The contractor popped back in on 16th April and is coming back to finish the final part of the work once the window fitting is complete. An update on progress will be given at the meeting.

Window replacement at Marshlands

Windows have been fitted from Thursday 12th April to Tuesday 17th April.

Boiler replacement

Boiler replacement has been ordered and just waiting for confirmation of the date it will be fitted.

Purchase of second shed

The chairman confirmed to the Town Clerk the location of the second shed and also the fact that the doors need to face a certain way. Once the location and dimensions have been agreed, and if the price is £400 or less it will be ordered. If the dimensions and siting of the door increase the price, it will come back to the Committee for sign off.

Volunteers Day

The voluntary organisations have been contacted and asked if they would like to attend the event at Marshlands on Saturday 2nd June. A further update to be given at the meeting.

Town Hall Parking Arrangements

This task has been added to the work schedule of the Maintenance team and an update will be given at the meeting.