



**Estates Committee Meeting Monday 26<sup>th</sup> March 2018**

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

**20<sup>th</sup> March 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 26<sup>th</sup> March 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 26<sup>th</sup> February 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 Management of Marshlands and the Town Hall: update on actions arising**

**17/E/08      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/09      Town Hall Car Parking Signage**

To consider the quotes for the car parking signage at the Town Hall

**17/E/10      Town Hall Proposal**

To receive an update from the Chairman regarding a proposal regarding improvements to the Town Hall



## Minutes of the Estates Committee Monday 26<sup>th</sup> February 2018

### **Present**

**In the Chair:** Cllr K Beer

**Councillors:** M Hartnell, K Rye, H Sanham and D Squire

**Present:** Town Clerk

### **96. Apologies for absence**

Apologies were noted and accepted from Cllr Rowland  
Cllr Pigott was absent

### **97. Declarations of Interest**

Cllr Hartnell declared a Personal Interest as an East Devon District Council Councillor.

### **98. Minutes of the meeting held on Monday 29<sup>th</sup> January 2018**

The Committee **RESOLVED** to agree the minutes of the meeting on 29<sup>th</sup> January (moved Cllr Rye, seconded Cllr Beer)

### **99. Public Question Time**

There were no members of the public present.

### **100. Motion for Debate**

The Committee **RESOLVED** to extend the heating system to the Town Clerks office when the new boiler is installed  
(moved Cllr Beer; seconded Cllr Hartnell)

### **101. 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:

Invoices for the leases and the costs of the Town Hall

The issues regarding the grass cutting and weeding of the Scout Hut

Marketing and promotion of Marshlands

The Committee **RESOLVED** that the Town Clerk investigate alternative commercial letting agents and bring an options paper back to the Committee  
(moved Cllr Squire; seconded Cllr Hartnell)

The Committee **RESOLVED** to note the accounts  
(moved Cllr Hartnell; seconded Cllr Squire)

**102. Open day for voluntary organisations**

Cllrs Squire and Sanham confirmed that they would no longer be able to take the lead in this project. Cllr Sanham confirmed that she would send the list of local organisations into the officers and it was suggested that an in-house event be organised to invite local groups for the morning or afternoon to tie in with National Volunteer day to thank volunteers and promote organisations

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

The Committee noted the update on the actions arising.

**104. 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 10 to 15 on the agenda as there was likely to be a disclosure of confidential information relating to commercial sensitivity

**105. Town Hall Parking Arrangements**

The Committee **RESOLVED** against purchasing signage for the Town Hall car park (moved Cllr Sanham; seconded Cllr Hartnell)

The meeting ended at 20.45

**Chairman:**

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**Date:** \_\_\_\_\_

**ESTATES COMMITTEE  
Update on Actions Arising**

Progress on the actions arising are as follows:

Legionella testing

Waiting for a response from the Property Services team at East Devon District Council for more information as to what the Council's duty is in terms of Legionella and Asbestos

Re-plastering at Marshlands

The contractor started the work on 23<sup>rd</sup> January 2018. An update on progress will be given at the meeting.

Window replacement at Marshlands

Windows have been ordered and just waiting for confirmation of the date they will be fitted

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

Storage Racking

All set up in the lock up so this item has been completed