



Estates Committee Meeting Monday 30th October 2017

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

24th October 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 7.30pm or immediately following the Planning Committee meeting should the Planning Committee meeting conclude earlier than 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 25th September 2017
- 17/E/04 Public Question Time
- 17/E/05 To review the budget for the Town Hall to inform budget setting for 2018/2019
- 17/E/06 Update on lease arrangements with the Scout Association

17/E/07 To agree a plan of work in order to be able to use and market the downstairs, front part of Marshlands

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

- **Budget discussion 25th September / Additional Flooring:** Officers have ascertained that there is no remaining stock of previously purchased carpet left. As at 26th September, the carpet retailer had one piece of identical carpet left in stock – 3.9m X 4.00m at £7.45 per square metre. The Committee is asked to resolve if additional carpet will be purchased subject to size being of a fit with the floor space.

- **Business Plan / actions arising for Marshlands:**
 - **Purchase additional chairs for Marshlands Function Room:** The original supplier of the chairs has discontinued the range used previously. That being the case the Committee is asked to advise how it wishes to move forward on the purchase of more chairs
 - **Wi Fi:** Town Clerk is still gathering quotes. The Town Clerk advises that quotes for consideration will be available for the December meeting of this Committee
 - **Marketing Marshlands:** The Town Clerk is preparing a report to go on the East Devon Commercial Property website
 - **Historical information on proposed plans for Marshlands during purchase period:** information in hand from Cllr Sanham
 - **Support from EDDC Regeneration Directorate in marketing Marshlands:** Town Clerk preparing report to go on East Devon Commercial Property website
 - **Caretaker support for evening functions:** expressions of interest due to go to the Personnel Committee on Monday 30th October
 - **Energy Bills Outstanding:** One-year contract with British Gas in hand as agreed at Finance & General Purposes Committee on 16th October
 - **Re-site heating controls internally:** Town Clerk is due to contact Cannings
 - **Electrical Portable Appliance (PAT) Test:** Complete. One kettle failed to pass the test and has now been discarded and some covers on plugs and fuses were changed. All other equipment passed the test.
 - **Annual Fire Risk Assessment:** Assessor met with the Town Clerk on 9th October and is due to be back in touch with a date for the assessment. The Town Clerk is pursuing confirmation of date of assessment
 - **Provision of disabled toilets:** expected visit from contractor week commencing 23rd October to do the work
 - **Proposals for an Open Day for voluntary groups at Marshlands:** still to be determined following provision of disabled toilets
 - **Painting of front wall at Marshlands:** complete save for black trim
 - **Additional Shelving in kitchen:** still to be confirmed
 - **Provision of COSHH certificates:** COSHH certificates now supplied

Maintenance contract with EDDC for work at the Town Hall: possible extension of SLA: Officers recommended to get in touch with Simon Allchurch, Senior Building Surveyor at EDDC and are pursuing this contact.

Breakdown of increased insurance costs at the Town Hall: Councillor Rowland will supply historical information

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 re-plastering ground floor of Marshlands



D R A F T Minutes of the Estates Committee **Monday 25th September 2017**

Present

In the Chair: Cllr. Jack Rowland

Councillors: K Beer, M Hartnell. H Sanham, D Squire

Present: Assistant to the Town Clerk

37. Apologies for absence

Apologies were noted and accepted from Cllrs M Pigott and K Rye.

38. Declarations of Interest

Cllr Hartnell declared a personal interest in his role as a Member of East Devon District Council (EDDC).

39. Minutes of the meeting held on Tuesday 29th August 2017

The Committee **RESOLVED** to agree the minutes.
(proposed by Cllr Rowland, seconded by Cllr Squire)

40. Public Question Time

There were no members of the public present.

41. Budget 2018/2019

The Committee agreed to propose the following in respect of budget requirements for the Estates Committee going forward to be considered as part of the Council's overall budget for 2018/2019:

- Amounts for EDDC rates, gas, electricity, water rates, internal cleaning, window cleaning, water supply maintenance, fire risk assessment, replacement crockery / glasses, sanitary provision and building maintenance will remain as per the 2017/2018 financial year.
- Gas heating maintenance and parts will reduce to £1,000 subject to monitoring
- One amount of £350.00 will be applied for both the annual alarm contract and alarm system maintenance
- The amount for wi-fi provision in Marshlands to be determined once decisions on the purchase of wi-fi are in place
- The amount for Electric PAT Testing will be agreed once costs for the 2017 annual test are known.
- Cllr Rowland will discuss with the Town Clerk how to deploy remaining monies in the Building Repairs / improvements budget currently,

particularly in respect of work outstanding for window repairs at Marshlands. Cllrs Sanham and Beer will research further work necessary on upgrading the toilets in Marshlands, the work to be paid from this budget and the Building Maintenance budget

- The amount for the Fire Risk assessment and remedial work from the fire risk assessment will be agreed once costs of this year's test and remedial actions arising are known
- Agent charges for tenancies in Marshlands will be reviewed
- The amount for decorating materials should reduce to £500.00
- Budget for maintenance team equipment / tools will be moved to the building maintenance budget head
- Equipment hire costs will reduce to £100.00
- Remove the budget for furniture purchase for 2018/2019 and use remaining funds in this year's budget to purchase additional chairs
- Cllr Hartnell proposed an amount of £1200 will be used to cover caretaker costs in the remainder of 2017/2018. Remaining monies under this budget head will be moved to ear-marked reserves.

(seconded by Cllr Sanham)

The Committee **RESOLVED** to agree the proposal

- To remove the budget for vacancy recruitment. Budget for recruitment to be found as vacancies arise in the future
- New flooring costs will reduce to £200.00 for 2018/2019. In addition, budget remaining in 2017/2018 will be used to carpet office(s) for let. Officers were requested to determine if any pre-purchased carpet stock remains to complete the flooring required.
- Budget for signage / display point: remaining monies in this year's budget to move to ear-marked reserves or to be carried forward.
- Kitchen / other cleaning supplies will reduce to £200.00 to be reviewed following the outcome of a meeting due with the cleaning contractor
- Contingency fund for expenses: carry forward £2,000 to 2018/2019 and put £2,000 to ear-marked reserves.
- The Committee discussed the contract with EDDC for building maintenance at the Town Hall and considered if this could be utilised to support work needed at Marshlands. It was agreed that this would be an item for the next meeting of the Estates Committee.
- The Committee discussed re-siting heating controls inside Marshlands to enable greater fuel efficiency

42. Budget update

The Committee noted the budget update.

43. Business Plan for Marshlands

The Committee discussed maximising the income potential from Marshlands via enhanced advertising and improved marketing. Cllr Hartnell volunteered to speak to Officers at EDDC to ascertain if that Council could help us promote Marshlands as part of the wider regeneration initiative. Cllr Rowland is in discussion with the Town Clerk about the provision of wi-fi. Cllr Sanham

volunteered to circulate historic correspondence between STC and Devon County Council (DCC) about how Marshlands would be utilised. The Committee noted the report.

- 44. Management of Marshlands and the Town Hall: update on action points**
Breakdown of increase in insurance costs at the Town Hall: Cllr Rowland volunteered to research and circulate information on this
Provision of wi-fi, flooring still required, and letting arrangements at Marshlands: additional work required due by a deadline of 23rd October.
Electrical Portable Appliance (PAT) Testing; to be completed by a deadline of 16th October
Urgent maintenance at Marshlands: Officers to ensure that repairs likely to impinge on the comfort of function room hirers are carried out as soon as possible as they occur in the future
Recycling surplus NHS equipment: The Committee agreed to continue with this scheme in partnership with Millbrook Healthcare.
Painting the front wall at Marshlands: the Committee was advised that STC maintenance staff need to do remedial repair work to the wall before painting commences. The Committee agreed that the work should be completed by mid-October.
Evening Caretaker: Officers to provide a copy of the advertisement to go in the WH Smith Shop on Harbour Road. The Committee was advised that adverts had been distributed in local residences during the preceding two weeks.

45. CONFIDENTIAL ITEM

The Chair moved that in accordance with the Council's Standing Order 1(c) press and public will be excluded from the meeting during the discussion of item 10 on the agenda as there was likely to be a disclosure of commercially sensitive information

46. To review quotes for replacing faulty sandbags stored at Marshlands to use in securing gazebos at events

The Committee **RESOLVED** to ask the Community and Open Spaces Committee to take this purchase forward.

(proposed by Cllr Rowland, seconded by Cllr Sanham)

The meeting ended at 9pm

Chairman:

Date: _____