



**Estates Committee Meeting Monday 18<sup>th</sup> December 2017**

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

12<sup>th</sup> December 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 Monday 27<sup>th</sup> November 2017**
- 17/E/04 Public Question Time**
- 17/E/05 Review of income & expenditure at Marshlands and the Town Hall**
- 17/E/06 Review of installation of parking posts at the Town Hall**
- 17/E/07 Appointment of an evening Caretaker for Marshlands: update**

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

- Remove surplus equipment from and paint ground floor toilets in Marshlands
- Provide maintenance schedule of work at Marshlands going forward
- Water Systems Management
- Maintenance costs at the Town Hall
- Purchase of additional carpet for Office 3 and 7
- Replacement Doors for function room
- Advertising Rental Space in Marshlands
- Provision wi-fi in Marshlands
- Proposal for an open day for voluntary groups at Marshlands
- Marshlands energy use
- Annual Fire Test
- Disposal of old Christmas lighting
- Removal of Water Cooler

**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, 11, 12, 13 & 14 on this agenda as there is likely to be a disclosure of confidential and / or commercially sensitive information

**17/E/10      The Gateway: update**

**17/E/11      Prospective tenancy at Marshlands: update**

**17/E/12      Additional agent appointment to market Marshlands: update**

**17/E/13      To agree the purchase of an additional storage shed at Marshlands**

**17/E/14      To reconsider quotes to date for re-plastering and arrangements for the repair and / or the replacement of windows at Marshlands plus discuss the timing of the work**



## **D R A F T Minutes of the Estates Committee Monday 27<sup>th</sup> November 2017**

### **Present**

**In the Chair:** Cllr. Martin Pigott

**Councillors:** K Rye, H Sanham, D Squire

**Present:** Assistant to the Town Clerk

### **57. Apologies for absence**

Apologies were noted and accepted from Cllrs Beer, Hartnell and Rowland.

### **58. Declarations of Interest**

There were no declarations of interest.

### **59. Minutes of the meeting held on Monday 25<sup>th</sup> September 2017**

The Committee **RESOLVED** to agree the minutes subject to the following amendments:

**Minute number 51**, To review the asset maintenance budget for the Town Hall to inform budget setting for 2018/2019 and **minute number 54**; Service Level Agreement with EDDC on maintenance at the Town Hall replicate one another and should be reconciled in respect of obtaining a list of work carried out by EDDC under the service level agreement.

**Minute number 54: Doors for disabled toilets.** To be amended to reflect that the painting of the toilets and removal of surplus equipment following the installation of the doors was not a resolution.

**Minute number 54:** Painting of Marshlands, sea facing wall: amend to remove this as the work has been done.

**Minute number 54:** PAT testing: the Committee **RESOLVED** to amend the wording to remove the last sentence.

(moved by Cllr Squire, seconded by Cllr Pigott)

Under this item the Committee **RESOLVED** to move information concerning the Council's lease management arrangements to Part B on the agenda from now on.

(moved by Cllr Squire, seconded by Cllr Pigott)

### **60. Public Question Time**

There were no members of the public present.

**61. Review of expenditure at Marshlands and the Town Hall**

The Committee **RESOLVED** that unless reports for agenda items were available with the agenda, rather than tabled, the agenda items in question would be deferred to the next meeting of the Estates Committee.

(moved by Cllr Squire, seconded by Cllr Rye)

The Committee **RESOLVED** to defer discussion of item 06 on the agenda to the next meeting of the Estates Committee on Monday 18<sup>th</sup> December.

(moved by Cllr Sanham, seconded by Cllr Squire)

**62. Marshlands Risk Management: a review of legal requirements in the matter of Legionnaire's Disease**

The Committee **RESOLVED** that signs should be appended to sinks and baths not in use in Marshlands to prevent handling of these items pending consideration of training for officers in the matter of water systems' risk management and that the Personnel Committee should be asked to consider this with a report back to the Estates Committee thereafter.

(moved by Cllr Squire, seconded by Cllr Rye)

**63. Management of Marshlands and the Town Hall: update on action points**

The Committee noted the update and requested that:

Updates should be more specific, with dates appended for follow up enquiries if information is not to hand in time for Estates Committee meetings and, at the current time the Committee seeks further information on:

- Painting in Marshlands which should be completed by Christmas. The Committee confirmed that once the painting is complete it will set a date for an Open Day for voluntary groups to take place in Marshlands
- Maintenance costs at the Town Hall as part of STC's service level agreement with EDDC
- Wi-fi provision with an update of the meeting between the Town Clerk and IT contractor on 17<sup>th</sup> November
- More detailed information on the provision / quotes for a new, internally sited boiler
- PAT testing quotes
- The meeting with The Gateway week commencing 30<sup>th</sup> October

The Committee requested Officers to seek advertising space on EDDC's website to promote rental opportunities in Marshlands.

The Committee requested that the following items go on the actions' arising template:

- Disposal of redundant Christmas lighting
- Replacement doors for the function room at Marshlands

The Committee requested that reference to additional shelving in the kitchen is removed from the template of actions arising

The Committee **RESOLVED** to seek a quote to carpet Office 3 and two other offices in Marshlands from a previous carpet supplier who had provided best value for money, the carpet to be as near in type, quality and design as that previously provided

(moved by Cllr Sanham, seconded by Cllr Squire)

**64 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 items 10 & 11 on the agenda as there was likely to be a disclosure of commercially sensitive information

The Committee **RESOLVED** to agree the proposal

**65. To further review quotes for re-plastering ground floor of Marshlands**

The Committee **RESOLVED** to revisit this issue at the December meeting of the Estates Committee on Monday 18<sup>th</sup> December, with the provision of one additional quote and at the same time to discuss the timetable for the repair or provision of new windows.

(moved by Cllr Squire, seconded by Cllr Rye)

**66. To review quotes for the purchase of a trolley for moving Chairs within Marshlands**

The Committee **RESOLVED** to defer the purchase of a trolley at the current time as it is unlikely to be needed over much but will review this if the situation changes.

(moved by Cllr Sanham, seconded by Cllr Rye)

The meeting ended at 20.45

**Chairman:**

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

**Appointment of an evening Caretaker for Marshlands: update**

**1. Background**

1.1 On 31<sup>st</sup> July, the Estates Committee **RESOLVED** to scope interest locally for the position of a part time Evening Caretaker for Marshlands on a retainer to be agreed. Two expressions of interest were submitted. Our Town Clerk invited both candidates to meet with the Personnel Committee to take this initiative forward.

1.2 One of the candidates has since responded to say that they have found alternative employment elsewhere. Despite emailing again, the second candidate has not responded to an invitation to meet with the Personnel Committee.

**2. Progressing this initiative**

The Personnel Committee meets next on Tuesday 19<sup>th</sup> December when this issue will be discussed again.

**Management of Marshlands and the Town Hall: update on actions arising**

**Remove surplus equipment from and paint ground floor toilets in**

**Marshlands:** Christmas Festival and lighting arrangements have taken preference in completing this work to the target date of the end of the year. Staff sickness has further delayed completion

**Provide maintenance schedule of work at Marshlands going forward:**

The Town Clerk advises that the Personnel Committee will be discussing this on 19<sup>th</sup> December.

**Water Systems Management:** as per the request from the Estates Committee on 27<sup>th</sup> November, the Personnel Committee will be asked to consider training for STC staff. In the mean-time and again, as requested, officers have placed notices on redundant baths and basins in Marshlands advising against touching or removing them.

**Maintenance costs at the Town Hall:** a list of a year's annual maintenance work will be provided to Councillors in hard copy as part of this report in advance of the meeting on 18<sup>th</sup> December.

**Purchase of additional carpet for Office 3 and 7**

The company requested to quote visited Marshlands on Tuesday 12<sup>th</sup> December. We await the quote

**Replacement Doors for function room:** the Town Clerk has advised that Full Council will approve the budget proposed for this work as part of the 2018/2019 budget settlement. It is on the Forward Plan for the Estates Committee thereafter

**Advertising Rental Space in Marshlands:** The Town Clerk has a report ready to go on the commercial page of the EDDC website pending an update on the agenda for the 18<sup>th</sup> December meeting on current rental prospects.

**Provision of wi-fi in Marshlands:** Two companies have visited to survey requirements and we await quotes

**Proposal for an open day for voluntary groups at Marshlands:** to be confirmed once the painting work in Marshlands is complete (see point 1 above)

**Marshlands energy use:** Quotes are awaited from 3 companies for a new internally sited boiler and for the valves on individual radiators. Officers have located and switched off an extractor fan which is not needed.

**Annual Fire Risk Assessment:** the Town Clerk had arranged to meet with the Contractor who did the test on 14<sup>th</sup> November to go through findings but the contractor did not attend. The Town Clerk is trying to re-organise the meeting. The Fire Alarm was serviced on 14<sup>th</sup> November and we have two officers trained to do the fire alarm testing from now on.

**Disposal of old Christmas lighting:** The Town Clerk is liaising with STC maintenance staff on whether and how to remove this equipment following a review of whether the equipment is in working order.

**Removal of Water Cooler:** the company who provided the water cooler have confirmed in writing that they will remove it before Christmas.