



Town Mayor
Cllr Jack Rowland
Town Clerk
Amy Tregellas

**To: All members of the Estates Committee
Estates Committee Meeting Monday 3rd July 2017**

**Councillors: K. Beer, M. Hartnell, M Pigott (ex-officio),
J. Rowland, K Rye, H. Sanham, D. Squire**

27th June 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 meeting of Full Council, whichever is the earliest.

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 30th May 2017**
- 17/E/04 Public Question Time**
- 17/E/05 Management of Marshlands and Town Hall: update on action points**
- 17/E/06 To consider Estates Committee Expenditure and Income to date**
- 17/E/07 Careers advice in Seaton**



DRAFT Minutes of the Estates Committee Tuesday 30th May 2017

Present

In the Chair: Cllr. Jack Rowland

Councillors: K Beer, M. Pigott, H Sanham.

Present: Committee Secretary

17/E/01 Election of a Chairman.

Cllr. H. Sanham proposed Cllr. J. Rowland as Chairman of the Estates Committee.

(Cllr. K. Beer seconded the proposal.)

Members unanimously **RESOLVED** to elect Cllr. J. Rowland as Chairman of the Estates Committee for the Municipal Year 2017/2018.

17/E/02 Election of a Deputy Chairman.

Cllr. H. Sanham proposed Cllr. K. Beer as Deputy Chairman of the Estates Committee.

(Cllr. M Pigott seconded the proposal.)

Members unanimously **RESOLVED** to elect Cllr. K. Beer as Deputy Chairman of the Estates Committee for the Municipal Year 2017/2018.

17/E/03 Apologies for absence

Cllrs. M. Hartnell and K. Rye
Cllr. D. Squire was absent.

17/E/04 Declarations of Interest.

Cllr. M. Pigott declared a personal interest in item 17 on the agenda: Roofing Works.

Cllr. H. Sanham declared a personal interest in item 08 on the agenda: Management of Marshlands and Town Hall: Update on actions arising: concerning the purchase of a domestic dishwasher for the kitchen at Marshlands.

17/E/05 Minutes of the meeting held on Tuesday 18th April 2018

Cllr. H. Beer proposed acceptance of the minutes of the meeting held on Tuesday 18th April 2017.

(Cllr. H. Sanham seconded the proposal.)

Members unanimously **RESOLVED** to agree the minutes of the meeting held on Tuesday 18th April.

- 17/E/06** **Estates Committee Terms of Reference for the Municipal Year 2017/2018.**
 Cllr. J. Rowland proposed acceptance of the Terms of Reference for the Municipal Year 2017/2018.
 (Cllr. H. Sanham seconded the proposal.)
 Members unanimously **RESOLVED** to agree the Estates Committee Terms of Reference for the Municipal Year 2017//2018
- 17/E/07** **Public Question Time.**
 There were no members of the public present.
- 17/E/08** **Management of Marshlands and the Town Hall: Update on actions arising.**
Business Plan: Members noted that this in in hand with Cllr. J. Rowland and Cllr. D. Squire
Additional Shelving in Marshlands Kitchen: Members agreed that a further review of storage in the round would be useful in support of decisions on additional shelving.
Disposal of Commercial Dishwasher / purchase of Domestic Dishwasher: Cllr. J. Rowland proposed the purchase of a second hand, good condition, BOSCH domestic dishwasher at a cost of £150.00.
 (Cllr. K. Beer seconded the proposal).
Members unanimously RESOLVED to agree the purchase of a second-hand, good condition, BOSCH domestic dishwasher at a cost of £150.00.
 Cllr. J. Rowland proposed the retention of the current, Commercial Dishwasher in the kitchen at Marshlands which may be needed as function room hire increases going forward and because the Council is unlikely to be able to sell at it at a price which achieves best value.
 (Cllr M. Pigott seconded the proposal.)
 Members unanimously **RESOLVED** to retain the current, Commercial Dishwasher.
South West Lifts: Members noted that South West Lifts is now trading under a different name and that this may be in part responsible for frustrating the efforts of the Council to obtain a refund. Cllr. J. Rowland will discuss this with the Town Clerk.
Future Tenants in Marshlands: members noted that Office 2 is now near fully refurbished in anticipation of the new tenant taking up the space save for the installation of carpet. Cllr. J. Rowland will speak to the Town Clerk concerning the provision of wi-fi. Members noted that the Town Clerk has spoken to the letting agents for Marshlands to better scope their contribution to achieving more tenants.
Toilet facilities for disabled people in Marshlands: Members requested that Officers provide an update on the work in hand concerning the provision of Disabled Toilet facilities as this is impacting on the likely date for a Volunteers Open Day.
Leases for Museum and the Martial Arts Centre: Members noted that the Martial Arts lease has been signed and that the Museum lease will be signed shortly. Thereafter, lease details will be lodged with the Land Registry.

17/E/09

Noticeboard on the Toilet Block at Thury-Harcourt.

Cllr. H. Sanham proposed that one of the Notice Boards at the Town Hall is removed, refurbished, and installed on the toilet block at Thury-Harcourt.

(Cllr. M. Pigott seconded the proposal.)

Members unanimously **RESOLVED** that one of the Notice Boards at the Town Hall is removed, refurbished, and installed on the toilet block at Thury-Harcourt.

17/E/10

Recruitment of a Caretaker for the Marshlands Centre

Cllr. J. Rowland proposed deferring the appoint of a Caretaker until the take up of use of the Function Room at Marshlands increases.

(Cllr. K. Beer seconded the proposal.)

Members unanimously **RESOLVED** to defer the employment of Caretaker pending increased take up of the use of the Function Room at Marshlands.

Cllr. H. Sanham proposed using part of budget code 2141 which covers costs for caretaking to carry out necessary decorating at Marshlands.

(Cllr J Rowland seconded the proposal.)

Members unanimously **RESOLVED** to use part of the budget code 2141 to carry out necessary decorating at Marshlands.

Members agreed that the job description for a Caretaker, going forward, should not include weekly cleaning within Marshlands or window cleaning at Marshlands.

17/E/11

To consider Estates Committee Expenditure and income to date.

Cllr. J. Rowland advised Members that Business Rates at Marshlands can be paid monthly.

Members noted that the £250.00 under the contingency heading had been used to hire a skip for Marshlands.

Members **RESOLVED** to note the budget to date.

17/E/12

Seaton Town Council (STC) response to East Devon District Council (EDDC) requirements reference the replacement windows for the Town Hall.

Members discussed the EDDC proposed amendment to STC's preference for replacement windows at the Town Hall in that only windows on the left-hand casement can be UPVC with the remaining, existing windows refurbished due to architectural restrictions.

Cllr. K. Beer proposed that STC responds in the negative to EDDC's proposal to refurbish the windows specified and only install UPVC windows on the left-hand casement because:

- a) The refurbished windows will inevitably require more work going forward and the cost will fall to STC
- b) That EDDC's response to STC's application demonstrates an inconsistency on the part of EDDC in applying its Conservation policy.

(Cllr. M. Pigott seconded the proposal.)

Members unanimously **RESOLVED** that Officers will respond to EDDC Planning Department requesting that UPVC windows are installed throughout the Town Hall for the reasons cited in discussion.

17/E/13 Car Parking arrangements at the Town Hall

Members discussed STC's responsibilities as Landlord in the matter of providing specific parking facilities to tenants.

Cllr. K. Beer proposed acceptance of Cllr. J. Rowlands proposal to revisit the most cost-effective method of controlling the use of the allocated 8 spaces for the tenants of STC by installing 8 collapsible, lockable posts within a cost of £250.00 (including VAT) for the posts and tarmac fixing bolts using STC's Maintenance Team to carry out the installation. Tenants will be responsible for the allocation of keys and any replacements needed. Cllr J. Rowland had previously provided 4 quotes and in line with the best quote obtained from Toolstation.

Cllr. H. Sanham proposed an amendment to the effect that STC will carry out a review of the arrangements in six months' time.

Cllr. J. Rowland accepted the amendment to the proposal.

(Cllr. M. Pigott seconded both the amended proposal.)

Members unanimously **RESOLVED** to agree the amended proposal towards the installation of collapsible parking posts at the Town Hall.

Town Hall tenants will be advised of their responsibilities in the new arrangement.

17/E/14 Storage.

Cllr. J. Rowland advised members that an audit of the goods stored at the Fore Street Garage had been carried out by him in February.

Cllr. J. Rowland proposed that STC give notice in respect of the Fore Street Garage and take up rental space at the Harcombe Engineering site which provides better value for money and access is 24 hours.

(Cllr. H. Sanham seconded the proposal.)

Members unanimously **RESOLVED** that STC will give notice at the Fore Street Garage and to take up new rental space with Harcombe Engineering. Members discussed arrangements for STC Maintenance Officers to transfer the contents of Fore Street to the Harcombe Engineering garage.

17/E/15 Trial of Hot Water Boiler

Members discussed the benefits of retaining the hot water boiler.

Cllr. H. Sanham proposed that the Council does not retain the boiler permanently until a time when Marshlands is more fully occupied and the Function Room hired more often when we can revisit the option of a boiler.

(Cllr K. Beer seconded the proposal.)

Members unanimously **RESOLVED** not to take up the option of a permanent hot water boiler at the current time.

17/E/16 CONFIDENTIAL ITEMS

The Chairman moved that in accordance with the Council's Standing Order 1(c) press and public would be excluded from the meeting during the discussions of item 17 on the agenda as there was likely to be a disclosure of commercially sensitive information.

17/E/17

Roofing Works

Members discussed 3 quotes received in respect of roofing works.

Cllr. J. Rowland proposed the award of the contract to carry out roofing works at Marshland be awarded to NJM Roof Repairs subject to their quote remaining as previously provided, and that the company has public liability insurance.

Cllr. H. Sanham proposed an amendment to Cllr. J. Rowland's proposal to the effect that NJM would be awarded the contract subject also to the take up of satisfactory references.

Cllr. J. Rowland accepted the amendment.

(Cllr K. Beer seconded the amended proposal.)

Members unanimously **RESOLVED** to award the contract for roofing work at Marshlands to NJM Roof Repairs subject to their fulfilling the requirements on the quote remaining as previously, public liability insurance and the provision of references.

The meeting ended at 20.15

Chairman: _____

Date: _____