



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 endanger the safety function room hirers, Councillors, and Officers are carried out as soon 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: _____