



Minutes of the Estates Committee Monday 27th 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 25th 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 18th 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 17th November
- More detailed information on the provision / quotes for a new, internally sited boiler
- PAT testing quotes
- The meeting with The Gateway week commencing 30th 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 18th 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:

Date: _____