



Minutes of the Estates Committee Monday 23rd April 2018

Present

In the Chair: Cllr J Rowland

Councillors: K Beer, M Hartnell, H Sanham

Present: Town Clerk
3 representatives from Seaton Scouts

116. Apologies for absence

Apologies were noted and accepted from Cllr Rye and Cllr Squire

117. Declarations of Interest

Cllr Hartnell declared a personal interest as a member of East Devon District Council

118. Minutes of the meeting held on Monday 26th March 2018

The Committee **RESOLVED** to agree the minutes of the meeting on Monday 26th March 2018
(moved Cllr Beer, seconded Cllr Sanham)

119. Public Question Time

There were no members of the public present.

120. Amendment to the order of business

At this point the Chairman proposed that the Committee move to agenda items 9 and 10 so that the representatives from the Seaton Scouts didn't have to wait until the end of the meeting

121. Confidential items

The Chairman moved, and the Committee **RESOLVED**, that in accordance with the Council's Standing Order 1(c) press and public would be excluded from the meeting during the discussion for items 9 and 10 on the agenda as there was likely to be a disclosure of confidential information relating to commercial sensitivity

122. Seaton Scouts Association

The representatives from Seaton Scouts outlined their proposals for the future of the Scout Hut.

Following discussion, the Committee **RESOLVED** to recommend to Council that the Scout Hut lease be extended to 30 years and that clause 3.3 is amended so that the Scouts can sub-let so that other community groups are able to use the facilities.

(moved Cllr Rowland; seconded Cllr Beer)

Cllr Hartnell left the meeting at 8.05pm

123. Review of income & Expenditure at Marshlands and the Town Hall

The Committee reviewed the income and expenditure relating to Marshlands and the Town Hall

Discussion took place around:

How long the Service Level Agreement with East Devon District Council in respect of the works at the Town Hall last for

To look into the Carbon Trust of similar organisation doing a review of the Councils energy arrangements

The year end income position looking better than anticipated

The year end position for expenditure looking to be on budget or better than budget for most cost codes

(Moved Cllr Rowland; seconded Cllr Beer)

124. Letting of offices at Marshlands

Discussion took place around:

Richardson Gill had been notified that their services were no longer required.

Discussion with Martin Diplock had been productive

The suggestion of the Council entering into a 3-5 year lease per office

The cost of preparing the lease to fall to the tenant

The cost to the Council to be a one off fee of £500 per letting

Likely rental income per office to be £2,250 per annum for office 1, £2,025 p.a. for office 2, £2,465 p.a. for office 3 and £1,250 p.a. for office 4

An additional service charge for utilities

The need to have a new Energy Performance Certificate (EPC) completed as from May the minimum accepted standard must be an 'E'

The Committee **RESOLVED** to recommend to Council the proposal once the EPC had been completed

(moved Cllr Rowland; seconded Cllr Beer)

125. Fire Risk Assessment

Discussion took place around:

The action plan within the report

Fire doors and the Town Clerk is waiting for a quote before it can come back to the Committee

The Town Clerk had drafted a Fire Safety and Fire Emergency Plan document which was being reviewed before coming back to the Committee for approval

The need to schedule the Fire Warden training

To ask for quotes from windows companies to replace the porch area in the Council offices

The Committee **RESOLVED** to go ahead with the Fire Warden training with Safeguard

(Moved Cllr Rowland; seconded Cllr Sanham)

126. Management of Marshlands & the Town Hall: update on actions arising
Discussion took place on the parking spaces at the Town Hall and it was suggested that the Town Clerk investigate with Devon County Council as to whether they could assist with the stencilling

The meeting ended at 9.00pm

Chairman: _____

Date: _____

DRAFT