



## Minutes of the Estates Committee Monday 29<sup>th</sup> January 2018

### **Present**

**In the Chair:** Cllr J Rowland

**Councillors:** K Beer, K Rye

**Present:** Town Clerk

### **81. Apologies for absence**

Apologies were noted and accepted from Cllrs Hartnell, Pigott, Squire and Sanham.

### **82. Declarations of Interest**

There were no declarations of interest.

### **83. Minutes of the meeting held on Monday 20<sup>th</sup> December 2017**

The Committee **RESOLVED** to agree the minutes of the meeting on 20<sup>th</sup> December (proposed Cllr Rye, seconded Cllr Beer)

### **84. Public Question Time**

There were no members of the public present.

### **85. Review of income & Expenditure at Marshlands and the Town Hall**

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

### **86. Town Hall Parking Arrangements**

The Town Clerk updated the Committee, confirming that the parking posts that had been put up in the Town Hall car park were either damaged by drivers or vandalised and that an alternative course of action needs to be taken. Quotes were being obtained for parking signage. The tenant at the Town Hall would need to issue permits to drivers parking in the spaces.

The Committee **RESOLVED** to install signage for each space in the Town Hall car park with the wording to be agreed between the Chairman and the Town Clerk. (moved Cllr Rowland; seconded Cllr Rye)

### **87. Open day for voluntary organisations**

As this item was being led by Cllrs Squire and Sanham the Chairman agreed to discuss this further with them outside of the meeting.

## **88. Management of Marshlands & the Town Hall: update on actions arising**

The Committee considered the update on the following actions arising:

**List of Contractors:** A template has been set up and the Admin and Finance Assistants are in the process of populating the template with approved and not approved contractors. The list being compiled will include companies that we have approached, even if we have no response from them, companies that were or weren't used and feedback on suppliers that completed the work.

**Decoration of Marshlands:** The surplus equipment has been removed from the toilets in Marshlands and the toilets have been painted. Work has begun on painting the blue architraves white and it is expected that the last couple will be finished by the end of January

**Schedule of maintenance work:** As outlined above the internal decoration at Marshlands has almost been completed. The schedule of maintenance work is being discussed with the Personnel Committee on 23<sup>rd</sup> January 18. Cllr Rowland confirmed that cutting back the bushes on the Underfleet, remedial works where the Town Hall noticeboard used to be and painting of finger posts have been added to the maintenance schedule.

**Legionella testing:** At the Personnel Committee it was decided that the Town Clerk would contact the estates team at East Devon District Council to get more information as to what the Council's duty is in terms of Legionella. It was confirmed that advice has also been sought from EDDC in terms of asbestos at the Town Hall.

**Re-plastering at Marshlands:** The contractor started the work on 23<sup>rd</sup> January 2018 and will be coming back to do the remaining work.

**Window replacement at Marshlands:** On the agenda, confidential item 13

**Purchase of second shed:** The chairman confirmed to the Town Clerk the location of the second shed and also the fact that the doors need to face a certain way. Once the location and dimensions have been agreed, and if the price is £400 or less it will be ordered. If the dimensions and siting of the door increase the price, it will come back to the Committee for sign off

**Provision of wi-fi:** An update was given to the Finance Committee that the suppliers who visited the site have not been particularly quick at providing quotes. It was agreed that further quotes be sought so these will be brought to the Committee as soon as officers have received the information.

## **89. 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 10 to 15 on the agenda as there was likely to be a disclosure of confidential information relating to commercial sensitivity

**90. Scout Association Business Plan**

This item was deferred as Mr Johns from the Scout Association was unable to attend the meeting.

**91. Prospective tenancy at Marshlands**

The Committee received an update on the situation regarding prospective tenancies at Marshlands. It was confirmed that it was unlikely that Care Cover Dorset would now be letting office 1. It was confirmed that a prospective tenant had been found for office 2 and that this tenancy is likely to start from the beginning of March.

**92. Boiler Replacement at Marshlands**

The Committee **RESOLVED** to agree that A & S Kingdon be awarded the contract to replace the boiler at Marshlands  
(moved Cllr Beer; seconded Cllr Rye)

**93. Window Replacement at Marshlands**

The Committee **RESOLVED** to agree that Regency Windows be awarded the contract to replace the windows at Marshlands, subject to checking that the windows will be lockable.  
(proposed Cllr Rowland, seconded Cllr Beer)

**94. Racking for the storage unit**

The Committee **RESOLVED** to purchase the racking from Mr Widger.  
(moved; Cllr Beer; seconded Cllr Rye)

**95. Fire Risk Assessment**

The Committee considered the Fire Risk Assessment and **RESOLVED** to agree that Safeguard be awarded the contract for the fire extinguisher service for 2018, subject to the price being as per the quote.  
(moved Cllr Rowland; seconded Cllr Rye)

The meeting ended at 20.15

**Chairman:**

---

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