



Minutes of the Estates Committee Tuesday 29TH August 2017

Present

In the Chair: Cllr. Jack Rowland

Councillors: M. Pigott, K. Rye, H Sanham, D Squire

Present: Assistant to the Town Clerk

29. Apologies for absence

Apologies were noted and accepted from Cllrs K Beer and M Hartnell.

30. Declarations of Interest

There were no declarations of interest.

31. Minutes of the meeting held on Monday 31st July 2017

The Committee **RESOLVED** to agree the minutes.
(proposed by Cllr Pigott, seconded by Cllr Squire)

32. Public Question Time

There were no members of the public present.

33. Review of reporting method on Town Hall and Marshlands Update on action points

The Committee **RESOLVED** to incorporate updates on action points into the body of agendas for the Committee from now on.
(proposed by Cllr Sanham, seconded by Cllr Squire)

34. Management of Marshlands and the Town Hall: Update on Action Points

Target dates on action arising: The Committee agreed that dates for completion should be appended to action points from now on.

Town Council Notice Board: The Committee asked the Assistant to the Town Clerk to ask STC maintenance staff to move one notice board currently sited at the Town Hall to the Front Wall of Marshlands subject to suitable refurbishment and fit.

Lockable, collapsible parking posts at the Town Hall: The Committee noted that bolts have to be purchased to complete the installation. The Town Clerk will write to tenants at the Town Hall explaining their responsibilities for replacing lost keys.

Business Plan for Marshlands: The Committee **RESOLVED** that Cllr Rowland will draft a first tranche of the Business Plan for consideration at the Estates Committee meeting on Monday 25th September.

(proposed by Cllr Rowland, seconded by Cllr Rye)

Marshlands Planned Maintenance: The Committee agree that this will be included in the Business Plan for Marshlands. The Committee noted that Cllr Rowland has asked the Town Clerk to ensure redecoration of offices to let is carried out.

Office Rental in Marshlands: The Committee noted that this will be included in the Business Plan for Marshlands.

Marshlands Security System: The Committee was of the view that key holding arrangements should be confirmed through Full Council.

Energy Bills: The Committee agreed that this should be an item for the Finance & General Purposes Committee.

PAT Test: This is in hand with the Town Clerk including ensuring that Marshlands tenants supply PAT certificates for their equipment.

Fire Test: The Committee reiterated a request that the Fire Test be carried out as soon as possible. The Committee agreed that the Council needs to have a nominated Fire Warden.

Provision of Careers' advice working with the Lyme Regis Development Trust (LRDT): The Committee noted that information is still to be provided by the LRDT

New Sandbags: The Committee noted that Cllr Pigott will bring a list of options and quotes for consideration at the Estates Committee meeting on Monday 25th September 2017.

Provision of disabled toilet facilities at Marshlands: The Committee noted that Cllr Rowland will speak with the Town Clerk on progressing this.

Painting the front wall at Marshlands: The Committee noted that this is in hand with STC maintenance staff. The Committee requested an updated list of work in hand with STC maintenance staff including completion dates.

Surplus NHS Equipment recycling project: The Committee noted that Cllr Squire will speak with Richard Anderson of the Seaton & District Health Care Forum to find out about their arrangements in this respect.

Control of Substances Hazardous to Health (COSHH) certificates: The Committee requested the Assistant to the Town Clerk to contact the Council's cleaning company for sight of their COSHH certificates.

Lease arrangements with the Scout Association: The Committee noted that a meeting is in hand with Paul Jones and requested an update following the meeting.

35. Budget: to consider the budget areas that fall under the remit of the Estates Committee

Council Insurance: The Committee **RESOLVED** to ask our Insurer's to provide a breakdown of cover costs for each of the Council's assets and that the Town Clerk should take this forward.

(proposed by Cllr Sanham, seconded by Cllr Squire)

- 36. To consider a request from the Gateway Theatre Company for funding.**
The Committee RESOLVED that Cllr Rowland will draft a letter of response from the Council to this request and circulate it to all Members of the Estates Committee present at this meeting for review.
(proposed by Cllr Rowland, seconded by Cllr Pigott)

The meeting ended at 8.30pm

Chairman:

Date: _____