



Minutes of the Estates Committee Monday 30th October 2017

Present

In the Chair: Cllr. Jack Rowland

Councillors: K Beer, M Pigott, H Sanham, D Squire

Present: Assistant to the Town Clerk

47. Apologies for absence

Apologies were noted and accepted from Cllrs Hartnell and Rye.

48. Declarations of Interest

There were no declarations of interest.

49. Minutes of the meeting held on Monday 25th September 2017

The Committee **RESOLVED** to agree the minutes subject to the following amendment:

Minute 44: Urgent maintenance at Marshlands - to read "Officers to ensure that repairs likely to endanger the safety of function room hirers, Councillors and Officers are carried out as soon as possible as they occur in the future."

(proposed by Cllr Beer, seconded by Cllr Sanham)

50. Public Question Time

There were no members of the public present.

51. To review the asset maintenance budget for the Town Hall to inform budget setting for 2018/2019

The Committee noted that under the terms of the lease, STC is entitled to claim 50% of money spent on maintenance from The Gateway per year, but that the claim is made in the year after the costs are incurred.

The Committee noted that our Town Clerk has a meeting with The Gateway week commencing 30th October and that STC awaits sight of The Gateway's accounts.

Cllr Sanham proposed reducing the amount for asset maintenance at the Town Hall from £8,000 to £5,000, with any money remaining in the 2017/2018 budget to go to ear-marked reserves.

(seconded by Cllr Rowland)

The Committee **RESOLVED** to agree the proposal)

The Committee requested Officers to obtain a list of work undertaken by EDDC in respect of our Service Level agreement with them for maintenance at the Town Hall.

Under this item the Committee also discussed the following budget items in respect of Marshlands:

Retainer for Caretaker for functions at Marshlands:

Cllr Sanham proposed a budget of £400.00 in 2018/2019 for an evening Caretaker, to be increased to £500.00 in financial years 2019/2020 and 2020/2021, then to £600 for the financial year 2021/2022. However, these amounts are to be kept under review going forward.

(seconded by Cllr Squire)

The Committee **RESOLVED** to agree the proposal

Replacement Doors for the Function Room in Marshlands

Cllr Sanham proposed a budget of £5,000 be agreed to replace the existing doors in the Function Room with new doors which will also be sound proof.

(seconded by Cllr Pigott)

The Committee **RESOLVED** to agree the proposal

52. Update on lease arrangements with the Scout Association (SA)

The Committee considered a report provided by the Town Clerk setting out current lease arrangements and the wishes of the SA going forward.

Cllr Rowland proposed that the lease with the SA be extended to 30 years with a break clause.

(seconded by Cllr Pigott)

The Committee **RESOLVED** to agree the proposal

Use of the Scout Hut by Groups other than the SA

Cllr Rowland proposed that the wording in Section 3.3 of the current lease enables other groups to use the Scout Hut with the approval of STC and that this remains broadly sufficient. However, STC would welcome a meeting with Mr Johns to learn more about the SA 3-year development plan including discussion on a list of organisations which the SA thinks may want to, or may be encouraged to use the Scout Hut in the future and on the SA proposal that the Scout Hut could be used to provide youth facilities for Seaton.

(seconded by Cllr Beer)

The Committee **RESOLVED** to agree the proposal

Ownership of the Scout Hut

Cllr Rowland proposed that the current lease lodged with the Land Registry makes it clear that Seaton Town Council owns the Scout Hut and there is no need to seek specialist legal advice in this respect.

(seconded by Cllr Sanham)

The Committee **RESOLVED** to agree the proposal.

53. To agree a plan of work in order to be able to use and market the downstairs, front part of Marshlands

Cllr Squire proposed that this item be considered under item 8 on the agenda "Management of Marshlands and The Town Hall: update on action points".

(seconded by Cllr Rowland)

The Committee **RESOLVED** to agree the proposal

54. Management of Marshlands and the Town Hall: update on action points

Provision of carpet for Office 3 in Marshlands

Cllr Rowland proposed the purchase of carpet remaining with original supplier dependent on the size of carpet available being large enough to fit Office 3.

The purchase is to include fitting costs.

(seconded by Cllr Sanham)

The Committee **RESOLVED** to agree the proposal

Purchase of additional chairs for Marshlands

Cllr Sanham proposed the purchase of 30 chairs which will be silver framed and upholstered in the same blue material as per our current stock but noted that this will be a plain blue material rather than a patterned one, as now. In addition, Officers are requested to obtain quotes for purchasing equipment to transport the chairs from one part of Marshlands to another.

(seconded by Cllr Rowland)

The Committee **RESOLVED** to agree the proposal

Improved Marketing of Marshlands

Cllr Sanham proposed that officers contact EDDC to see if we can promote Marshlands via their Knowledge website page.

(seconded by Cllr Rowland)

The Committee **RESOLVED** to agree the proposal

Energy Bills at Marshlands

The Committee expressed concern at the high cost of energy during the summer months. Cllr Rowland explained that he and the Town Clerk are reviewing energy issues in the round including investigating the energy usage of an extractor fan.

Cllr Beer proposed seeking quotes to install an on / off switch for the heating which will be sited inside Marshlands and can over-ride the external heating controls and seeking quotes for installing individual thermostats on radiators throughout Marshlands.

(seconded by Cllr Pigott)

The Committee **RESOLVED** to agree the proposal

PAT Testing in Marshlands

The Committee requested information from officers on the quotes received to carry out the recent PAT test in Marshlands and requested confirmation that the equipment used by our tenants is also PAT tested. The Committee noted that PAT Testing is a requirement concerning equipment brought into Marshlands by external groups and agreed that a PAT testing day be put into the diary each year for this purpose. Councillors can use the day to have their own PCs and other equipment PAT tested. Officers were requested to check if Christmas decorations in Marshlands have been PAT tested.

Annual Fire Risk Assessment

The Committee noted that a contractor is due to complete the Annual Fire Risk Assessment on the 9th November. The Committee noted that our Town Clerk will attend a Fire Warden training session along with other colleagues and that the Council needs to schedule in regular fire tests and evacuation exercises.

Doors for disabled toilets in Marshlands

The Committee noted that the doors are now fitted. The Committee requested STC maintenance staff to remove remaining, surplus equipment in both toilets and to repaint the walls. The Committee noted that Cllr Rowland has asked the Town Clerk to agree a schedule of painting tasks to be discussed at the next meeting of the Estates Committee which will include painting the blue door surrounds in the function room.

Proposals for an Open Day for Voluntary Groups at Marshlands

The Committee noted that Cllrs Sanham and Squire will liaise on a date for the Open Day to be held in January 2018.

Legionella Testing

Cllr Sanham proposed that Officers be requested to provide expert opinion on Legionella Testing for Marshlands and what is needed in terms of our water supply system.

(seconded by Cllr Beer)

The Committee **RESOLVED** to agree the proposal

To agree a plan of work in order to be able to use and market the downstairs, front part of Marshlands

Cllr Sanham proposed that the wardens in residential and supported living homes in Seaton be contacted and advised that chairs which might be suitable for their residents and tenants can be made available to them free of charge from Marshlands. The proposal included a target date of January for surplus equipment to be moved out of this part of Marshlands. STC maintenance staff are requested to re-organise the room concerned so that the chairs in question can be more easily accessed and viewed. If this

initiative is not successful then the Council will explore other ways of disposing of the chairs and remaining, surplus equipment.

(seconded by Cllr Squire)

The Committee **RESOLVED** to agree the proposal

Councillor Rowland advised the Committee that windows in Marshlands will be replaced once remedial plastering work has taken place.

Purchase of a second, external storage shed at Marshlands

The Committee agreed that this will be an item at the December meeting of the Estates Committee

55 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

56. To review quotes for re-plastering ground floor of Marshlands

Cllr Rowland updated the Committee on quotes received to date and issues arising. Several companies had been invited to quote but only two quotes had materialised.

Cllr Squire volunteered to circulate to members and Officers historical information including quotes obtained when STC first took ownership of Marshlands in the hope that this will extend the number of companies which we can approach for further quotes for plastering.

The Committee requested that Officers provide a summary of the scope of the plastering work on which we have sought quotes so far.

The meeting ended at 21.30

Chairman:

Date: _____