

# TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 22<sup>nd</sup> January 2018** in Telscombe Civic Centre at 7.30 pm.

**PRESENT** Councillors: T Armour, D Brindley *Chairman & Deputy Mayor*, J Harris, G Maskell *Vice-Chairman*, R Maskell, B Page, J Wilkins *Mayor*

**Also Present:** Stella Newman, Town Clerk (*minutes*)

## **1036. PUBLIC QUESTION TIME**

There were no questions from the public present.

## **1037. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr A Smith due to family commitments and Cllr D Wright due to annual leave. These reasons for absence were accepted.

## **1038. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST**

None.

## **1039. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 20<sup>th</sup> NOVEMBER 2017**

Min 1022, p 2703 – Cllr Page asked if anything had been heard back from Moulands and the Town Clerk advised that they are not progressing with the hire as they want to hold their event earlier than we can let them.

Min 1026, p 2703, Forestry Outdoor School Sessions – it was noted that Telscombe School had submitted a risk assessment and litter pickers had been purchased and given to them. The Town Clerk will check to see if Peacehaven Heights School has submitted a risk assessment.

It was proposed by Cllr R Maskell, seconded by Cllr J Harris and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr D Brindley.

*7.35pm Cllr T Armour arrived and joined the meeting.*

## **1040. TO RECEIVE ACTION LIST**

Min 1006, p 2682, Update on playground refurbishments – The Town Clerk advised that the working party had agreed a tender obtained by LewesDC which will be taken to Council in March for approval.

Min 1018, p 2702, Temporary Forest Activity Club in Chatsworth Park – It was noted that Development Outdoors wanted to undertake further taster days in the February half-term break. Councillors, however, agreed that as the decision had been made at the last meeting that one taster day be held and a business plan subsequently submitted, that this decision be upheld.

The remainder of the action list was noted.

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## **1041. TO RECEIVE INCOME AND EXPENDITURE TO 30<sup>th</sup> OCTOBER 2017**

It was proposed by Cllr B Page, seconded by Cllr R Maskell and **RECOMMENDED** that the following figures be accepted as correct – Amenities expenditure of £18,879 and income of £3,367 and Civic Centre expenditure of £22,842 and income of £20,276 up to 31<sup>st</sup> October 2017.

## **1042. TO AGREE SCHOOL FARM VISITS**

Stud Farm have confirmed they are able to accommodate school visits on 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> April and Telscombe Cliffs School have also confirmed that these dates are acceptable. The CTLA were approached to provide transport and initially quoted £450. Cllr G Maskell went back to the CTLA regarding cost and they have now agreed to £300 as in previous years. It was therefore proposed by Cllr R Maskell, seconded by Cllr J Wilkins and **RECOMMENDED** that the visits go ahead and CTLA provide transport for the 3 days at a total cost of £300.

## **1043. TO AGREE ESTIMATES FOR TREE WORKS IN CHATSWORTH PARK AND THE COPSE**

Following a report with recommendations from Richard Jackson Arboricultural Services, it was agreed at the last meeting to get quotes to carry out the recommended work. Quotations have been received and it was proposed by Cllr B Page, seconded by Cllr R Maskell and **RECOMMENDED** that EH Treecare be instructed to carry out the work in the sum of £3,480 plus VAT.

## **1044. TO APPOINT DESIGNATED PREMISES SUPERVISOR**

As Cllr Botting, the current Designated Premises Supervisor, has resigned as a Councillor, it is necessary to appoint a replacement to enable the Council to sell alcohol at functions. Following discussion it was proposed by Cllr B Page, seconded by Cllr T Armour and **RECOMMENDED** that Cllr R Maskell be appointed as Designated Premises Supervisor.

## **1045. TO AGREE CENTRAL HEATING WORKS AT CIVIC CENTRE**

Cllrs R Maskell and Brindley had recently checked the central heating system, radiators cleaned, a cleaner and corrosion inhibitor put in the system and a few minor parts replaced. This has totalled approximately £120 and Cllr Maskell advised that more work is required. It was proposed by Cllr G Maskell, seconded by Cllr J Wilkins and **RECOMMENDED** that payment be made for the costs so far of £120 and also a new radiator and other minor parts be purchased in the approximate sum of £300.

## **1046. TO CONSIDER MAINTENANCE PLAN FOR BOILER/CENTRAL HEATING SYSTEM**

The report from the Town Clerk was considered and it was proposed by Cllr B Page, seconded by Cllr R Maskell and unanimously **RECOMMENDED** that a 24/7 maintenance plan for the two boilers and central heating system be taken out with British Gas at a cost of £1,002 inclusive of VAT and that it be paid by monthly direct debit of £83.50.

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## **1047. TO AGREE GAS TARIFF FOR CIVIC CENTRE**

There was discussion whether to renew with British Gas on a 3 year fixed rate and it was proposed by Cllr J Harris, seconded by Cllr J Wilkins and **RECOMMENDED** that costings be obtained from other energy suppliers for a 3 year fixed rate and the Town Clerk proceed with renewal on the best price.

## **1048. TO AGREE ESTIMATE FOR STUD PARTITION WORKS AT CIVIC CENTRE**

As only one estimate had been received so there were no comparable costs, it was unanimously **RECOMMENDED** that other quotations be obtained and brought back to the next meeting.

## **1049. FUTURE EVENTS UPDATE INCLUDING FIREWORKS, CHRISTMAS MORNING AND ANY NEW IDEAS**

Halloween – it was noted that as agreed at the last meeting, Unique Kids Parties had been booked for the event on Saturday 27<sup>th</sup> October and their fee is £150 (tickets be charged at £3 each person).

Fireworks – The Town Clerk confirmed she had booked Frontier Fireworks for 8<sup>th</sup> September at 8.30pm as agreed at the last meeting and they had agreed to keep their cost at £3,000 for the display.

Mayor's sing along evening – The Mayor advised she had thought about holding an entertainment evening to include a sing along similar to the bingo half time session, a mini quiz, stand-up bingo round and raffle. Cllr B Page volunteered to do a guest appearance and sing. There was discussion regarding food, drink and cost and it was proposed by Cllr G Maskell, seconded by Cllr J Harris and **agreed** that the Mayor could go ahead with her evening and the Town Clerk will assist with arrangements. A title of Spring into Spring was agreed.

Coffee morning – The suggestion of holding a monthly coffee morning was discussed and it was unanimously **agreed** to try holding one and see what the attendance was like, providing we can get volunteer help.

## **1050. BUSINESS PLAN UPDATE**

The business plan still needs to be updated and it was suggested that the Town Clerk speak with Cllr Smith to see if he is happy for her to take over the updating now.

## **1051. TO CONSIDER TELSCOMBE RESIDENTS' ASSOCIATION MAINTAINING COUNCIL'S BOAT PLANTER**

The report from the Town Clerk was discussed and it was proposed by Cllr R Maskell, seconded by Cllr T Armour and unanimously **RECOMMENDED** that the Telscombe Residents' Association maintain planting of the boat planter at the Civic Centre, but they consult the Council re plant matter and that they can put up a plaque to that effect with the wording to be approved by the Council. It was noted that the boat itself needs some maintenance in the way of painting and this is to be carried out by the Council.

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## 1052. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

The Mayor advised of a proposed tree planting scheme that had been discussed at Planning & Highways and Councillors were happy for her to continue with the scheme and a full proposal to be brought to Council for approval.

Cllr R Maskell enquired about costs relating to the Council bar which had been run at previous functions and the Town Clerk is to look into this.

There were no other urgent matters.

There being no further business the meeting closed at 9 pm.

Signed.....  
CHAIRMAN

*NB Next meeting of the Committee - Monday 26th March 2018 at 7.30 pm*