

# TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 23<sup>rd</sup> May 2016** in Telscombe Civic Centre at 7.30 pm.

**PRESENT** Councillors: T Armour, W Botting, J Harris, A Loraine, G Maskell, R Maskell, B Page, A Smith, J Wilkins

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

## **866. TO APPOINT A CHAIRMAN AND VICE CHAIRMAN**

Cllr Smith nominated Cllr Wilkins as Chairman of the committee. Cllr Page seconded the proposal and Cllr Wilkins was unanimously elected as Chairman.

Cllr Wilkins proposed Cllr Loraine as Vice Chairman of the committee, seconded by Cllr Botting and Cllr Loraine was unanimously elected as Vice Chairman.

## **867. PUBLIC QUESTION TIME**

There were no members of the public present, but it was agreed that if any public arrived late, they would be given an opportunity to ask questions.

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

None.

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

Cllrs R Maskell and G Maskell declared an interest in agenda item 9 regarding hire charges as their son rents room 6 at the Civic Centre.

## **870. TO APPROVE AND SIGN THE MINUTES OF THE MEETINGS HELD ON MONDAY 25<sup>th</sup> JANUARY AND MONDAY 21<sup>st</sup> MARCH 2016**

The Committee considered the minutes of the above meetings. It was proposed by Cllr G Maskell, seconded by Cllr R Maskell and unanimously

**RESOLVED** that they were a true record of the proceedings and were signed as correct by the Chairman.

As a member of the public arrived, the Chairman adjourned the meeting for public question time.

## **871. PUBLIC QUESTION TIME**

Mr P Seed advised that the new Chair of Lewes DC is doing a heritage open day and artwave and asked if Telscombe Council will be doing anything similar. Mr Seed was advised that although the Council had participated in the national heritage open day in the past, as they were no longer leaseholders for the Village Club, it was doubtful anything would be organised, but it could be discussed under 'future events'. Mr Seed then asked what was happening regarding the summer fayre and he was advised that Peacehaven Town Council had decided to hold it this year as their own and not a joint event.

The meeting was resumed at 7.42pm.

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## **872. MATTERS ARISING FOR NOTING**

Min 858, p 2446, Replacement Dog Bin – Cllr Botting asked the outcome regarding payment for the dog bin and he was advised that a credit note had been received from LewesDC. This was noted in the action list.

Min 860, p 2446, Cats Club – Progress regarding the Cats Club use of Chatsworth Park was requested and the Deputy Town Clerk advised that the Club were currently looking at a location in Peacehaven, rather than using Chatsworth Park.

Min 861, p 2446, Allotments – Cllr R Maskell advised that a piece of land belonging to LewesDC had been identified as a possible site for allotments and the Town Clerk is to show Cllr D Neave to discuss its suitability. LewesDC's surveyor is to give Cllr R Maskell a full plan of the area.

## **873. TO RECEIVE ACTION LIST**

Min 822, p 2378 – Play Equipment Working Group – Cllrs G Maskell and Page had previously been appointed to the working group and it was felt that more members were required in case some Councillors were unable to attend meetings. It was therefore **agreed** that Cllrs Botting, Harris, Smith and Wilkins be appointed to the play equipment working group in addition to Cllrs G Maskell and Page. The latest Playground Inspection Report dated 21<sup>st</sup> May had been circulated to Councillors and there was concern at the length of time some of the items had required attention and the fact that some items that had been done were still noted as requiring attention. The items in the report were discussed and due to the urgency of some of the works it was proposed by Cllr W Botting, seconded by Cllr J Wilkins and

**RECOMMENDED** that the Deputy Town Clerk/RFO attend site with Mick Evans and check what items required attention; that Mick Evans undertake the remedial works that he is able to as soon as possible and that he also remove the ball wall in Robert Kingan and train in Chatsworth South and the ground be made good, with spare parts being ordered as required; that the estimate from Tim Jordans for replacement safety surface in Robert Kingan of £392 (net of VAT) be accepted and that the Deputy Town Clerk/RFO raise Councillors concerns with LewesDC regarding their report.

## **874. TO RECEIVE INCOME AND EXPENDITURE TO 31<sup>st</sup> MARCH 2016**

Cllr Smith noted an underspend, the majority of which was for grounds maintenance. He advised that in view of the amount of work that needs to be done in the playgrounds, that we ensure that the recommendations for repair work contained within the weekly inspection reports from LewesDC be actioned promptly and a contractor carry out the work. This was unanimously **agreed**.

## **875. TO REVIEW HIRE CHARGES FOR CIVIC CENTRE**

The Committee considered the report from the Deputy Clerk/RFO and after discussion it was proposed by Cllr A Smith, seconded by Cllr J Harris and unanimously

**RECOMMENDED** that the Civic Centre room and equipment hire charges remain the same for the 2016/17 financial year and that the Tenancy at Will be reviewed at the next meeting.

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## **876. FUTURE EVENTS – including fireworks, Tyefest, Queen’s 90<sup>th</sup> birthday**

Tyefest:- Cllr Botting advised that to date 7 bands had been lined up; the food stall had been booked and told to keep costs to a reasonable level; the Tavern were being considered re providing the bar; several stalls had been booked and that he was attempting to get further sponsorship for the event, with £3k having been pledged to date. Cllr Botting also advised that a funfair was being sought and they may possibly want to stay over until the Sunday, but nothing was definite to date

Fireworks:- The Deputy Town Clerk/RFO confirmed that Sussex Events were available to provide the pa system again this year and a quotation had been received for £384 plus VAT which is net of a 30% discount. It was unanimously **agreed** that this be accepted. Cllr Armour requested that the vehicle entrance/exits be reviewed for this year and it was agreed to discuss this at the pre-firework meeting.

Queen’s 90<sup>th</sup> birthday celebrations:- The Deputy Town Clerk/RFO confirmed that the Temporary Road Closure had been granted; it will be between 1330 and 1715 hours. There was brief discussion regarding the cooking of the pig and it was **agreed** that the pig be jointed and cooked in the Civic Centre ovens and that a quiche be provided as a vegetarian option. Cllr G Maskell advised that following her attendance at a Health & Safety Hygiene Course, we must label food we put out for the public.

Macmillan coffee morning – It was unanimously **agreed** to hold the coffee morning on a Thursday again this year.

Halloween – It was unanimously **agreed** to charge £2.50 for tickets, that hot dogs and food be provided and that the same entertainers be booked as in previous years. Cllr Botting confirmed he will contact them.

Other events – Cllr G Maskell advised she is putting on a quiz at the Civic Centre on Friday 17<sup>th</sup> June in aid of Cancer Research.

Cllr Botting advised that he will open up the Civic Centre for a Christmas coffee morning again this year.

Following discussion it was unanimously **agreed** to hold a bingo/Christmas party evening on December 16<sup>th</sup>.

## **877. DOG BIN EMPTYING**

The report was considered and Councillors were pleased with the outcome of negotiations that the Deputy Town Clerk/RFO had undertaken. It was therefore proposed by Cllr B Page, seconded by Cllr G Maskell and

**RECOMMENDED** that the quotation from Burleys for emptying litter/dog bins of £2 per bin be accepted (resulting in a weekly saving of just under £50) and that the 9 dog bins in Chatsworth Park be replaced with joint litter/dog waste bins at a cost of £162.14 each, total £1,459.26 plus fitting by M Evans and for the time being the dog waste bins on the Tye are not to be replaced.

## **878. TO AGREE CONTRIBUTION TO WAVE LEISURE FOR SUMMER HOLIDAY PROGRAMME**

The request for funding from Wave Leisure was studied and it was proposed by Cllr G Maskell, seconded by Cllr A Smith and

**RECOMMENDED** that a payment of £1,500 be made to Wave Leisure towards the summer holiday scheme.

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## **879. TO RATIFY PAYMENT FOR FIRE DOOR REPAIR/REPLACEMENT**

The report regarding fire door repair/replacement was discussed and it was proposed by Cllr A Loraine, seconded by Cllr J Harris and the payment of £735 to Ray Tann Carpenter for emergency works as previously mentioned was **RATIFIED**.

## **880. TO AGREE TREE SURVEY**

Cllr A Smith raised concerns over the report and the need for the tree audit in Chatsworth Park. Following discussion it was proposed by Cllr R Maskell, seconded by Cllr W Botting and

**RECOMMENDED** that Richard Jackson be appointed to carry out a comprehensive tree survey at Chatsworth Park for the sum of £1,000, that a cost options report be brought back to the next meeting and that he be asked to provide a price to carry out a survey in The Copse as well.

## **881. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA**

Cllr G Maskell advised that the Deputy Mayor's chain had been completed by Studio Crafts and an invoice received for £700. It was noted that this will have to be taken to the next full Council meeting for ratification and that a virement will be required from another budget head to cover the cost.

There being no further business the meeting closed at 9.00 pm.

Signed.....  
CHAIRMAN

*NB Next meeting of the Committee - Monday 25<sup>th</sup> July 2016 at 7.30 pm*