



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 27th March 2017** in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: T Armour, G Maskell *Mayor*, R Maskell, B Page, A Smith, J Wilkins *Deputy Mayor & Chairman*

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

941. PUBLIC QUESTION TIME

Mr P Seed asked if allotment space at the site of the proposed Lower Hoddern Farm may be available. Cllr Smith advised this had not been looked at, but the need for allotments was to be discussed later in the meeting.

942. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

No apologies were received from Councillors who were absent.

943. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

Cllrs G Maskell and R Maskell declared an interest in agenda item 16 which concerned revision of room hire charges which their son hires at the Civic Centre.

944. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 30th JANUARY 2017

The Committee considered the minutes of the above meeting. It was proposed by Cllr R Maskell, seconded by Cllr A Smith and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Chairman, Cllr J Wilkins.

945. TO RECEIVE ACTION LIST

Min 933 & 934, p2575, Purchase of chairs and wheeled tables:- Cllrs Wilkins was delighted that the old tables and chairs had been put to good use at the local hospital. The other actions were noted.

946. TO RECEIVE INCOME AND EXPENDITURE TO 31st JANUARY 2017

Regarding budget line 1000-301, income for the Civic Centre, it was asked if it was anticipated that the budget would be met and the RFO advised that it was likely to be slightly exceed.

The actual year to date figures for Amenities of £29,036 expenditure and £620 income and for the Civic Centre of £33,017 expenditure and £32,184 income were noted and **agreed**.

947. FUTURE EVENTS – including Summer Fayre, Quiz Nights, Fireworks, Proms and Halloween

Summer fayre – It was noted that sponsorship had been received from The House Project and Thakeham Client and it was suggested to contact Tim Jordans Grounds Maintenance and Countrymans Contractors to see if they would also sponsor the event.

Fireworks - It was noted that the fireworks had been booked for the 2nd September and it was unanimously **agreed** that the company who normally provide the pa system be booked at a cost of £375.



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Quiz nights – it was noted that the recent quiz for Comic Relief had raised £114, but that the quiz nights were not that well attended. After debate it was unanimously **agreed** to stop holding quiz nights for the time being and review the situation next year.

Proms – following discussion it was proposed by Cllr B Page, seconded by Cllr R Maskell and **agreed** to hold the bingo/last night of proms evening on 9th September. Cllr Smith abstained. It was subsequently unanimously **agreed** that the ticket price be £15 to include 3 bingo books and food.

Halloween – following discussion it was unanimously **agreed** to hold the children's Halloween party on Saturday 28th October with a ticket price of £3 per person, adult or child and that the same entertainers be hired as last year.

Children's farm visits – it was unanimously **agreed** to arrange for pupils from the Telscombe Cliffs County Primary School to visit Stud Farm to see the new born lambs, with the dates being 24th, 25th and 26th April (one class per day). CTLA normally provide transport and Councillors were disappointed to learn that they are unable to assist us this year. Alternative quotes have been sought and to date the cheapest quote received was nearly double the usual amount paid. Committee members felt they did not want to let the pupils down because of transport costs and it was proposed by Cllr A Smith, seconded by Cllr R Maskell and unanimously **agreed** that if no cheaper quotes were received, the one for £585 be accepted.

Other events – No new events were discussed.

948. UPDATE ON TREEWORKS

We asked the arboriculturist who wrote the report, Richard Jackson, to check the work carried out to ensure everything had been done, prior to payment of the invoice. A few trees had been missed and the contractors have now been back and carried out the work.

It transpires that there were some additional works in the report to be undertaken that were detailed separately and not in the summary of works at the end which was what the estimates received were based on. Following discussion it was proposed by Cllr B Page, seconded by Cllr R Maskell and **RECOMMENDED** that quotations be sought for the additional work and brought back to the next meeting.

949. GROUNDS MAINTENANCE CONTRACTS

It was noted that this is the final year of the 3 year grounds maintenance contract. The contract had been split into 3 separate areas and awarded to 3 different contractors which had worked well and kept costs down. It was therefore proposed by Cllr B Page, seconded by Cllr A Smith and **RECOMMENDED** that we continue with 3 different areas and the Town Clerk draw up specifications to be brought back to the July meeting for agreement. Cllr T Armour abstained.

950. ALLOTMENT UPDATE

There was debate as to whether a demand had been shown and the feasibility of being able to deliver allotments. It was noted from the Town Clerk's report that she had spent a lot of time investigating several different possible sites, none of which were suitable. It was felt enough time had been spent on this and that as per Part 1, Section 6 of the business plan, feasibility had been looked at. It was therefore proposed by Cllr A Smith, seconded by Cllr R Maskell and **RECOMMENDED** that the search for a potential site be suspended for the time being and this be taken to full Council for approval.

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951. REVIEW OF GENERAL ROOM HIRE CHARGES

Paragraph 9.3 of our Financial Regulations requires the Council to review all fees and charges at least annually and this is done ready for implementation if required on 1st April annually. The monthly hire rate for room 6 which is let under a Tenancy at Will is to be discussed under agenda item 16 later in the meeting. After consideration of a report from the RFO it was proposed by Cllr B Page, seconded by Cllr A Smith and **RECOMMENDED** that no increase in hire charges for the 2017/18 financial year be imposed for all rooms (excluding room 6).

952. TO CONSIDER ESTIMATES FOR RADIATOR/HEATING WORKS AT CIVIC CENTRE

Following deliberation of the estimates received for cleaning the central heating system it was proposed by Cllr R Maskell, seconded by Cllr A Smith and unanimously **RECOMMENDED** that the quote from Humphrey Heating be accepted for power flushing the system at £726, isolating and training the system and changing one thermostatic radiator valve for the sum of £398.14 and replacing other TRV's to the radiators that do not heat properly at a cost of £38.14 each.

953. CIVIC CENTRE INTERNAL REDECORATION

Redecoration of rooms 3, 4 and 5 is now complete. However, following completion of the roof repairs, there are now areas on the landing and in the reception office that need redecorating due to water ingress damage. There is also an area in the foyer that needs repainting. It was therefore proposed by Cllr T Armour, seconded by Cllr B Page and unanimously **RECOMMENDED** that estimates be obtained for redecorating the areas of damage on the landing, the whole of the reception office and the downstairs foyer curved wall.

954. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Smith asked that a review of the Business Plan be placed on every Council agenda and also for the Policy & Resources and Amenities & Civic Centre committees which was **agreed**.

955. EXCLUSION OF PRESS & PUBLIC

It was unanimously **RECOMMENDED** to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

As Councillors G Maskell and R Maskell had declared an interest in agenda item 16, they requested that agenda items 17, 18 and 19 regarding refurbishment of Chatsworth North playground be discussed first so that they could leave the meeting after that discussion and this was **agreed** by the Chairman and members present.

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Confidential

956. REFURBISHMENT OF CHATSWORTH NORTH PLAYGROUND AREAS 1, 2 and 3

Confidential item.

Councillors G Maskell and R Maskell left the meeting.

957. REVIEW FEES AND CHARGES FOR ROOM 6

Confidential item.

There being no further business the meeting closed at 10 pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Wednesday 31st May 2017 at 7.30 pm