

# TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 31<sup>st</sup> July 2017** in Telscombe Civic Centre at 7.30 pm.

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

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

## **983. PUBLIC QUESTION TIME**

None.

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

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

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

Cllr R Maskell declared a personal interest in agenda item 19 which concerned hire of room 6 and retrieval of outstanding monies owed for room hire, as his son is the hirer.

## **986. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 31<sup>st</sup> MAY 2017**

The Committee considered the minutes of the above meeting. Regarding Min 977, page 2632 – Playground Incident Report, Cllr Wilkins asked if there had been an update, but the Town Clerk advised she hasn't heard anything.

It was proposed by Cllr T Armour, seconded by Cllr B Page and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr D Brindley.

## **987. TO RECEIVE ACTION LIST**

Min 952, p 2604, Radiator/heating works - Members were advised that despite numerous attempts to get a start date from the contractors to carry out the agreed work, they are not responding and it was **agreed** to discontinue chasing them. Cllr Maskell advised that the problems lie with the plastic pipes in the building, but he can do a check of the system if he has assistance and Cllr D Brindley volunteered to help.

Min 962, p 2610, To approve services of LewesDC re playground refurbishments – The Town Clerk advised she had recently had a meeting with Chris Bibb and was awaiting draft information from him.

Min 974, p 2602, Fire Escape Replacement – It was noted that the fire escape replacement will commence on Wednesday 2<sup>nd</sup> August.

The remainder of the action list was noted.

## **988. TO RECEIVE INCOME AND EXPENDITURE TO 31<sup>st</sup> MAY 2017**

Cllr W Botting queried the expenditure under budget head 4326 'Dog Bins' as it was minus £416 and he was advised that this credit is due to an invoice for £416 being awaited relating to last year's budget.

# TELSCOMBE TOWN COUNCIL



## 988. Contd. To Receive Income And Expenditure To 31<sup>st</sup> May 2017

Cllr Page queried why budget head 4103 'Playground Inspections' was showing 30% expenditure already and he was advised that an invoice for the annual inspection had also been paid.

Cllr Armour asked re budget head 4351 'Seats and Notice Boards' if there was any progress with Cllr Page refurbishing the Tye information board. Cllr Armour was advised that this expenditure would come from the Policy & Resources budget, but that we had received a Wayleave payment of £500 from Virgin Media that will go towards getting this done.

## 989. FUTURE EVENTS UPDATE INCLUDING SUMMER FAYRE, FIREWORKS, PROMS, HALLOWEEN & NEW MAYOR'S IDEAS

Summer Fayre – it was noted that the day had been a success and the RFO confirmed expenditure of £1,638.15 and income of £1,555, although a new dome shelter costing £200 had been purchased which will be used for other events and not just the summer fayre.

Fireworks (Sat 2<sup>nd</sup> Sept) – the Town Clerk advised she had been approached by the funfair people who attended the summer fayre to see if we wanted them to attend the firework event. Following discussion it was unanimously **agreed** that the funfair attend from 3pm and that we rent them the area for a fee and they are responsible for everything, including rubbish clearance. Volunteers are needed for the actual firework event and Cllrs J Harris, T Armour, J Wilkins, B Page & D Brindley volunteered, as well as the Deputy Clerk & her husband.

Proms (Sat 9<sup>th</sup> Sept) – it had previously been agreed to hold the event at a cost of £15 per ticket to include 3 bingo books (cost £12) plus food, however, it transpires that 2 Councillors who normally assist with running the event are not available. Following discussion, Cllrs Brindley and Wilkins advised they will be available on the evening and the Deputy Clerk/RFO advised she and her husband can also attend. It was therefore unanimously **agreed** to run the event, but to reduce the ticket cost to £12 to cover the bingo tickets and advise people to bring their own food and drink.

Halloween (Sat 28<sup>th</sup> Oct) – the children's entertainers have been booked and the ticket price agreed at £3. The entry cost will include a hot dog and drink and advertising should make it clear this is per person, including adults accompanying children. Cllrs R Maskell and D Brindley have agreed to run the kitchen/food.

Mayor's new ideas – Cllr Wilkins advised she had thought of a fun run on the Tye in aid of a specific charity. She also advised that she had thought of a photographic/calendar competition but had been advised that this did not prove successful when held once before, so had thought of an alternative. It is for a drawing/photographic competition of the Tye for local children and it was unanimously **agreed** that the Mayor progress this with the Clerk & Deputy Clerk.

Any other events – no other suggestions were made.

## 990. TREE WORKS CHATSWORTH PARK

Following consideration of the report from the Town Clerk it was proposed by Cllr W Botting, seconded by Cllr J Harris and unanimously **RECOMMENDED** that the estimate from EH Treecare for £690 plus VAT to carry out works in Chatsworth Park to the rear of numbers 1 and 2 Cavendish Close be accepted.

# TELSCOMBE TOWN COUNCIL



## **991. GROUNDS MAINTENANCE CONTRACTS**

Following agreement at the March committee meeting, the Town Clerk presented specifications for the parks and playgrounds. As advised in her report, there were only minor amendments to the previous specification. Following a question, the Town Clerk confirmed that there is a 6 month break clause and penalty clause in the contract. She advised that the grass verge cutting contract and small works contract are also due for renewal next March. They will be brought to the next meeting. It was therefore proposed by Cllr W Botting, seconded by Cllr B Page and unanimously **RECOMMENDED** that the contracts go out to tender with a deadline of 15<sup>th</sup> September and the results be brought back to committee on 2<sup>nd</sup> October for approval.

## **992. TREE REPORT EXTRA WORKS AT CHATSWORTH PARK**

The report was considered and after deliberation it was proposed by Cllr W Botting, seconded by Cllr R Maskell and unanimously **RECOMMENDED** to instruct RW Green Ltd at a cost of £780 plus VAT to carry out the extra tree works to two Sycamore trees required in Chatsworth Park.

## **993. PROJECTOR REPLACEMENT**

Cllr Maskell explained regarding the failure of the projector and the necessity to purchase a replacement. He also advised that Richer Sounds who had provided an estimate had given contact numbers of someone who could carry out repairs to the system should problems occur. It was proposed by Cllr R Maskell, seconded by Cllr W Botting and unanimously **RECOMMENDED** that a new Optoma EH515 projector be purchased from Projectorpoint at a cost of £1,409 plus VAT.

The purchase of a new microphone system at a cost of £94 which had been authorised by the Committee Chairman was noted.

## **994. BUSINESS PLAN UPDATE**

It was noted that an updated version of the business plan is awaited from Cllr Smith following the recent Council meeting. Once this is received, it will be handed over to the Town Clerk & Deputy Town Clerk to carry out updates.

## **995. CIVIC CENTRE INTERNAL REDECORATION**

Estimates have now been received for internal redecoration works on the upstairs landing, lobby curved wall and reception office and following consideration it was proposed by Cllr B Page, seconded by Cllr J Harris and **RECOMMENDED** that the estimate from C Wilkins totalling £581.49 be accepted. Cllr J Wilkins advised that she is not related to and does not know the contractor.

## **996. WAVE LEISURE SUMMER HOLIDAY PROGRAMME CONTRIBUTION**

As attendance at the events at the Civic Centre had been non-existent, there was discussion regarding the merit of the scheme and no-one had seen much advertising. The Deputy Clerk was asked to see if Duncan Kerr from Wave Leisure could attend the next Council meeting to do a presentation on the scheme and a decision be taken then whether to continue providing funding. As it had already been included in the budget for this year, it was proposed by Cllr R Maskell, seconded by Cllr W Botting and unanimously **RECOMMENDED** that a payment of £1,500 be made.

# TELSCOMBE TOWN COUNCIL



## 997. CCTV MONITORS

It was noted that the new CCTV system has been installed and is running well, but with the addition of 3 new cameras, the images on the old monitors are very small and not HDMI quality. An estimate is awaited from Haven Security who fitted the CCTV system, but it was agreed that any screen, including a television screen, could be purchased and installed. It was therefore proposed by Cllr W Botting, seconded by Cllr R Maskell and **RECOMMENDED** that the RFO purchase two new television screens, approximately 30", be purchased at the best deal possible.

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

Cllr Botting advised that the front of Aqua House which is a couple of buildings along from the Civic Centre is looking a disgrace with very long grass and a broken sign with protruding wires; several complaints have been received about this. It was agreed that the Deputy Town Clerk contact Brighton & Hove City Council who lease the building regarding getting it tidied up.

There were no other urgent matters.

## 999. EXCLUSION OF PRESS & PUBLIC

It was unanimously **RESOLVED** 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.

Signed.....  
CHAIRMAN

# TELSCOMBE TOWN COUNCIL



CONFIDENTIAL

**1000. TO DISCUSS AND APPROVE CONFIDENTIAL MINUTES OF THE MEETING HELD ON WEDNESDAY 31<sup>st</sup> MAY 2017**

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

**1001. REVIEW OF ROOM 6 TENANCY AND TO APPROVE ACTION TO RETRIEVE OUTSTANDING MONIES OWED**

Confidential

There being no further business the meeting closed at 9.26pm.

Signed.....  
CHAIRMAN

*NB Next meeting of the Committee - Monday 2<sup>nd</sup> October 2017 at 7.30 pm*