



TELSCOMBE TOWN COUNCIL

To: Chairman and Members of the
Amenities & Civic Centre Committee:-
Cllr T Armour *Deputy Mayor & Vice Chairman*, D Brindley *Mayor*,
Cllr J Harris, Cllr G Maskell *Chairman*, Cllr R Maskell,
Cllr B Page, Cllr I Sharkey, Cllr A Smith,
Cllr D Wright

Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES
Tel: 01273 589777
www.telscombetowncouncil.gov.uk

26th March 2019

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Monday 1st April 2019** in Telscombe Civic Centre at 7.30 pm when it is proposed to transact the following business.

Yours faithfully

Stella Newman
Town Clerk/RFO

AGENDA

1. Public question time - members of the public are welcome to attend and may ask questions relevant to the Committee at the commencement of the meeting for a period of fifteen minutes.
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest
4. To discuss and approve minutes of the meeting held on Monday 28th January 2019 - *attached*
5. To receive action list – *attached*
6. To receive Income & Expenditure to 31st January 2019 – *attached*
7. To consider estimates for tree works at Chatsworth Park & The Copse – *see attached*
8. Playground inspections – *see attached*
9. Civic Centre cleaning – *see attached*
10. Future events – *see attached*
11. Civic Centre security – *see attached*
12. Urgent matters at the discretion of the Chairman for noting
13. Exclusion of Press & Public – to consider excluding Press & Public from the meeting during consideration of items pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reasons of the confidential nature of the business to be transacted
14. To consider tenders for small works grounds maintenance contract – *see attached*

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will instruct that they are not included in the filming.

Date for next meeting of the Committee – 3rd June 2019



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the AMENITIES & CIVIC CENTRE COMMITTEE held on Monday 28th January 2019 in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: T Armour, D Brindley, J Harris, G Maskell *Chairman*, B Page, I Sharkey & D Wright

Also Present: Stella Newman, Town Clerk & RFO (*minutes*)
Bianca Buss, Amenities Officer

1137. PUBLIC QUESTION TIME

A member of the public had a query regarding agenda item 11, Beach Huts and asked if the Committee had considered concrete or glass fibre reinforced polyester huts rather than wooden. He also stated that he thought the Council could make a large income in leasing the huts.

1138. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs Smith and R Maskell who were attending another meeting. The reason for absence was accepted by the Committee.

1139. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

None.

1140. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 26th NOVEMBER 2018

It was proposed by Cllr Page, seconded by Cllr Wright and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr G Maskell.

1141. TO RECEIVE ACTION LIST

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.7.18	Min 1106, p 2814 – Playground inspection training for Bianca Buss	BB	Bianca has been booked on a course in Sittingbourne in January. Wednesday 30 th January.	January 2019
23.7.18	Min 1108, p 2815 – to consider quotes for plaque for weather vane	SN	Plaque received and due to be installed shortly. – now installed	n/a
24.9.18	Min 1119, p 2849 – To Consider Chatsworth North Playground Fencing Quotations	SN	Playsafe were approached and savings achieved. Fence and hedge removal estimate £2491 – revised cost £2,428. Supply & install new fence and gates estimate £4,670 – no change. Site set up estimate £438 – revised cost £388. Saving of £113. Materials are on order. Fencing/gate work due to start tomorrow	February 2019

TELSCOMBE TOWN COUNCIL



1141.	To Receive Action List (Contd)			
24.9.18	Min 1120, p 2849 – To Consider Robert Kingan Playground Gate Quotations	SN	Playsafe were approached and they agreed a revised price of £3,641, a saving of £251. Materials are on order. Fencing/gate work due to start imminently	February 2019
24.9.18	Min 1121, p 2849 – Update on Playground Refurbishments	SN	Estimate from Matta Products to replace surfacing under swings at Chatsworth Sth (max cost £2,000) agreed at last meeting. Chris Bibb at Lewes DC since confirmed we do not need as much matting as originally estimated, so price reduced to £1,206.98. Surfacing ordered and awaiting delivery/fitting. Update awaited	February 2019
26.11.18	Min 1131, p 2882 – Alterations to bridge on multi-unit at Robert Kingan	BB	Instruction to go ahead given. Update awaited	February 2019
26.11.18	Min 1132, p 2882 – Actions on Tree Survey Report	SN/BB	Estimates awaited to carry out works contained in Report & will be brought to next meeting. Planning application submitted to LDC for Copse tree removal and application granted.	April 2019

1142. TO RECEIVE INCOME AND EXPENDITURE TO 30th NOVEMBER 2018

It was unanimously agreed that the income and expenditure figures of Amenities expenditure £143,307 and income of £91,983 and Civic Centre expenditure of £31,204 and income of £19,702 at 30th November 2018 be accepted as correct.

1143. TO CONSIDER ESTIMATES FOR WETPOUR REPAIRS AT CHATSWORTH SOUTH PLAYGROUND

Following consideration of the three estimates it was proposed by Cllr Wright, seconded by Cllr Harris and unanimously **RECOMMENDED** that Jed Powell Landscape & Tree Surgery Contractors be instructed to carry out the work in the sum of £120 plus VAT.

1144. TO CONSIDER ESTIMATES FOR BENCH REPLACEMENTS AT CHATSWORTH NORTH PLAYGROUND

The 3 estimates for supply and fitting of picnic benches were discussed and it was proposed by Cllr Brindley, seconded by Cllr Page and unanimously **RECOMMENDED** that 2 picnic benches with metal frames and Robinia hardwood timber tops and seats be purchased from Playsafe Playgrounds in the sum of £1,262 plus VAT including delivery charge and M Evans be instructed to install the benches at a total cost of £440.

1145. TO NOTE LEWES DC'S CONSENT TO TREE WORKS AT THE COPSE

Lewes District Council's consent notice for the work requested by Telscombe Town Council at The Copse was noted. Estimates for the work and other works recommended in the Tree Survey Report carried out last September are awaited and will be brought to the next meeting.



TELSCOMBE TOWN COUNCIL

1146. TO CONSIDER REQUESTS FOR NEW LITTER BINS

There was discussion about litter/dog bins in both Telscombe Cliffs and East Saltdean following requests from two residents and the Telscombe Residents' Association for additional bins in various areas across the town. It was proposed by Cllr D Brindley, seconded by Cllr T Armour and unanimously **RECOMMENDED** not to install any additional litter bins in Telscombe Cliffs as there are several bins already in situ in the area in Telscombe where additional bins were requested. The Town Clerk was asked to inform the resident and Telscombe Residents' Association of the Committee's decision and to also write to the Telscombe Tavern public house to see if they will consider putting a bin outside the pub. The Town Clerk was also asked to notify the resident in East Saltdean that normal litter bins can be used for dog waste.

1147. TO CONSIDER REQUEST FOR BEACH HUTS

There was lengthy discussion regarding the possibility of the Council providing beach huts in either Telscombe Cliffs or East Saltdean, what material they could be made of and whether an income could be made from them. It was felt that the possible areas where beach huts could be put were hard to access and the huts would be away from the sea. It was also noted that the areas in question are owned by Lewes District Council and enquiries would have to be made of them as to whether they would grant permission for beach huts. There were two proposals made as follows:-

It was proposed by Cllr D Brindley, seconded by Cllr D Wright and **RECOMMENDED** by Cllrs G Maskell, J Harris and B Page not to progress any further with the possibility of beach huts.

It was proposed by Cllr T Armour and seconded by Cllr I Sharkey to make enquiries of Lewes District Council regarding the possibility of beach huts. No other Councillors were in favour of this proposal and the first recommendation not to progress with beach huts was therefore carried.

1148. TO CONSIDER REPLACEMENT SECURITY ALARM KEY PAD

It was noted that the security alarm key pad was sticking and was irreparable. It was therefore proposed by Cllr D Wright, seconded by Cllr D Brindley and unanimously **RECOMMENDED** that the estimate by Languard Alarms to replace the keypad, control panel and associated equipment in the sum of £440 plus VAT be accepted.

1149. TO CONSIDER REDECORATION OF SOME AREAS OF THE CIVIC CENTRE

Cllr G Maskell advised that she and Bianca Buss had inspected the Civic Centre and highlighted several areas that needed redecorating. It was proposed by Cllr D Wright, seconded by Cllr D Brindley and unanimously **RECOMMENDED** that a specification be drawn up and estimates obtained, to be taken back to the next meeting for consideration.

1150. TO CONSIDER ESTIMATES FOR THE CIVIC CENTRE KITCHEN REFURBISHMENTS

Two estimates had been circulated with the agenda and a third had been received late. All three estimates were considered. The Town Clerk/RFO advised that at the present time, there is just enough budget to cover the required work to the downstairs kitchen, but not enough to replace the upstairs kitchen as quoted for. She advised that as the downstairs kitchen is used



TELSCOMBE TOWN COUNCIL

most, she felt that this should take priority. Following consideration of the three estimates and the advice from the Town Clerk it was proposed by Cllr Page, seconded by Cllr D Wright and unanimously **RECOMMENDED** that the estimate from Heartwood Carpentry for works in the downstairs kitchen in the sum of £3,059 be accepted and that replacement of the upstairs kitchen be put on hold for the time being.

1151. TO CONSIDER RENEWAL OF GAS BOILER SERVICE CONTRACT

It was noted that the annual gas boiler service contract was due for renewal and had increased in price by £2.58 per month. Following consideration it was proposed by Cllr D Brindley, seconded by Cllr D Wright and unanimously **RECOMMENDED** to renew the gas boiler service contract with British Gas payable by monthly direct debit, total £1,032.06 including VAT.

1152. FUTURE EVENTS

Future events were discussed and the following unanimously **agreed**:-

Bingo – 22nd February to be a boozy bingo with a raffle.

Bingo – 29th March bingo to be an Easter special bingo with raffle and mini quiz at half time break

There was subsequent discussion as to whether the Mayor would hold an end of term event and details were agreed as follows:- Date for event Saturday 13th April with a 7.30pm start; entertainment to be provided by Cllr Brian Page and Tim Secrett, to be known as the Mayor's Misfits with volunteer Stan Newman providing music during the singers' break; a buffet to be provided and a pay bar run by Councillors for which a temporary event notice will need to be purchased; ticket price £8; fancy dress as a celebrity who has 'passed away' is optional. It was agreed that it be advertised in the Council's Town Clerk newsletter and that the office staff make up some posters to advertise the event.

1153. BUSINESS PLAN UPDATE

It was **agreed** that the kitchen refurbishment be added to the Business Plan.

1154. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

None.

There being no further business the meeting closed at 9.05 pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 1st April 2019 at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List for 1st April 2019

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.7.18	Min 1106, p 2814 – Playground inspection training for Bianca Buss	BB	Bianca has undertaken the course and an update is on the agenda for this meeting.	complete
24.9.18	Min 1119, p 2849 – To consider Chatsworth North playground fencing quotations	SN	Works complete.	complete
24.9.18	Min 1120, p 2849 – To Consider Robert Kingan Playground Gate Quotations	SN	Works complete.	complete
24.9.18	Min 1121, p 2849 – Update on playground refurbishments	SN	Works complete.	complete
26.11.18	Min 1131, p 2882 – Alterations to bridge on multi-unit at Robert Kingan playground	BB	Works complete.	complete
26.11.18	Min 1132, p 2882 – Actions on Tree Survey Report	SN/BB	Estimates received and item placed on agenda for this meeting.	April 2019
28.1.19	Min 1143, p 2910 – To consider estimates for wetpour repairs at Chatsworth South playground	SN/BB	Work complete	complete
28.1.19	Min 1144, p 2910 – To consider estimates for bench replacements at Chatsworth North playground	SN/BB	Benches have been ordered and delivery is awaited.	May 2019
28.1.19	Min 1145, p 2910 – To note LDC's consent to treeworks at The Copse	BB	Estimates received and item placed on agenda for this meeting.	July 2019
28.1.19	Min 1146, p 2911 – To consider requests for new litter bins	SN	Stella advised TRA of committee's decision - also wrote letter to Tavern, but no response received to date.	complete
28.1.19	Min 1148, p 2911 – To consider replacement security alarm key pad	SN	Replacement works complete.	complete
28.1.19	Min 1149, p 2911 – To consider redecoration of some areas of the Civic Centre	BB	Specification drawn up by Bianca and agreed by Cllr G Maskell. Estimates awaited.	June 2019

Agenda Item 5 - Amenities and Civic Centre Action List for 1st April 2019

28.1.19	Min 1150, p 2911 – To consider estimates for Civic Centre kitchen refurbishments	SN	Heartwood Carpentry instructed and works almost complete to ground floor kitchen.	March 2019
28.1.19	Min 1151, p 2912 – To consider renewal of gas boiler service contract	SN	Contract renewed.	Complete

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Amenities**105 Town Events**

4362	Fireworks & Town Entertainment	0	4,634	4,600	-34	-34	100.7 %
4365	Entertainment consumables	0	0	300	300	300	0.0 %
4366	Wave Leisure	0	1,500	1,500	0	0	100.0 %
	Town Events :- Expenditure	0	6,134	6,400	266	0	95.8 %
1012	Income miscellaneous	50	140	0	140		0.0 %
1054	Income entertainment	0	0	300	-300		0.0 %
	Town Events :- Income	50	140	300	-160		46.7 %

201 Parks, Open Spaces/Playgrounds

4098	PlayEquipment Replacement	0	113,893	22,000	-91,893	-91,893	517.7 %
4100	Playgrounds Spare Parts	14	1,098	2,000	902	902	54.9 %
4101	Grounds Maintenance	300	8,688	25,000	16,312	16,312	34.8 %
4103	Playground Inspections+ROSPA	390	1,755	2,600	845	845	67.5 %
4328	Joint litter/dog bin emptying	0	832	2,200	1,368	1,368	37.8 %
	Parks, Open Spaces/Playgrounds :- Expenditure	704	126,266	53,800	-72,466	0	234.7 %
1061	Income miscellaneous	0	91,893	0	91,893		0.0 %
	Parks, Open Spaces/Playgrounds :- Income	0	91,893	0	91,893		

202 Amenities General

4351	Seats and Notice Boards	0	649	2,000	1,351	1,351	32.5 %
	Amenities General :- Expenditure	0	649	2,000	1,351	0	32.5 %

Amenities :- Expenditure	-10,783	133,049	62,200	-70,849			213.9 %
Income	50	92,033	300	91,733			30677.8

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Civic Centre**301. Civic Building**

4401	General Repairs	0	2,648	3,250	602	602	81.5 %	
4402	Consumable Supplies	69	346	900	554	554	38.5 %	
4403	Equipment Maintenance	123	1,547	1,900	353	353	81.4 %	
4404	External/Internal Decorating	0	9	1,000	991	991	0.9 %	
4406	Refuse collection	213	865	900	35	35	96.1 %	
4407	Equipment	0	1,444	1,600	156	156	90.2 %	
4411	Rates	1,160	11,600	14,500	2,900	2,900	80.0 %	
4412	Water and Sewage	0	1,695	1,700	5	5	99.7 %	
4413	Electricity	563	1,177	2,300	1,123	1,123	51.2 %	
4414	Gas	84	1,506	2,000	494	494	75.3 %	
4417	Internal Works	0	1,730	3,500	1,770	1,770	49.4 %	
	Civic Building :- Expenditure	2,211	24,566	33,550	8,984	0	8,984	73.2 %
1000	Income Civic Centre	1,508	25,347	35,000	-9,653		72.4 %	
	Civic Building :- Income	1,508	25,347	35,000	-9,653		72.4 %	

302. Civic Building Loan

4060	Loan Accounts	0	10,626	11,000	374	374	96.6 %	
	Civic Building Loan :- Expenditure	0	10,626	11,000	374	0	374	96.6 %

	Civic Centre :- Expenditure	2,211	35,192	44,550	9,358		79.0 %
	Income	1,508	25,347	35,000	-9,653		72.4 %

AGENDA ITEM 7

COMMITTEE Amenities & Civic Centre

REPORT FROM Amenities Officer

MEETING DATE 1st April 2019

SUBJECT To agree estimate for tree works in Chatsworth Park and The Copse

1. INTRODUCTION

At the meeting on 26th November 2018, it was agreed to obtain estimates for the works required as detailed in the Tree Survey Report from Richard Jackson Arboricultural Services.

Richard Jackson also suggested some additional work as follows:-

Future works to consider are the management of the trees around the playgrounds. The Pines to the west of playground south are heavily weighted over the play area. It may be prudent to reduce the weight in some of these extended limb at some point in the near future. In addition the Poplars and Sycamores on the southern side may be similarly treated. The same treatment could be carried out to the line of Pines to the east of playground north

2. INFORMATION

Four companies were approached to quote and two have responded. The costings are attached as follows:-

EH Treecare - £1,440 plus additional works suggested £1,200 **Total £2,640 plus VAT**

Brighton Tree Specialists - £1,190 plus additional works suggested £1,500 **Total £2,690 plus VAT**

3. RECOMMENDATION

It is recommended that the quotation from EH Treecare be accepted.

4. FINANCIAL IMPLICATIONS

We have funds in the grounds maintenance budget to cover the works.



QUOTE

Telscombe Town Council

Date
29 Jan 2019

Expiry
29 Apr 2019

Quote Number
QU-1975

VAT Number
926541518

Brighton Tree Specialists
Limited
12 Titian Road
Hove
East Sussex
BN3 5QS
Phone: 01273 719522

Description	Quantity	Unit Price	VAT	Amount GBP
South side of playground 3 x sycamore reduce lateral growth over playground 1 x poplar 3 x lateral limbs over play ground reduce - dominant main stem reduce side over playground 4 x pines along east side of playground reduce growth over playground by 3-4m and thin to alleviate weight Pine north side of play ground remove split stem clear all logs and leave chip spread evenly as mulch in no man land	1.00	1,500.00	20%	1,500.00
			Subtotal	1,500.00
			TOTAL VAT 20%	300.00
			TOTAL GBP	1,800.00

Terms

Terms and Conditions of Service for
Brighton Tree Specialists LTD

Brighton Tree Specialists Ltd are the business undertaking the works & The Client – the person or business instructing the works (and in so doing, and accepting the quote, agrees to / accepts the following terms and conditions.)

- 1)'Notice of the Right to Cancel' – the client has a min. 7 days to cancel the contract (in writing) from acceptance date.
- 2)This quotation/estimate is valid for 90 days and takes into account any 'value', monetary or otherwise, the arisings may have unless stated otherwise.
- 3)All works will be in accordance with the current British Standard 3998 'Tree Work Recommendations' where possible unless specified otherwise. Dimensions specified are approximate and, wherever possible, will be to the nearest appropriate pruning point.
- 4)In the event of a variation to the quotation as a result of:
a. Amendments to works required prior to arriving on site, or b. Changes in site / ground conditions since the original visit, or c. Additional works requested / required whilst on site
the quotation will be revised accordingly, either electronically in advance or in a hand written on the day of work, with agreed amendments signed



QUOTE

Telscombe Town Council

Date
13 Jan 2019

Expiry
13 Apr 2019

Quote Number
QU-1948

VAT Number
926541518

Brighton Tree Specialists
Limited
12 Titian Road
Hove
East Sussex
BN3 5QS
Phone: 01273 719522

Description	Quantity	Unit Price	VAT	Amount GBP
Tree work @ Chatsworth Park 1) pine dismantle in sections to just above ground level chip branches over fence onto no-mans land and evenly spread as mulch, removal of all logs 2) Maple remove hanging branch 3) clear Holm oak and light vegetation back from path, pine lift lower growth over path 4) clear mixed species back from path 5) poplar with split stem dismantle in sections to just above ground level 6) willow remove broken branch 7) dead holm oak remove to just above ground level clear all arisings unless otherwise specified T26 the copes sycamore dismantle in sections to just above ground level Clear all arisings unless otherwise stated	1.00	1,190.00	20%	1,190.00
			Subtotal	1,190.00
			TOTAL VAT 20%	238.00
			TOTAL GBP	1,428.00

Terms

Terms and Conditions of Service for
Brighton Tree Specialists LTD

Brighton Tree Specialists Ltd are the business undertaking the works & The Client – the person or business instructing the works (and in so doing, and accepting the quote, agrees to / accepts the following terms and conditions.)

1) 'Notice of the Right to Cancel' – the client has a min. 7 days to cancel the contract (in writing) from acceptance date.

22.01.2019



Quotation for Tree works at Chatsworth park and The copse

Item	Area	Cost (£)
1	A2	540
2	A5	30
3	A10	160
4	A13	160
5	A17	150
6	A18	100
7	A24	100
T26	Copse	200

£1440—

All figures quoted are exclusive of VAT at the current rate.

Stella Newman

From: Ed <ed@ehtreecare.co.uk>
Sent: 25 March 2019 13:29
To: Bianca Buss
Cc: Ed
Subject: RE: RE: Tree Works 2019 tender

Hi Bianca

Sorry I thought id senty that in

Area 2 as discussed with Stella we will keep our original price on that for you.

Additional works to consider as per Richards recommendantions- Reducing the Pine trees along the western side by pruning back the ends to lessen weighting over the play areas- Note not a full canopy reduction but a weight reduction and thinning

Reduce overhang from the poplars and Sycamores at southern end of play areas

A cost for this £1200- This is allowing 2- 3 days works

Speak soon

Ed
Ed Haunton
E H Treecare Ltd.

For All Your Arboricultural and Fencing Requirements,

Office - 01273 588503

Mobile - 07985 467222

office@ehtreecare.co.uk

www.ehtreecare.co.uk

Registered in England and Wales No 7951197

Registered Office 83 Cornwall Avenue, Peacehaven, East Sussex, BN108SE –

Registered Depot with Office, Balmer Farm, Falmer, East Sussex, BN73JN

VAT Reg No. 144309233

Have you two minutes to fill out an online survey?

<https://www.surveymonkey.com/s/NJ7SKMS>



ISO14001: 2004
Ecoat

OHSAS18001
Ecoat

ISO9001
Ecoat



NHS
national highway sector schemes

From: Bianca Buss <amenities@telscombetowncouncil.org.uk>
Sent: 25 March 2019 12:03
To: Ed <ed@ehtreecare.co.uk>
Subject: FW: RE: Tree Works 2019 tender

<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk & RFO
<u>MEETING DATE</u>	1st April 2019
<u>SUBJECT</u>	Playground Inspections

1. INTRODUCTION

Bianca undertook playground inspection training on 30th January and passed the course to undertake weekly inspections.

2. INFORMATION

I have spoken to Bianca regarding carrying out the inspections for us. Whilst she feels confident that she will be able to carry out the inspections, she has concerns regarding the amount of time it will take. She is finding it difficult to carry out all her duties during her current contracted hours and if she carries out the inspections, will have even less time. Consideration could be given to Bianca working an extra day, but by carrying out the inspections, this will put her in the same position regarding working hours.

3. RECOMMENDATION

It is therefore recommended that LewesDC continue to undertake the playground inspections for us.

4. FINANCIAL IMPLICATIONS

It has been budgeted for LDC to carry out the inspections.

<u>AGENDA ITEM</u>	9
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk
<u>MEETING DATE</u>	1st April 2019
<u>SUBJECT</u>	Civic Centre Cleaning

1. INTRODUCTION

Cllr G Maskell has asked for this item to be added to the agenda.

2. INFORMATION

Cllr G Maskell will give more of an update at the meeting, but feels that the Civic Centre is in need of a major spring clean, especially the kitchen following the works undertaken.

3. RECOMMENDATION

To consider the points discussed at the meeting and take the appropriate action.

4. FINANCIAL IMPLICATIONS

Unknown at this stage.

<u>AGENDA ITEM</u>	10
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	1st April 2019
<u>SUBJECT</u>	Future Events

1. INTRODUCTION

The only arranged events are the Mayor's entertainment evening and regular bingo evenings.

2. INFORMATION

Due to the forthcoming elections, no future events have been planned. Once the new Councillors are elected in May, a decision can be made whether to continue with the bingo evenings and plans made for any new events.

3. FINANCIAL IMPLICATIONS

n/a

<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	1st April 2019
<u>SUBJECT</u>	Civic Centre Security

1. INTRODUCTION

The security of the building had a review at the recent Council meeting.

2. INFORMATION

New keypad locks for doors have been purchased and are in the process of being fitted, a security mirror has been purchased, prices are awaited for an extra CCTV camera and monitor and an additional door entry buzzer.

Quotations are also being obtained for alterations to the reception area. It is planned to move the wall out further and have a glass corner wall installed to aid visibility of who is entering the building and visitors to be able to locate the reception desk better. The side doors to the reception area have already been removed to open up the area.

3. RECOMMENDATION

To note that these activities are taking place.

4. FINANCIAL IMPLICATIONS

Costings are awaited and will be brought back to a future meeting.