

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 1st April 2019** in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: T Armour, G Maskell *Chairman*, R Maskell, B Page, I Sharkey & A Smith

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

1155. PUBLIC QUESTION TIME

There were no questions from the public present.

1156. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Wright who was on annual leave and this reason was accepted by the Committee. Cllrs Brindley and Harris were not present but had not submitted apologies.

1157. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

Cllr Armour declared an interest in agenda item 14, To Consider Tenders for Small Works Grounds Maintenance Contract.

1158. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 28th JANUARY 2019

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

1159. 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 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	BB	Works complete.	complete

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1159.	To Receive Action List (Contd)			
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
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

New litter bins – The Town Clerk advised she would chase the Telscombe Tavern for an answer.

Civic Centre kitchen refurbishments – The work has now been completed.

1160. TO RECEIVE INCOME AND EXPENDITURE TO 31st JANUARY 2019

It was proposed by Cllr R Maskell, seconded by Cllr Page and unanimously **agreed** that the income and expenditure figures for Amenities expenditure of £133,049 and income of £92,033 and Civic Centre expenditure of £35,192 and income of £25,347 at 31st January 2019 be accepted as correct.

1161. TO CONSIDER ESTIMATES FOR TREE WORKS AT CHATSWORTH PARK AND THE COPSE

Following consideration of the estimates submitted, it was proposed by Cllr R Maskell, seconded by Cllr Page and unanimously **RECOMMENDED** that EH Treecare be instructed to carry out the works required as advised by the Arboriculturist in the sum of £2,640 plus VAT.

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1161. To consider estimates for Tree Works at Chatsworth Park and The Copse (Contd)

The Town Clerk reported that she had received a complaint from a resident whose property shares a boundary with Chatsworth Park regarding the height of trees and that they would like them reduced in height. Following discussion it was proposed by Cllr R Maskell, seconded by Cllr Armour and unanimously **RECOMMENDED** that EH Treecare visit the site, take pictures and provide suggestions based on his expertise and his recommendations be brought back to the next meeting for consideration.

1162. PLAYGROUND INSPECTIONS

Bianca Buss, Amenities Officer was congratulated on passing the Playground Inspection training and becoming qualified to undertake inspections. However, having considered the Town Clerk's report, it was proposed by Cllr Page, seconded by Cllr R Maskell and unanimously **RECOMMENDED** that Lewes District Council continue to undertake the playground inspections for the Town Council.

1163. CIVIC CENTRE CLEANING

Cllr G Maskell's report was noted and it was **agreed** that a deep clean by an outside company would not be necessary and the Out of Hours caretakers will continue to undertake cleaning when at the Civic Centre in the evenings.

1164. FUTURE EVENTS

Bingo – Cllr G Maskell reminded the Committee that the next Bingo evening is on 26th April.

Mayors Celebration Evening – Cllr Page confirmed that he had liaised with the Admin Assistant and a new poster had been designed to advertise the event and hopefully bring in more sales.

1165. CIVIC CENTRE SECURITY

The security of the building had a review at the recent Council meeting and it was noted by the Committee that quotations were being obtained for alterations to the reception office which would be brought back to the next meeting.

The Town Clerk advised that the doors next to the reception desk had been removed and a convex mirror fixed to the wall opposite so that all visitors can be clearly seen by reception. It was also noted that keypad locks had been purchased for all internal doors in the building on the recommendation of Cllr G Maskell, Committee Chairman.

Quotations had also been sought for an additional CCTV camera in the entrance lobby, an additional monitor and front door intercom handset for the reception office. It was proposed by Cllr B Page, seconded by Cllr G Maskell and unanimously **RECOMMENDED** to accept the quotation from Haven Security of £642 plus VAT for a new CCTV camera in the entrance lobby and a new LED monitor in the reception office and the quotation from Haven Security for a new handset for the front door intercom of £149 plus VAT.

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1165. Civic Centre Security (Contd)

The Town Clerk also advised that following the automatic front door's service, it did not meet revised standards. The company that had carried out the service provided a quotation to undertake the necessary works, but the Town Clerk will obtain further quotations and bring them back to the next meeting for consideration.

1166. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Page wanted to thank the Caretaker for the condition of the boat outside the Civic Centre. Cllr G Maskell asked if the boat could be repainted by the Caretaker.

Cllr Armour also thanked Mick Evans for putting up the signs regarding the sheep returning to the Tye and the Town Clerk confirmed that he had also recently checked the fences around the Tye and actioned several works to make them good in preparation of the return of the sheep.

1167. EXCLUSION OF PRESS AND 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 (Admissions 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.

1168. TO CONSIDER TENDERS FOR SMALL WORKS GROUNDS MAINTENANCE CONTRACT

Cllr Armour declared an interest in this agenda item and left the room whilst discussions and voting took place.

It was noted that tenders had been received by four of the six people that they had been sent to and there was discussion regarding these. Cllr Smith suggested that in future the works are amalgamated with the other grounds maintenance contract. The Town Clerk confirmed that the decision was previously agreed by the Committee to split the contracts and that they run for another 2 years. A decision will need to be made concerning all three contracts before they come to an end in March 2021. It was proposed by Cllr R Maskell, seconded by Cllr Page and **RECOMMENDED** that M Evans be appointed for a 2 year term commencing April 2019 until March 2021 for the sum of £2,290 per year. Cllr Smith abstained.

There being no further business the meeting closed at 8.40 pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 3rd June 2019 at 7.30 pm