

To: Chairma

Chairman and Members of the Amenities & Civic Centre Committee:-Cllr T Armour, Cllr W Botting, Cllr J Harris, Cllr A Loraine *Vice-Chairman*, Cllr G Maskell *Mayor*,

Cllr R Maskell, Cllr B Page, Cllr A Smith, Cllr J Wilkins **Deputy Mayor** & Chairman

Telscombe Civic Centre 360 South Coast Road Telscombe Cliffs BN10 7ES

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23rd January 2017

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Monday 30**th **January 2017** in Telscombe Civic Centre at 7.30 pm when it is proposed to transact the following business.

Yours faithfully

Nancy Astley Town Clerk

AGENDA

- 1. Public question time members of the public are welcome to attend and may ask questions 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 approve and sign minutes of the meeting held on Monday 26th November attached
- 5. Matters arising for noting
- 6. To receive action list attached
- 7. To receive Income & Expenditure to 31st December 2016 attached
- 8. Future events including summer fayre, quiz nights, Tyefest, fireworks see attached
- 9. Update on multi-use litter/dog waste bin for clifftop see attached
- 10. To consider purchase of new chairs see attached
- 11. To consider purchase of wheeled tables see attached
- 12. To consider estimates for radiator/heating work at Civic Centre see attached
- 13. To consider estimates for external works to Civic Centre see attached
- 14. To consider estimates for redecoration of upstairs rooms in Civic Centre see attached
- 15. Urgent matters at the discretion of the Chairman for noting and/or inclusion on a future agenda
- 16. Exclusion of Press & Public to consider whether 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.
- 17. To approve drafting quotes for playground refurbishment

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 - Monday 27th March 2017



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 28th November 2016** in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: T Armour, J Harris, G Maskell *Mayor*, R Maskell,

B Page, A Smith, J Wilkins Deputy Mayor & Chairman

D Wright

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

907. PUBLIC QUESTION TIME

Peter Seed enquired why Tyefest was not on the agenda as at the last meeting it was stated it would for a decision to be made if it would be held next year. He was advised that unfortunately it had been omitted and would be put on the agenda for the meeting in January.

908. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs A Loraine and W Botting due to work commitments and these reasons for absence were accepted. Cllr D Wright was agreed as substitute for Cllr Botting.

909. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

None.

910. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON MONDAY 26th SEPTEMBER 2016

The Committee considered the minutes of the above meeting. It was proposed by Cllr R Maskell, seconded by Cllr T Armour and unanimously

RESOLVED that they were a true record of the proceedings and were signed as correct by the Chairman, Clir I Wilkins.

911. MATTERS ARISING FOR NOTING

Min 901, p2523, Tyefest — Although the minutes had been approved and signed, Cllr B Page elaborated on his comment stating 'the Council should not take excessive financial risk'.

Min 900, p2523 — Ollr Wilkins asked for an update on the playground inspection reports. She was advised that an update had been put in the action list stating that the Deputy Clerk had contacted Andy Frost at Lewes DC who advised that the problem was part operator error, part equipment issues, but that the situation had since improved.

Min 904, p2524 – Cllr Wilkins asked why the hedge at Robert Kingan had not been placed on the agenda for discussion at this meeting and she was advised that it had been decided that it be included in discussion along with the play equipment replacement at a future date.

912. TO RECEIVE ACTION LIST

Min 882, p2489, public question time/allotments:— Cllr Maskell advised that the maps were now in the office and the Town Clerk had advised that the land was in the National Park. It was agreed to have a group meeting regarding allotments and it be placed on a future agenda for discussion.



912. Contd. To Receive Action List

Min 905, p2524, litter bin at Civic Centre – it was noted that the litter bin had arrived and it was unanimously **agreed** that it be installed by the hedge in the car park.

The remainder of the items on the action list were noted.

913. TO RECEIVE INCOME AND EXPENDITURE TO 31st SEPTEMBER 2016

Regarding budget line 4362-105, Cllr B Page advised he thought the figures were incongruous. The query was due to income and expenditure from Tyefest as there was not a separate budget line for this and was included with fireworks & town entertainment. The situation will be looked at when setting the budget for the 2016/17 financial year.

914. FUTURE EVENTS - including Summer Fayre and Quiz Nights

<u>Summer fayre</u> – It was noted that a working party meeting had taken place and the stall price of £10 and food stall price of £50 was **agreed.** It was decided that there be no Chinese lion dance or Hastings Twirlers this year. The Deputy Clerk was asked to approach the Southern Stomp line dancing group regarding performing in the arena. Another meeting will take place in the new year.

<u>Bingo</u> - It was **agreed** that the March 2017 bingo evening be brought forward by a week to 24th March to enable a boozy bingo to be held for Easter. This is due to the Purdah period for County elections in May.

Quiz nights - It was agreed to hold a quiz on 17th March in aid of Comic Relief Red Nose day. To reach a wider audience, it was agreed to advertise quiz nights and other functions at the Hillcrest Centre in Newhaven. Advertising of functions was discussed and Cllr G Maskell advised that we had a new 'A' frame which could be placed outside the Civic Centre front door to advertise functions and it was unanimously agreed that this be used for all Council functions. The possibility of a scrolling display sign was discussed and it was agreed that prices be obtained and brought back to the next meeting.

Other events — It was noted that Cllr Botting had managed to secure sponsorship for the Christmas coffee morning from Wiltshire Farm Foods. Regarding a Christmas tree, it was agreed to purchase an approximate 8 foot tree from Garden Paradise at an estimated cost of £30. No other events were suggested at the present time.

915. <u>UPDATE ON PLAY EQUIPMENT MAINTENANCE</u>

Cllr Smith advised that he is pleased with the works undertaken by Mick Evans in the playgrounds and it was noted that most outstanding issues have been undertaken. The report and suggestion from the Deputy Town Clerk was noted and it was therefore unanimously

RECOMMENDED that Mick Evans alone continue with repair/replacement and the Deputy Town Clerk order the required spare parts when necessary.

It was also noted that there were several areas of wetpour that needed attention but it was agreed to leave these for the time being due to the impending replacement of some equipment. One area in Robert Kingan that had previously been agreed for Tim Jordan's Grounds Maintenance to replace has now been done, but unfortunately it bubbled after it had been laid and the Town Clerk is chasing them to rectify the situation. Following discussion it was unanimously

RECOMMENDED that any future wetpour repair/replacement work be undertaken by a specialist company and not Tim Jordans.



916. <u>UPDATE ON PLAY EQUIPMENT REPLACEMENT AND GRANT/MATCH FUNDING</u>

The report from the Town Clerk was noted. Cllr Smith advised that if Councillors have any questions to ask the Town Clerk on reports she has provided, they should notify her in advance and request she attend the meeting. This applies to all meetings, especially this one and the Policy & Resources which she does not normally attend.

Cllr Page advised that a working party meeting had been called for the afternoon of 2nd December, but to date he was the only one attending and thought that if no-one else could attend, the meeting should be changed. It was subsequently confirmed that Cllrs G Maskell, B Page and A Smith could attend and Cllr R Maskell agreed to sub for Cllr Wilkins who would be working. Cllr Page then advised he could not understand why the Deputy Town Clerk had not been copied into the email regarding the setting up of the meeting which had the playground refurbishment options paper attached and it was **agreed** that both the Town Clerk and Deputy Town Clerk should be copied into all emails for information purposes.

917. TO AGREE QUOTATION FOR TREE WORKS FOLLOWING TREE SURVEY IN CHATSWORTH PARK

There was debate regarding the quotations received and Councillors were pleased to see that the figures were considerably less than they had been led to believe. It was therefore proposed by Cllr R Maskell, seconded by Cllr D Wright and

RECOMMENDED that RW Green Ltd be instructed to carry out the works as detailed in the tree survey report at a cost of £3.870 plus VAT

EH Treecare's quote had not been accepted, but they had also quoted to cut back 2.5m off kerb edge and clear out dead and broken trees along the strip of vegetation south of Kirby Drive north playground which was encroaching onto the highway and it was **agreed** that if they want to carry out this work, that they be instructed at a cost of £250 plus VAT.

918. TO CONSIDER TREE SURVEY FOR THE COPSE

The survey report submitted by Richard Jackson Arboricultural Services had been circulated and Councillors were happy with the recommendations contained therein that a planning application be submitted to undertake works as listed in the report. It was therefore proposed by Cllr R Maskell, seconded by Cllr B Page and

RECOMMENDED that the Town Clerk submit a planning application for tree works in The Copse as listed in the survey report.

919. TO CONSIDER PURCHASE OF NEW NOTICEBOARDS

Councillors agreed with the information in the report that notice boards were in need of replacement. When the old Civic Centre noticeboard is removed it was agreed a small fence could fill the resultant gap. It was therefore proposed by Cllr J Harris, seconded by Cllr A Smith and

RECOMMENDED that a Weathershield freestanding notice board with blue frame and blue backing be purchased for replacement at Longridge Avenue and a Weathershield wall mounted with blue frame and blue backing be purchased for the Civic Centre to be attached to the outside wall by the offices at a total cost of £659 plus VAT.



920. TO DISCUSS EXTERNAL WORKS TO CIVIC CENTRE

The report was considered and it was agreed that scaffolding should be erected to enable contractors to access the roof areas in question so they could quote for repairs. To avoid unnecessary delay, it was proposed by Cllr J Harris, seconded by Cllr D Wright and

RECOMMENDED that scaffolding be erected at a cost of £250 to enable contractors to quote and that delegated authority be granted to Cllrs B Page, R Maskell and A Smith to agree a quotation once they are received.

921. TO CONSIDER PURCHASE OF MULTI-USE LITTER/DOG WASTE BIN FOR CLIFFTOP

A recent beach clean iniative near Portobello highlighted numerous dog poo bags having been discarded on the beach. It had therefore been suggested by Cllr Botting that we install a multi-use bin at the top of the clifftop and get our contractors to empty it. Following debate it was proposed by Cllr B Page, seconded by Cllr A Smith and

RECOMMENDED that a multi-use bin be purchased at a cost of £165 plus VAT and fitted on the clifftop near to the steps with the proviso that our contractors agree they can access it to empty it.

922. TO DISCUSS REDECORATION OF UPSTAIRS ROOMS IN CIVIC CENTRE

Following discussion it was agreed that the walls in rooms 3, 4 and 5 were in need of redecoration following recent hire and that the blue chairs were stained. It was therefore proposed by Cllr D Wright, seconded by Cllr G Maskell and

RECOMMENDED that 3 quotations be sought to redecorate rooms 3, 4 and 5 upstairs in the same colour as currently there, daffodil white and that quotations be sought for replacement blue chairs and if possible a sample chair be obtained.

923. <u>URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA</u>

Cllr Armour advised a tree had been limbed on the edge of the Tye on the East Saltdean side and it was looking improved.

Cllr Wilkins enquired as to when the table tennis table would be collected as agreed at a previous meeting and the Deputy Clerk advised she will follow this up. There was also discussion regarding the pool table as this is no longer used and the Deputy Clerk was asked to enquire regarding a possible sale value of the table.

There being no further business the meeting closed at 9.25 pm.

S	ligned	 ٠.		
	CHAIRMAN			

NB Next meeting of the Committee - Monday 30th January 2017 at 7.30 pm

16/01/2017

15:51

Telscombe Town Council

Detailed Income & Expenditure by Budget Heading 31/12/2016

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Month No:9

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Ameni</u>	<u>ties</u>							
105	Town Events							
4362	Fireworks & Town Entertainment	0	4,076	4,500	424		424	90.6 %
4365	Entertainment consumables	0	14	750	736		736	1.8 %
4366	Wave Leisure	0	1,500	1,500	0		0	100.0 %
	Town Events :- Expenditure	-69	5,590	6,750	1,160	0	1,160	82.8 %
1012	Income miscellaneous	10	210	0	210		,	0.0 %
1054	Income entertainment	0	400	750	-350			53.3 %
	Town Events :- Income	10	610	750	-140			81.3 %
<u>201</u>	Parks, Open Spaces/Playgrounds							
4098	PlayEquipment Replacement	0	0	11,000	11,000	6,000	5,000	54.5 %
4100	Playgrounds Spare Parts	0	1,427	2,000	573		573	71.4 %
4101	Grounds Maintenance	320	16,453	30,000	13,547		13,547	54.8 %
4103	Playground Inspections+ROSPA	195	390	850	460		460	45.9 %
4120	Community Capital Projects	0	0	500	500		500	0.0 %
4325	Dog Bins Emptying	0	2,645	4,000	1,355		1,355	66.1 %
4326	Litter Bin Emptying	0	43	200	157		157	21.4 %
Parks,	Open Spaces/Playgrounds :- Expenditure	515	20,958	48,550	27,592	6,000	21,592	55.5 %
202	Amenities General							
4351	Seats and Notice Boards	0	0	1,000	1,000		1,000	0.0 %
	Amenities General :- Expenditure	0	0	1,000	1,000	0	1,000	0.0 %
	Amenities :- Expenditure	446	26,548	56,300	29,752			57.8 %
	Income	10	610	750	-140			81.3 %

16/01/2017

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Telscombe Town Council

Detailed Income & Expenditure by Budget Heading 31/12/2016

Committee Report

Page No 4

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Civic C	<u>Centre</u>							
301	Civic Building							
4401	General Repairs	310	420	2,600	2,180		2,180	16.2 %
4402	Consumable Supplies	137	679	900	221		221	75.4 %
4403	Equipment Maintenance	0	1,135	1,800	665		665	63.0 %
4404	External/Internal Decorating	0	40	1,000	960		960	4.0 %
4406	Refuse collection	197	787	900	113		113	87.4 %
4407	Equipment	0	448	1,000	552		552	44.8 %
4411	Rates complete for year	2,882	14,413	15,000	587		587	96.1 %
4412	Water and Sewage	0	1,580	1,650	70		70	95.8 %
4413	Electricity £640 to Dec out in Jan	0	748	2,250	1,502		1,502	33.3 %
4414	Gas £420 to Dec out in Jan	0	369	1,900	1,531		1,531	19.4 %
4417	Internal Works	208	208	4,500	4,293		4,293	4.6 %
	Civic Building :- Expenditure	3,734	20,825	33,500	12,675	0	12,675	62.2 %
1000	Income Civic Centre	4,363	30,595	35,000	-4,405			87.4 %
	Civic Building :- Income	4,363	30,595	35,000	-4,405		-	87.4 %
<u>302</u>	Civic Building Loan							
4060	Loan Accounts complete for year	0	11,472	12,000	528		528	95.6 %
	Civic Building Loan :- Expenditure	0	11,472	12,000	528	0	528	95.6 %
	Civic Centre :- Expenditure	3,734	32,297	45,500	13,203		<u> </u>	71.0 %
	Income	4,363	30,595	35,000	-4,405			87.4 %

Amenities & Civic Centre

REPORT FROM

COMMITTEE

Deputy Town Clerk

MEETING DATE

30th January 2017

SUBJECT

Future Events (including summer fayre, Tyefest,

fireworks)

1. INTRODUCTION

At the moment the only future events for discussion are the summer fayre, Tyefest and fireworks.

2. INFORMATION

<u>Summer fayre</u> – the date of 8th July has been confirmed and N Emmett can MC. A stall price of £10 and food stall price of £50 has been agreed. At the last meeting it was agreed to try and obtain different arena entertainment and not have the Chinese lion dance or Hastings Twirlers. The Jaws 'n Claws animal handling have confirmed they are available and will charge £250.

<u>Tyefest</u> – following discussions following the last Tyefest, we need to agree whether or not to hold the event again this year.

<u>Fireworks</u> – the firework company have agreed to keep their price of £3,000 net of VAT the same for a fifth successive year, despite firework costs having risen by around 20%. They have, however, suggested that if the display be reduced by 3 minutes to 17 instead of 20, it will make the display look more spectacular.

Any other events – suggestions to be discussed.

3. FINANCIAL IMPLICATIONS

The summer fayre is funded by sponsorship, but we do have approximately £2,500 in an earmarked reserve if necessary. The only proceeds from the summer fayre that go to the Mayor's charity fund are from the raffle.

Tyefest is also normally funded from sponsorship.

We have a budget of £4,600 in the next financial year for fireworks and town entertainment.

COMMITTEE Amenities & Civic Centre

REPORT FROM Deputy Town Clerk

MEETING DATE 30th January 2017

SUBJECT Multi-use litter/dog bin for clifftop

1. INTRODUCTION

This was discussed at the last meeting.

2. INFORMATION

It was agreed at the last meeting that a bin be placed on the clifftop at the top of the steps leading down to the beach at Portobello, on the proviso that the contractors could gain access along footpath 11 to the side of the Smugglers Rest pub.

I have spoken to Burleys who confirm they could access this area. However, following a query from a member of the public regarding this particular area of clifftop and the steps down which he believed to be unsafe, Nancy has investigated. She has attended site and taken a picture. The handrail is very close to the clifftop and she has been speaking to Tim Bartlett regarding this who agrees with her and will consider if any action needs to be taken regarding this area and the footpath.

3. FINANCIAL IMPLICATIONS

The cost of a bin is £165 and the cost of emptying a bin is £2 per week (£104 pa). We currently have a budget capacity for the bin emptying. The cost of the bin could be taken from grounds maintenance.

4. RECOMMENDATION

It is recommended that purchase of the bin be put on hold for the time being.

COMMITTEE Amenities & Civic Centre

REPORT FROM Deputy Town Clerk

MEETING DATE 30th January 2017

SUBJECT To consider purchase of new chairs

1. INTRODUCTION

This was discussed briefly at the last meeting when considering redecoration of the upstairs rooms.

2. INFORMATION

It was noted that following a hire last year, the blue chairs had become stained. Details of several types of chairs were circulated at the last meeting and the Deputy Town Clerk was asked if possible to obtain a sample chair of the 'Swift' black frame conference chairs. A chair will be available at the meeting.

3. FINANCIAL IMPLICATIONS

The cost of a chair is £22.25 net of VAT. We will need 64 which will come to £1,424. We currently have £4,200 in the internal works budget which this could come from, leaving a balance of £2,775.

4. RECOMMENDATION

It is recommended that the Swift chairs be purchased.

COMMITTEE Amenities & Civic Centre

REPORT FROM Deputy Town Clerk

MEETING DATE 30th January 2017

SUBJECT To consider purchase of wheeled tables

1. INTRODUCTION

Some of the legs of the tables in the upstairs rooms are cracked and about to break.

2. INFORMATION

The tables in the upstairs rooms are requiring moving more frequently to accommodate hirers' requirements and this has resulted in cracking of the legs where they join the table frames. Following discussion with Cllr R Maskell, a quotation has been sought for replacements to match the wheeled tilt top tables we have downstairs. These tables would give much more flexibility for layouts upstairs and the tables could also be used downstairs for functions if required.

3. FINANCIAL IMPLICATIONS

The cost per table is £229.80 and we would require 11, making a total of £2,527.80 excluding VAT. If we purchase the replacement chairs as recommended, we have a balance of £2,775 in the internal works budget which would cover this cost.

4. RECOMMENDATION

It is recommended that 11 Telford tilt top tables in Royal Oak MFC with silver frame and locking castors, size 1600x800mm be purchased.

COMMITTEE Amenities & Civic Centre

REPORT FROM Deputy Town Clerk

MEETING DATE 30th January 2017

SUBJECT To consider estimates for radiator/heating work at Civic

Centre

1. INTRODUCTION

The central heating system is not working effectively with many radiators, especially those over the far side of the building, not heating up. Also the foyer area is always cold as there is still only a small radiator there.

2. INFORMATION

A plumber was called in who advised that the system was filled with sludge which would need cleaning out and that new thermostats were required on the radiators. His comments were discussed briefly at the last meeting and it was suggested that the system could also need a 'mechanical flush' and estimates should be sought for the work required and a new radiator in the foyer area.

Various other contractors have been approached, only one other has visited and his estimate is still awaited.

3. FINANCIAL IMPLICATIONS

There are various budget heads and an earmarked reserve that the funds can be taken from.

4. RECOMMENDATION

It is recommended that delegated authority be granted to a group of Councillors to consider estimates, if any further estimates are received.

COMMITTEE Amenities & Civic Centre

REPORT FROM Deputy Town Clerk

MEETING DATE 30th January 2017

SUBJECT To consider estimates for external work at Civic Centre

1. INTRODUCTION

It was agreed at the last meeting to erect scaffolding to enable contractors to quote for repairs to the fascias and leaking roof at the Civic Centre which has been done.

2. INFORMATION

Three firms listed with Checkatrade, having a rating of between 9.85 & 9.9, have visited and quotes are attached. I have asked two to provide a split between the roofing and fascia works and I will hopefully have this information for Monday. The total costs are as follows:-

A Star Roofing £3,750 plus VAT MT Asphalt £6,290 no VAT Headway Roofing £6,880 plus VAT

3. FINANCIAL IMPLICATIONS

We currently have an earmarked reserve of just over £8,000 for Civic Centre maintenance and a balance of £2,000 in the general repairs budget that could be used for the works.

4. RECOMMENDATION

The costs vary and we need to consider whether to have one contractor undertake all the works.

COMMITTEE Amenities & Civic Centre

REPORT FROM Deputy Town Clerk

MEETING DATE 30th January 2017

SUBJECT To consider estimates for redecoration of upstairs rooms at

Civic Centre

1. INTRODUCTION

It was agreed at the last meeting to obtain quotations for redecoration of the walls in rooms 3, 4 and 5 upstairs.

2. INFORMATION

The contractors are all listed with Checkatrade and have received between 9.86 to 10 rating. They were advised we will require the paint to be Dulux Diamond Eggshell as has been used throughout the rest of the building. We have received 3 quotations as follows:-

O Sierra £ 590.00 no VAT

C Bougourd £ 669.72 no VAT (plus woodwork extra £300)

R Vaughan £1,175.00 no VAT

3. FINANCIAL IMPLICATIONS

The balance of the decorating budget is £960.

4. RECOMMENDATION

It would seem sensible to accept the lowest quotation submitted by Oscar Sierra of £590.