



**Minutes of the Estates & Finance Meeting  
Town Council Chamber  
Wednesday 8th March 2023 at 7pm**

**The meeting started at 7.30pm**

**Present:**

Cllr C Witham (Chairman)  
Cllr S Reader  
Cllr M Turner  
Cllr T Holder  
Cllr N Taylor  
Cllr G Morgan  
Cllr R Sterry  
Les Love (Estates Manager)  
Emma Bennett (Clerk)  
Scott Powell (Ground & Maintenance Team)

1. **To receive apologies for absence**  
Cllr D Martin.
2. **Declarations of Interest – to receive any declarations of interest in any matter to be discussed at the meeting. Members and Officers are requested to identify the nature of the interest.**  
None declared.
3. **Public Participation Session – to provide the opportunity for Members of the Public to raise questions or comment on items on the Agenda (limited to 15 minutes, with a maximum 3 minutes per person).**  
Not in attendance.
4. **Chairman's Urgent Business (information only item)**  
Not applicable.
5. **To confirm the Minutes of the Meeting held on 9th September 2022 (copy herewith)**  
The minutes of the 9th September 2022 meeting, having been previously circulated, were confirmed and signed as a true record.  
Proposed Cllr Holder, Seconded Cllr Turner. All in agreement.
6. **Matters Arising from Minutes**  
Items on the agenda.
7. **To receive quotes following the tender for the fire alarm system at Dockham Road and make a recommendation to Full Council**  
The Estates Manager updated on the current system advising this does not comply and there had been limited work on the system undertaken by previous owners. CTC had responsibility as landlord to upgrade the system. Details on

the tender opportunity had been advertised on Gov.uk. 8 quotations had subsequently been received and these were discussed in detail.

Proposed by Cllr Holder, Seconded by Cllr Morgan to recommend to Council company seven based on their comprehensive quote and detailed information submitted.

**8. To view the roof drone footage and receive an update on the Dockham Road roof condition and agree way forward**

The footage was reviewed. CTC's Maintenance Team Officer updated on repairs undertaken and the roof condition highlighting issues. One initial quote had been received. Budgeting for a replacement roof would be necessary based on an estimated cost. A detailed discussion took place noting that CTC had changed direction on plans from previously demolishing the building to usage of the building. CTC would establish if grant opportunities were available or whether the future tenant had any capacity to assist. The Clerk would continue to invite all Councillors to a meeting with the solicitor regarding the lease.

**9. To receive an update on the Dockham Road lease following the 8.3.2023 meeting with solicitors**

CTC's solicitor was not able to join the online meeting. CTC & FVAF's solicitors would discuss the overage clause and deed of variation and a further meeting would be arranged.

**10. To receive the completed HSE building inspection reports dated 11/10/2022 and agree any actions**

Reports received. Committee noted the following was required:

- Clock Tower - emergency lighting installation & flooring repairs
- 6 Market Street - extensive building works currently being undertaken.
- The Wesley - refix loose pavers and re-line car park. Harris fencing in place.
- Rheola House - original works undertaken. Works to meet DDA requirements were required in the car park. A safety barrier between the building and The Wesley was required.
- St Annals House - emergency lighting and light sensor required.
- Steam Mills Pavillion - Estates Manager to contact football club regarding issues identified.
- Freedom Leisure building - several trip hazards were noted.

**11. To discuss emergency sandbags, salt and grit storage and agree way forward**

Cllr Morgan would circulate the GCC self help leaflet. Council grit could only be used on highways and public footpaths and not individual properties. The Committee discussed holding a stock at BVC for residents to use which would be funded from the climate emergency budget. Cllr Turner advised he would investigate costs.

**12. To receive and note the election costs from FODDC**

Costs for the East, North and West wards were received and noted.

**13. To receive and note the maintenance charges and provisional costs for CCTV at the MUGA, Steam Mills and Market Street and agree way forward noting the CCTV budget for 2023/24**

Committee received costs for installing CCTV at the MUGA, Steam Mills and Market Street. The CCTV budget for 2023/24 was noted.

Proposed by Cllr Turner, seconded by Cllr Taylor to install CCTV covering Market Street at a cost of £411 from 2023/24 budget. Abstained Cllr Reader. Remaining Councillors in agreement.

The Committee would investigate alternative options for the MUGA and Steam Mills site.

**14. To receive the quotation from Audio Visual Equipment/Services and agree the way forward**

The Committee received three options which included quotes for a projector & screen installation at £3298, TV Monitor Screen Installation at £2288 and audio/sound system at £1988.

At the meeting the Committee had trialled a secondhand screen at a cost of £450.00 and agreed to purchase this recognising this provided best value for money.

**15. To receive the Health & Safety update and agree the way forward relating to:**

- **H&S Safety Champion (R Sterry)** - not in attendance.
- **Accident figures** - none to report since last meeting.
- **Asbestos reports update** - updated
- **Legionella update** - being undertaken regularly.
- **Electrical works update** - some works required to St Annal's House and The Wesley
- **Fire safety standards, fire extinguishers** - being reviewed 10.03.2023
- **Emergency Lighting & PAT testing** - date for testing arranged.
- A gas detection system was required for Dockham Road. The estimated cost was £3.5k which the Estates Manager would progress.

**16. To receive an update from the Estates Manager on the Levelling Up Fund relating to:**

- **Wesley Church** - roof and solar works complete to Theatre Hall. The Green Room roof had collapsed. Supports are now in place and a structural survey is required.
- **No 6 Market Street** - renovations to upstairs office nearly complete. First valuation report confirmed by Quantity Surveyor.
- **Rheola House** - the next stage of works is the end March.

**17. To receive latest building finance figures covering tenancy rates, vacancy information & outstanding debtors**

The aged debtors analysis was received and discussed. Two companies would be chased for settlement. One company would be chased regarding the regular payment schedule. Other debts listed the Committee agreed could be written off.

**18. To receive an update and outline plans for the Changing Places facilities at Dockham Road & 6 Market Street noting Rheola House is not a suitable location due to building structural logistics**

The Changing Places facilities planned at Rheola House could not be accommodated due to structural and access issues. An upgrade to toilet facilities will take place instead. The Changing Places facilities would be relocated to Dockham Road which could accommodate the correct access and room size required. Drawings and costings would be submitted to FODDC for approval.

**19. To agree the Town Hall and Community Building Hire Charges for 2023/24**

Committee considered the current operating hours and costs being incurred. Due to the increased utility costs it was necessary to raise hire charges. Committee discussed a £2.50 hourly rise and concerns over the rise for organisations. Committee agreed to the rise and would re-review bookable hours against costs in September 2023.

**20. To review the St Annals House and Rheola House Rental Charges for 2023/24**

Committee received the income and expenditure information noting increased utility costs. Committee agreed to a £1 per square foot 2023/24 increase due to increased utility costs. The increase would apply to new and current tenants.

**21. To receive an update on the Rialtas finance system**

The Clerk gave an update on the Sage and Rialtas system.

**22. To receive the latest financial reports**

Reports received and noted.

**23. Date of next Meeting – to be covered.**

The meeting finished at 9.55pm.

Signed:.....

Date:.....