



Dear Councillor / Resident

I hereby give notice of an Estates Meeting that will be held in the Town Council Chamber on Wednesday 8th March 2023 at 7pm. Members of the Council are hereby summoned to attend for the business of considering and resolving upon the matters set out below. All Residents of the Parish are welcome to attend and a period of up to 15 minutes will be set aside at the beginning of the meeting for members of the public to raise questions.

Dated: 1st September 2022

Mrs E Bennett, Clerk to the Council

1. To receive apologies for absence
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.
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).
4. Chairman's Urgent Business (information only item)
5. To confirm the Minutes of the Meeting held on 9th September 2022 (copy herewith)
6. Matters Arising from Minutes
7. To receive quotes following the tender for the fire alarm system at Dockham Road and make a recommendation to Full Council
8. To view the roof drone footage and receive an update on the Dockham Road roof condition and agree way forward
9. To receive an update on the Dockham Road lease following the 8.3.2023 meeting with solicitors
10. To receive the completed HSE building inspection reports dated 11/10/2022 and agree any actions for:
 - Clock Tower
 - 6 Market Street
 - The Wesley
 - Rheola House
 - St Annals House
 - Steam Mills Pavillion
 - Freedom Leisure building
11. To discuss emergency sandbags, salt and grit storage and agree way forward

12. To receive and note the election costs from FODDC
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
14. To receive the quotation from Audio Visual Equipment/Services and agree the way forward
15. To receive the Health & Safety update and agree the way forward relating to:
 - H&S Safety Champion (R Sterry)
 - accident figures
 - Asbestos reports update
 - Legionella update
 - Electrical works update
 - Fire safety standards
 - Emergency Lighting
 - PAT testing
 - Fire extinguishers - Co2 & Water
16. To receive an update from the Estates Manager on the Levelling Up Fund relating to:
 - Wesley Church
 - No 6 Market Street
 - Rheola House
17. To receive latest building finance figures covering tenancy rates, vacancy information & outstanding debtors
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
19. To agree the Town Hall and Community Building Hire Charges for 2023/24
20. To review the St Annals House and Rheola House Rental Charges for 2023/24
21. To receive an update on the Rialtas finance system
22. To receive the latest financial reports
23. Date of next Meeting – TBC

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights”.