

MINUTES OF THE PROPERTIES COMMITTEE MEETING HELD ON 1ST NOVEMBER 2018

Voting members present: Cllrs: J Bryson, L Deely, P Kelly, P La Broy, L Moores, P Moores, H Partridge, D Towl, N Tucker,

Officers Present: Mr K Cornwell - Acting Proper Officer/RFO
Mr S Hayes – Facilities Manager (FM)
Mrs T Gliddon – Committee Administrator – (CA)

Meeting Start time: 10.00 a.m.

In the absence of a Chairman Cllr P Moores as Vice-Chairman took the Chair

- PR/143/18** **Election of Chairman**
Cllr P Moores was proposed and seconded
Resolved: That Cllr P Moores be elected as Chairman for the remainder of this Council year
- PR/144/18** **Election of Vice-Chairman**
Cllr L Deely was proposed and seconded
Resolved: That Cllr L Deely be elected as Vice-Chairman for the remainder of this Council year
- PA/145/18** **To receive and accept apologies for absence**
Cllrs: F Partridge, P Tilzey and B Willingham
- PR/146/18** **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests**
None
- PR/147/18** **Dispensations: to consider requests for dispensations**
None
- PR/148/18** **Minutes - To receive and adopt the Minutes of the Properties Committee Meeting held on 6th September 2018**
Resolved: That the Minutes were a true and accurate record of the Meeting and they were signed by the Chairman.
- PR/149/18** **Maximum 15 minutes for public present to make comments concerning the business of the Properties Committee**
None present.
- PR/150/18** **To receive the Facilities Manager (FM) report (appendix A)**
Resolved: That the report be noted.
- PR/151/18** **To receive quotes for the external painting of the Parkhouse Centre and agree any associated actions and expenditure**
Discussion took place regarding the types of paint recommended in the quotes. The option of the works being carried out in-house by the BSTC Facilities team was also discussed.
Resolved: To accept quote B - £5728
Cllr Bryson voted against

PR/152/18 To receive quotes for pointing works to the Castle and agree any associated actions and expenditure

Resolved: To accept quote C - £46,460.76

PR/153/18 To receive quotes for new railings for the Bandstand and agree any associated actions and expenditure

Resolved: To accept quote A, subject to design.

PR/154/18 To consider the options for improving the disabled access to the Castle

The FM explained the need for, and design concept of the improved access to the rear of the Castle building. He reported that he had received one quote and was in the process of obtaining further quotes.

This was noted and would be brought back to a future Committee meeting when quotes had been obtained.

PA/155/18 Caretakers House – to receive an update on the awarding of a of contract to refurbish the bathroom and delegate further action the Facilities Manager

The FM gave an update on the current situation.

Resolved: That the FM be delegated to obtain a new quote and agree the works be carried out, subject to said quote being within 10% of the previously awarded quote.

PA/156/18 Parkhouse Entrance – to receive an update and direct future action

The FM reported that he had received one quote for architects services for the upgrade to the Parkhouse Centre Entrance, he was actively seeking more quotes.

Resolved: That the FM would endeavour to gain two more quotes, if none had been received within two weeks of today's Committee meeting date then it was agreed to proceed with the quote already received.

PA/157/18 To identify items for inclusion in the capital programme

Discussion took place regarding the Council reserves and future capital programmes including: Carpark drainage, Helebridge access, Bus Stop opposite Sainsbury's, Parkhouse Centre bar, new storage building at Parkhouse Centre, acquisition and development of Hookways building, Green Burial Ground site and Play Areas. The possibility of a BSTC reserve fund for match funding was also discussed.

PA/158/18 Budget monitoring report Q2 2018/19

The Budget monitoring report Q2 2018/19 was noted.

PA/159/18 Preparation of Annual Estimates for 2019/2020

Resolved: That the Annual Estimates for 2019/2020 be accepted as tabled.

The meeting closed 11.43 am

Chairman's Signature..... Date.....

To consider tenders/offers received for the caretaker's house/bathroom

Contractor contacted who has stated that due to other commitments, work will not start on the caretaker's bathroom until the start of Sep 18. The Parkhouse caretaker has been notified and is aware of the delay.

Cricket Club building repairs

The FM has contacted Marlin and notified him of the council's decision. He has stated that he has other works that he has already started but will endeavour to get back to the FM with potential dates for the works to start. The FM has spoken to the Cricket Club staff and notified them with regards to what works will be carried out, hopefully in the very near future.

Repairs to the Parkhouse roof

The facilities team will carry out this task once there is sufficient time in the busy schedule.

Painting of the Parkhouse Centre

To date, the FM has only received x1 quote. The FM will strive to acquire more upon return from his health and safety course.

Bandstand roof and associated actions

The FM is still obtaining quotes for the works. He is also in talks with Camelford Town Council to ascertain which firm carried out the works on their new Band Stand located on Camelford Town High Street.

Anti-skateboarding action

The FM has not ventured any deeper into this task yet, but hopes to have more options and ideas for the next meeting.

Works on the Castle

Only x 1 quote has been received so far for this project. The FM is still awaiting other firms to get back to him with availability of a site visit before presenting any quotes. The FM has chased numerous firms regarding this task. The majority of firms are either tied up with other works, or feel that this project is too large. The FM will keep looking for a suitable contractor to carry out the works required as soon as possible.

Decking

No works or quotes carried out at this point

Pitch and Putt Building

The building is now complete and the outside area is 95% complete. The majority of furnishings and health and safety aspects are in place and ready for use.

Air Conditioning Ivor Potter Hall

Work will commence mid-September 2018, exact dates TBC