

**MINUTES OF THE CORPORATE PROPERTY MEETING OF DARTMOUTH TOWN
COUNCIL HELD ON WEDNESDAY 15TH NOVEMBER 2017**

PRESENT: Cllrs: Cllr Baillie; R Cooke (Mayor); T Fyson (Deputy Mayor);
Cllr de Galleani; Cllr Harriss; Cllr Lyon; Cllr Springett (Chairman)

IN ATTENDANCE: Town Clerk: C Pritchard-Williams; Cllrs: P Allen; D Gent; G Coles; S Thomson

1. APOLOGIES FOR ABSENCE

Cllrs: F Hawke, S Smith

2. DECLARATIONS OF INTEREST

Cllr T de Galleani declared a personal interest in agenda item 5. Market.

3. CORRESPONDENCE

The chairman reported that we had received correspondence about the need for maintenance on the Newcomen Engine situated within the Dartmouth Visitor Centre in Royal Avenue Gardens. The Institute of Mechanical Engineers had recently presented DTC with a plaque; which was delayed almost a year because they were trying to find out if ours was the oldest.

They believe that ours is older than the oldest in the Henry Fords museum but they cannot prove it because they are so similar.

Ours is powered by hydraulics, the Institute of Mechanical Engineers considers that the fact that it still rotates is amazing but it does need regular inspection and it does need lubrication. Also the hydraulics could do with sound proofing and this would improve the visitor experience..

The Chairman recommended that we approach the Paddle Boat Steamer Society to ask if they would do the maintenance on the engine if we pay expenses.

Cllr R Lyon suggested contacting Derek Lane who got the hydraulics working 18 months ago and to ask them for a quote for periodic maintenance.

The Chairman suggested that perhaps the Maintenance Manager or new Caretaker could be instructed on what to do in order to carry out the actual greasing of it.

Proposal: To ask the maintenance manager to look at the lubrication schedule provided by the Newcomen Society, and quantify the work required. Likewise to Derek Lane for servicing the hydraulics and investigate a sound proof cover.

Proposed: Cllr T de Galleani

Seconded: Cllr R Lyon

4. GUILDHALL

- **Storyboards** - Andy Webb & Cllr S Thomson presented an idea for a pictorial history of the Guildhalls in Dartmouth.

There is the possibility to display six sets of three photographs in date order with a small description. These displays would start from the first Guildhall and end with the current one. This would cost roughly £1,000 - £1,500.

The Chairman recommended this could come with the existing refurbishment budget.

It was suggested that Cllr S Thomson will take this forward with Andy Carter

Cllr T Fyson talked about the possibility of a visitor's guide to the Guildhall being created, and Cllr S Thomson spoke about how there was already a pamphlet.

Proposal: For Andy Carter & Cllr Thomson to come back to Corporate Property with a proposal to move the creation of storyboards forward, also to note about collating it all into a history book which is to be passed to General Purposes.

Proposed: Cllr T de Galleani

Seconded: Cllr R Lyon

- **Marketing** - This is currently on hold temporarily whilst work on the website is continuing. We are still employing our consultant and she has sat in on two of the website presentations.
- **Website** - We have had four presentations so far for the two different websites.
 - Chairman would like to recommend that we buy www.dartmouthtowncouncil.gov.uk for the council based website. Recommend that for the more commercial website we will use 'Guildhall' as an umbrella which would then house information on all the assets / properties that the council owns and wants to promote.
 - Timeline will be around 2-3 months once we start.
 - We will need a contingency budget just in case there are other things which arise during development.
 - Both websites will act as a resource to both the council office staff, the Councillors and the public.

Proposal: To take the creation of the two websites forward.

Proposed: Cllr T de Galleani

Seconded: Cllr R Lyon

The Clerk left the room to photocopy the latest agenda for members.

The Clerk returned with more agendas

- **Update on improvements**
- The improvements to the ballroom are planned for January. (painting of the ballroom and refurbishment to the staging and movable steps)
- There was a discussion about the wire that runs across the ballroom with a curtain on it to make the room smaller. Cllr Thomson spoke about an idea to box it in and have a track running underneath for the curtain. The Chairman mentioned that we would need professional advice. Cllr T de Galleani spoke about another option being foldaway panels.

Proposal: To look into all the available options and make a recommendation to the next Corporate Property meeting.

Proposed: Cllr T de Galleani

Seconded: Cllr B Harriss
- There was also a discussion about the panels and the radiators in the Council Chamber. The Chairman said that we are waiting whilst the dehumidifier does it's work, but we have placed one pale panel in to replace the damaged one as a trial, if this works we will go ahead and replace all the damaged panels. Cllr Fyson spoke about the possibility of painting the radiators to match the room and this was discussed.

Proposal: To look into replacing all the panels that are damaged and to paint the radiators.

Proposed: Cllr T Fyson

Seconded: Cllr T de Galleani
- **Security** - The Chairman spoke about the need to make the office more secure to protect the equipment and personnel data. Installing a drop down and lockable grill to go over the counter when the staff are not there should be enough.

This found general approval but it should look attractive and not like a pub bar.

Proposal: For the Clerk to look into this with the Maintenance Manager and come up with solutions that fit the council's needs.

Cllr Fyson spoke about the data gathered for the Local Plan and how it would be nice to do something with this data but at the moment it is too personal and data protection won't allow it.

The Chairman agreed and asked for this to be moved to General Purposes.

Cllr Baillie spoke about the need to look at the doors at the back of the building if we are looking at security. The Chairman asked that the Maintenance Manager should action this as on-going maintenance.

- **Review of charging** - The staff are currently looking into the Guildhall hire prices. The Chairman spoke about how our costs need to be covered, it would be nice to make a profit but we absolutely must break even and cover staff costs.
The Clerk was asked to look at the costs from other councils and to bring recommendations back to the next Corporate Property meeting.
- **Guildhall kitchen leak** - The Chairman reported that there was a leak in the kitchen in the Guildhall offices, partly from the improved water pressure in Dartmouth, the work has been temporarily fixed, but he wanted to just advise the members that this work would need to be carried out very shortly, possibly over Christmas.

5. MARKET

- **Commercial Letting Agreement** - The Chairman reminded Councillors that every time we re-let a unit in the market we have to pay £850 + vat to the solicitor, we've taken advice and we can actually issue a commercial letting agreement that we can draw up ourselves.
Proposal: For the Clerk and the Finance Officer to finalise a commercial letting agreement for approval at the next Full Council meeting
Proposed: R Springett
Seconded: T de Galleani
- **Waste Bins** - Cllr Harriss spoke about how we no longer have bins in the market. Cllr Lyon mentioned that if devolved services takes place, we can make an agreement with SHDC to empty all our bins.
The Chairman said we need special bins that won't allow commercial waste.
Proposal To put two bins into the market before the season starts next year and to ask SHDC how much this would cost to empty them.
All Councillors agreed.
Proposed: R Springett
Seconded: Cllr Harriss

Cllr B Harriss offered to varnish the tables if the Council can buy a can of varnish, and the Chairman agreed this was a good idea and that he should talk to the Clerk or maintenance manager about this.

- **Community Chest market stall**
The Chairman announced that we had received a proposal from the Community Chest to ask if they could use the Buttermarket on a Thursday now that there isn't a Thursday market in the winter, this was to allow them to have a regular spot where people could find them,

whilst they were looking for permanent premises. The cost for this would be £60 for a Thursday session for up to six tables.

This would be reviewed at the end of January, and if it is working well then it would be extended until the springtime.

If Community Chest wanted more tables they would need to inform the Clerk and pay the additional £10 per table. Any such lets would need to comply with insurance and public liability.

Resolution: To let Community Chest hold a regular Thursday market for up to six tables on a trial basis which will be reviewed at the end of January 2018.

Proposed: Cllr R Springett

Seconded: Cllr M Baillie

Cllr T de Galleani commented that she would like to see the whole of the Buttermarket commercially cleaned in the New Year ahead of next year's season starting again.

- **Rules and Regulations**

The updates to the market trader's rules and regulations were circulated and discussed, and all Councillors thought this was a good idea.

The new rules and regulations specify no smoking in the Butter market but some Councillors suggested that it should be no smoking in the whole of the Market as it's no different from a public building eg: train station.

The Chairman suggested talking to the market unit holders and stall holders about this proposal, especially the café owners in case it affected their trade.

Cllr T Fyson spoke about removing item 3 which was to do with music / amplification and it was agreed to remove this item altogether.

Proposal: To accept the changes investigate blanket no smoking and move forward with asking all traders to sign a copy of the new rules and regulations.

Proposed: Cllr T de Galleani

Seconded: Cllr B Harriss

6. COMMUNITY ORCHARD

The Chairman wanted to congratulate the Orchard Team on a successful apple pressing day.

- **Perimeter Wall**

The Chairman explained that a few years ago most of the wall up Ridge Hill was repaired, however a small section of wall (10 yards) wasn't repaired as it was safe then, it isn't now. The Clerk was asked to get a quotation for this, and bring it back to Corporate Property with quotations.

- **Update on insurance**

The Chairman explained that the Orchard team would like some equipment insured that is currently stored in the substation within the orchard. The equipment is worth around £3,000 and after asking our insurance company, as long as the equipment officially belongs to us then yes we can do this but do we want to insure the substation as well.

The Chairman said that as long as the equipment belongs to DTC then the council are happy to insure this equipment, but no we do not want to insure the substation.

The Chairman also suggested that we may need to look at the security of the substation.

Cllr R Lyon left the meeting at 19.50

7. BUTTERWALK

- Roofing over the sloping deck

Chairman announced that this work is now finished.

8. BOATFLOAT

The Chairman reported that all the recent work on the Boatfloat was now done, shackles and chains had been replaced as necessary.

9. LONGCROSS CEMETERY – FENCE

The Clerk reported that we have had some suggestions from people both in the cemetery and the allotments that it would be more respectful for mourners if there was a fence in between the allotments and the adjoining parts of the cemetery.

The Chairman asked the Clerk and the maintenance manager to look at options and to get quotes.

10. IVY LANE

- **Leak** - Cllr Gent spoke about how the leak has still not been identified, maintenance manager has identified that the leak is outside of the building, but we are currently in discussions with South West Water.

The chairman suggested that the water meter should be moved closer to the building.

- **Boiler System** - Cllr Gent reported that because the boiler isn't used as frequently, it may be faulty, but on inspection although the boiler is old, it is still working fine. We now have a plan for the maintenance manager to go in and turn on the boiler more frequently. This should improve performance of the heating system.

11. TOOLS FOR IN HOUSE MAINTENANCE TEAM

The Chairman reported that we need to buy a set of tools for the maintenance manager and caretakers because up until this point he has been using his own tools. The Chairman has told the maintenance manager to go and buy tools which could come to around £7-800. The Chairman asked if this could be found in the budget and Cllr P Allen, the Chairman of Finance agreed it was necessary.

It was asked if we had a builders account with RGC where you get discount

12. PURCHASE OF CAR PARKS

Cllr T de Galleani spoke about how we should as a council seriously look into acquiring Mayors Avenue Car Park as a future revenue stream for us.

The Mayor reported that this has been mentioned by Cllr Tucker, the leader of SHDC previously.

Paul Allen said that we shouldn't be so naive as to think that we are the only ones interested in it and he suggested that the Mayor has an informal chat with Cllr Tucker to find out if this is possible.

The Chairman suggested that we continue these discussions outside of this committee and then bring it back once we have some answers.

13. PROVISION OF A VEHICLE

We have been lucky in that our maintenance manager used to have a van, but unfortunately he doesn't have one any more. We as a council need to be looking at this for the future and have money in the budget.

The Chairman suggested the maintenance manager get some quotes for the leasing of a van.

Proposal: To investigate acquiring a vehicle for Dartmouth Town Council as a matter of urgency.

Proposed: Cllr T de Galleani

Seconded: Cllr B Harriss

Cllr Gent left the meeting at 20.05

The Council had a 5 mins break at 20.05

14. PROPOSAL TO GO INTO COMMITTEE

Proposal: Cllr R Cooke

Seconded: Cllr T de Galleani

15. WEBSITE QUOTES

The Chairman, Cllr S Thomson, the consultant and the Clerk had, received presentations from four web agencies in total.

However it was incredibly hard to come to a decision on which would be the better option.

It was decided to eliminate two of them and then the Clerk suggested that we ask the remaining two to submit some design mock ups for the Councillors to have a look at and come to a decision. This was agreed.

16. THE RENTAL OF FLAT 6A DUKE STREET

The rental agreement we currently have with SHDC for flat 6a Duke Street has now expired, and so the Councillors were asked if we would like to give notice and take ownership of it back. A discussion took place about this and the possibilities of renting it out ourselves, or renting it to the museum.

Proposal: To give 3 months notice on flat 6a on the 1st January and to also look into taking back one of the parking spaces behind the Butterwalk.

All Councillors were in favour of this proposal.

Proposed: Cllr R Springett

Seconded: Cllr R Cooke

17. BALLROOM STAGING QUOTES

The quote for £4,630 was chosen.

18. BALLROOM HEATING QUOTES

The quote for £2,832.06 was chosen.

19. BALLROOM PAINTING AND DECORATING QUOTES

The quote for £3,755 was chosen.

20. RISK ASSESSMENT AND FIRE ALARM QUOTES

The quote for £800 was chosen.

21. PROPOSAL TO COME OUT OF COMMITTEE

Proposal: Cllr R Cooke

Seconded: Cllr B Harriss

The meeting closed at 20.50pm.