

DARTMOUTH TOWN COUNCIL
MINUTES OF THE SPECIAL MEETING OF DARTMOUTH TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER OF DARTMOUTH GUILDHALL ON
TUESDSAY 1ST MAY 2018

PRESENT: Cllrs: R W I Cooke (Mayor); A J C Fyson (Dept Mayor);
Cllrs: P Allen; G Coles; T de Galleani; D Gent; B Harriss; F
Hawke; R Lyon; F Pritchard-Tagg; R Springett; S Thomson.

IN ATTENDANCE: Town Clerk: C Pritchard-Williams; Finance Officer: Ali
McGrigor; Town Groundsman; Rob Harkness; Town Sergeant:
R Lambden; Dartmouth Chronicle: Charley Adams; and no
members of the public.

1. CHAIRMAN'S ANNOUNCEMENTS

2. APOLOGIES FOR ABSENCE

Cllrs: I Pritchard; D Kelland; Cllr Baillie; Cllr Smith;

3. DECLARATIONS OF INTEREST

Cllr Hawke declared an interest in a number of items below due to a member of his family working for a company listed below for equipment.

The Mayor explained that he had invited our Groundsman and Finance Officer to attend within the Committee section in order to answer any questions that may be asked

4. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr Gent

Seconded: Cllr Springett

Resolved: That in view of the confidential nature of business about to be transacted, it was in the public interest that the press and public be excluded and that they be instructed to withdraw.

The Mayor spoke about the need to move forward quickly now that the Council had voted to take on the parks and gardens form SHDC.

5. SHORT TERM HIRE OF 3.5 TON TIPPER

Cllr Lyon asked how long it would take to purchase the 3.5 ton tipper.

The Groundsman said that the lead time is around 14 weeks, which is why there is the option to hire one.

The Groundsman also said that there was a third option which was to purchase the all-terrain vehicle. (ATV)

Cllr Springett suggested it would be better value for money in the long term to buy the ATV.

Cllr Thomson said that our Groundsman knows what he's talking about, so we should trust him leave it up to him.

All Cllrs agreed to the purchase an All-Terrain Vehicle of up to a maximum of £15,000 and to choose no 1 or no 2.

Proposed: Cllr de Galleani proposed to purchase an All-Terrain Vehicle of up to a maximum of £15,000 and to choose no 1 or no 2 from the specification document supplied.

Seconded: Cllr Gent

All Councillors were in favour.

6. PURCHASE OF A 3.5 TON TIPPER

This item was covered by the above item

7. PURCHASE OF A RIDE ON MOWER

Cllr Lyon asked if this vehicle would be road legal or whether we would need a trailer to move it around the town and Rob Harkness clarified that yes this ride on mower would be road legal.

Proposed: Cllr Springett proposed to purchase a ride on mower of up to £17,000

Seconded: Cllr Hawke

All Cllrs were in favour.

8. PURCHASE OF TOOLS AND OFFICE EQUIPMENT

A discussion took place with regards to battery or petrol powered tools, it was thought that battery would be the better option.

Proposed: Cllr Allen proposed that we purchase up to a maximum figure of £15,000 to purchase gardening tools as listed by the Groundsman.

Seconded: Cllr Lyon

All Cllrs were in favour.

9. EMPLOYING GARDENERS

The Mayor spoke about the need to hire three new members of staff: a Gardener, a Labourer and also an Apprentice.

Cllr Hawke asked if after Council agree to appoint these three people, it could go to the personnel committee.

Cllr Allen agreed that this was the best way forward.

Proposed: Cllr Springett proposed that we go ahead and agree to hiring these three staff with up to a maximum of £50,000 and that we should move forward with advertising for the gardeners immediately.

Seconded: Cllr Hawke

All Councillors were in favour.

Cllr Thomson asked for the job descriptions to be circulated to all Cllrs following on from the Personnel Committee meeting.

10. EMPLOYING INTERNSHIP

Cllr Allen suggested this is moved straight to personnel.

11. EMPLOYING ADDITIONAL RECEPTIONIST / ADMINSTRATOR

Cllr Allen suggested this is moved straight to personnel.

12. OPEN SPACES' BUDGET

The Mayor said that our Town Groundsman would benefit from a budget that he can work from without having to go to the Clerk for small purchases.

Cllr Allen suggested we may need more in the budget for plants that the Groundsman had suggested.

Cllr de Galleani said she knows Rob has had trouble buying plants because we are so late in the season.

Proposed: Cllr Lyon proposed a budget of up to £25,000 for the Town Groundsman to use for 12 months.

Seconded: Cllr Springett

Amendment: Cllr Allen made an amendment that the budget for the Town Groundsman should be set so that any item in excess of £1,000 needs to be approved by the Clerk and the Chair of Finance.

Seconded: Cllr Gent

All Cllrs were in favour of the proposal and the amendment.

There was also a discussion about the logistics of cleaning the toilets and how it would be better to put this out to tender.

A schedule of toilet cleaning has been created by the Town Groundsman which can now go out to tender.

Cllr Springett asked that toilet cleaning, legal fees and salaries should be separate.

Cllr Hawke asked if toilet cleaning could be placed onto the adjourned council meeting where a decision to go in house or out to tender could be discussed.

There was a discussion on the payment to enter the toilets especially in the summer and the need for these toilets to go towards paying for themselves.

The Mayor said that a turnstile system may work better in the doorway.

13. TEMPORARY LOCK UP SPACE

The Mayor said that this had already been authorized as it was well within the Town Clerks budget

14. SUITABLE DEPO FOR OPEN SPACES TEAM

The Town Groundsman said that the Devolved Services working group had visited a suitable site at the bottom of College Way with an idea to leasing the land for vehicle storage and parking and storing equipment as well as acting like a depo for the Groundsman and his team.

Proposed: Cllr Allen proposed that we investigate this further and report back to full council.

Seconded: Cllr de Galleani

All Cllrs were in favour.

15. MOVING FORWARD WITH FLAT 6A

Cllr de Galleani declared an interest due to a friend of hers being interested in renting this property.

Cllr Coles declared an interest in this item due to being a trustee of the museum.

A discussion took place with regards to additional office space for staff and storage.

Cllr Springett suggested that part of flat 6a could be used as additional office space or storage.

Cllr Allen said that he thought it would be better to use the upstairs of the Guildhall rather than splitting the council office staff between two locations which was generally thought a better idea.

A discussion took place about how flat 6a wasn't really suitable to rent for social housing purposes and how it may be better to rent flat 6a to the Museum so that they can extend up and use for storage and additional displays.

The Mayor spoke about how as trustees of the Henley trust we could allow them to have a larger grant to cover the rent.

The Mayor suggested that this should be referred to the Corporate Property committee for a decision to be made.

Meeting closed at 20.30