

**MINUTES OF THE CORPORATE PROPERTY MEETING OF DARTMOUTH TOWN
COUNCIL HELD ON TUESDAY 19th SEPTEMBER 2017**

PRESENT: Cllr.: R Springett (Chair)
Cllrs.: G B F Coles; B T Harriss

IN ATTENDANCE: Town Clerk: C Pritchard-Williams; Cllr D Gent; one member of the public

1. APOLOGIES FOR ABSENCE

Cllrs: M Baillie; R W I Cooke - (Town Mayor); A J C Fyson; Cllr T de Galleani; F J Hawke (Vice Chair); R M Lyon; S Smith

2. DECLARATIONS OF INTEREST.

There were none

3. IVY LANE

It was agreed to bring Ivy Lane (Item 12 on the agenda) forward in the meeting to allow Cllr D Gent to give his report before moving on to attend another meeting.

Cllr Gent reported that there is a leak at Ivy Lane. SW Water are sending someone to investigate this as soon as possible. If this doesn't bring up the leak then we will need to bring in a specialist to investigate where the leak actually is at a cost of roughly £500.

Clerk to investigate SW Water to fit a stop cock for the building, as one cannot be found, hence being unable to isolate the leak.

4. MARKETING THE GUILDHALL.

a. Proposal for the website

The Chairman reported that he had attended a presentation from a website design company for two different websites - one for the Guildhall and the other for the Town Council.

The website for the Guildhall would be to market and promote all the Council properties, this website would be more commercial, the website for the Town Council would be non-commercial and will meet the government requirements. The website for the Guildhall is urgent.

We are currently waiting for quotes and will invite presentations from other web design agencies.

Proposed: Cllr R Springett

Seconded: Cllr G Coles

Resolved: To produce two separate websites for Dartmouth Guildhall and Dartmouth Town Council.

b. The Chairman reported that as a consequence of the Guildhall still being refurbished, and because the new website design is still in the early stages, it would be better to put the recruitment of a marketing assistant on hold, and provide additional hours for the consultant, to be used as and when necessary. This will need to be submitted to the Finance committee on 10th October 2017

Proposed: Cllr G Coles

Seconded: Cllr B Harriss

Resolved: To recommend up to 40 hours for the marketing consultant to continue with the marketing work.

c. Laptop purchase

The Chairman reported that when a marketing assistant is recruited, it will be a necessity to purchase a laptop for the assistant to use from home.

No further action at present.

5. CORRESPONDENCE.

The Clerk reported that she had received correspondence from the reporter from the Dartmouth Chronicle with regards to a market stall being left outside one of his office windows within the market, and requested it to be taken down when not in use.

The Chairman had investigated and that was not possible; he sympathized but said to remember that this is a working market.

Proposed: Cllr G Coles

Seconded: Cllr B Harriss

Resolved: That Full Council request that the Clerk writes to the Dartmouth Chronicle to explain that the Chronicle office is in a working market.

The Clerk reported that she had received a request for a pop up shop in (the soon to be empty) unit 5, during the weekend of the food festival only.

All thought that this was a good idea as the shop will still be empty at this time.

Proposed: Cllr Harriss

Seconded : Cllr Coles

Resolved: That the council approves the request for a pop-up shop in unit 5, and proposes a charge of £50 per day over the 3 day festival.

6. MARKET.

a. Farmers Market formally on Saturdays

The chairman reported that there had been a verbal request to run a farmers market on Wednesdays in the market around the Christmas period and possibly in the spring next year.

Proposed: Cllr Springett

Seconded: Cllr Coles

Resolved: To invite a request for the farmers market to trade on Wednesdays in the lead up to Christmas and possibly in the spring next year.

b. Update on unit 5.

The unit becomes vacant on 30th September 2017; applicants will be discussed within the 'In Committee' section below.

c. Report by Clerk on the pricing review

Cllr Thomson would provide a report at a future meeting.

7. GUILDHALL.

The Chairman reported that work was progressing well. Two radiators are to be fitted in the hallway; these will match those in the Clifton Room and Council Chamber. He also reported that 3 upgrades to the electrical supply had been recommended by our current contractor, one mandatory, the others advisory. These were each authorised by the clerk and taken from the refurbishment budget via Standing Orders 56(b)

a. Ballroom improvements

- i. We are currently working on specification to refurbish the stage and the movable steps so they are in keeping with refurbishments so far, we will obtain three quotes. Cllr Harriss mentioned that he believed access to the storage underneath the stage was currently limiting and could it be improved, this will be included in the specification.
 - ii. Updating the heating in the ballroom
New heating options are being investigated for the ballroom; we currently have two quotes for heating the ballroom, and are waiting on a third.
 - iii. The Clerk reported that the Maintenance Manger had recommended the painting of the ballroom could take place in January when the ballroom would be less busy, and that contractors could be commissioned to do this. Quotes would be obtained.
- b. Mayors Kitchen / Parlour Upgrade
The Chairman reported that the electrical upgrade mentioned earlier was in hand. The paneling approved at the same time as the Council Chamber would now progress, based on the quote dated 7th December 2016; this will be updated for changes in wood prices. All these costs are within the existing budget, which currently had £99,692 remaining.

8. COMMUNITY ORCHARD.

- a. Update on insurance
The Chairman reported that we have received a request from the Friends of Dartmouth Community Orchard to insure their equipment that will be housed in the old substation at the Orchard, now a town council building.
It was reported that a meeting with the insurance company is being held on Friday 30th September and this would be discussed.
- b. The Chairman reported that the Friends of Dartmouth Community Orchard had ordered a pack of free tree saplings from the Woodland Trust to be planted near the Fire Station.
- c. The Clerk reported that we had received a report from the Friends of Dartmouth Community Orchard. This was read out and will be attached to these minutes.

9. TOWN MAP UPDATE.

Cllr Coles reported that the map was currently with the printers.
The Chairman spoke about a couple of design issues with the map to do with the placement of the Guildhall and showing where the Guildhall is on the map, also it would be good to add the dates of the town events to the bottom section.
Cllr Coles said that she would see what could be done about the placement of the Guildhall on the map but the bottom section was available for advertising purposes.

10. BUTTERWALK.

Sloping Deck roof replacement.
The Chairman reported that this long standing issue would soon be resolved as work was starting on Monday 30th October.

11. BOATFLOAT

The Chairman reported that a broken trot has been repaired and that there is a need to look at all the shackles on the bridle as some need to be replaced. This is normal maintenance work.

Proposed: Cllr B Harriss

Seconded: Cllr G Coles

Resolved: To arrange for this work to be carried out as soon as possible.

12. LONGCROSS CEMETERY.

The Chairman reported that there have been occasions when the bins have not been emptied, South Hams District Council have been notified.

The need for a cut of the Cemetery to include the 17 scattered war graves before Remembrance Sunday was discussed, as was the work to continue to clear patches of brambles and overgrown shrubs, which was started last autumn.

Proposed: Cllr B Harriss

Seconded: Cllr G Coles

Resolved: Clerk to write to Back to Nature to remind them of the work to be done.

The one member of the public left the room at this point.

13. TOWN HALL CHARGES

The Chairman reported that the Guildhall prices need to be reviewed to take into account the cost of the caretaker, insurance and utilities needed for the room.

Proposed: Cllr B Harriss

Seconded: Cllr G Coles

Resolved: The Clerk to continue with the current arrangements but to look into this with the office staff and recommend a way forward.

14. RISK ASSESSMENT AND FIRE ALARMS AT DARTMOUTH TOWN COUNCIL PROPERTIES

The Chairman reported the need to renew risk assessment on all corporate assets.

Previously we have used two different companies for different areas of this work, and we could bring this together and use just one company as there have been some inconsistencies with the reporting from one company.

The Clerk will draw up a spec with the Maintenance Manager, and we will ask three companies to quote for this.

EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr. Harriss

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.

15. RE-LETTING OF UNIT 5, DARTMOUTH MARKET.

The council chose Interest No 1

Proposed: Cllr. B Harriss

Seconded: Cllr. G Coles

16. DART TO MOUTH DELI FLOORING QUOTES.

The council chose Quote C

Proposed: Cllr. G Coles

Seconded: Cllr. B Harriss

The meeting closed at 19.00