



Oundle Town Council

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Minutes of the meeting of the Estate Management Committee meeting held on Tuesday 6th September 2016 at 7.30pm the Barnwell Room, Fletton House.

Present: Cllrs Best, Butler, Chesser, Glen, Peel and Sparkes

Minutes: Hanneke Soans

EM16.01. Apologies for Absence
None

EM16.02. Election of the Deputy Chair of the Committee
It was proposed and agreed unanimously that Malcolm Glen be elected as Deputy Chair.

EM16.03. To review and approve the Estate Management Committee Terms of Reference
These were reviewed and the following to be amended; (**amendments in bold**)

- The Estate Management Committee shall inspect all Council properties on at least **one** occasion in each Council year.
- To ensure a budget for the next year is provided to **Finance & General Purposes Committee** by the October of every year.
- To develop a three year plan of activity and projects for submission to the **Finance & General Purposes Committee**.

EM16.04. Declarations of Interests
To receive and consider any declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*)
(This requirement applies only in respect of matters, which are to be considered by the Committee at this meeting.)

EM16.04.01. To declare any Disclosable Pecuniary Interests.
None

EM16.04.02. To declare any Other Interests.
None

EM16.05. Representations from Interested Parties
A period of no longer than 10 minutes will be allocated for members of the public to address the meeting about items on this agenda **at the Chairman's discretion.** (*Standing Order 3d and 3e*).

Paul Everleigh and David Hands on behalf of OATS and G&S to discuss agenda item EM16.08.

EM16.06. An overview of the Council's Estate for new councilors

The Interim Clerk gave a verbal overview of current estate as it was the first meeting of a new committee.

It was agreed to start a property tour starting with the Courthouse at 6.30pm on 20th September as this building is in the most need of a review as Council are hoping to attract new tenants to occupy it. Apologies were received from Cllr Butler that he will be unable to make this tour.

EM16.07. An update on Fletton House Snagging List

Cllr Sparkes went through the original snagging list drawn up for Fletton House, most of the main contractor items have been completed and the remaining items are to be completed by Oundle Town Council.

It was agreed that Cllr Sparkes would contact Anglian Water so that we could show them the camera footage of our drain issues as there is a possible issue in the mains sewer.

EM16.08. An update on the lighting system at the QVH and agree a quote for works to be carried out.

It was identified that the existing lighting bar structure has not been load tested for some time and that the proscenium tracking system needs replacing.

Three companies have been approached to quote, however one wanted to charge to come and quote and the other company were very expensive.

This left the societies with one quote from Custom Group Ltd for £3897.87 plus VAT.

Both societies are happy to donate a £1,000 each towards this cost and it was therefore agreed that the works could go ahead before the next production in January.

EM16.09. To agreed to a request from Taylors Amusements to hold a fun fair on the Recreation Ground from 10th October until 16th October 2016.

This request was agreed and a written contract will be issued for these dates.

EM16.10. To note recommendations of works following a 5 year electrical inspection requested by AVIVA insurance on The Courthouse and the QVH. Deadline for works to be completed is 21st September 2016.

The Interim Clerk gave an update that the electrical inspections have been completed on both buildings, however due to changes in legislation there is some works that need to be completed to bring the buildings up to date.

It was agreed that we need to set up an approved contactor list which is reviewed each April so that we always have a list of companies to approach for quotes.

EM16.11. Any Other Relevant Matters for Report

A request was received from councilor Best that we install two dog bins on the Creed Road/Hillfield Estate.

There being no further business the meeting closed at 9pm

