



Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA

Telephone: 01832 272055

Email: admin@oundle.gov.uk Website: www.oundle.gov.uk

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

Present: Cllrs Best, Chesser, Glen, Peel, S Oakes and Sparkes
Also present Mrs Emma Baker new Clerk

Minutes: Hanneke Soans

EM16.32. Apologies for Absence

None

EM16.33. 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.)

EM16.33.01. To declare any Disclosable Pecuniary Interests.

None

EM16.33.02. To declare any Other Interests.

16.37 QI Marketing – contractor to council – All councillors present

16.36 Fair Trade Cllr Sparkes is on the Fairtrade committee

EM16.34. 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*).

EM16.35. Minutes of the Previous Meeting – Estate Management Committee

To approve the minutes from the previous meeting held on 1st November 2016.

Proposed: Cllr Glen **Seconded:** Cllr Chesser **Resolved Unanimously**

EM16.36. To consider payment arrangements for Fairtrade Group signs.

Cllr Sparkes gave an overview of the situation. We have a better relationship with highways and if we purchase signs we can claim VAT if the Fairtrade Group pay us the cost less the VAT.

The sign designs are already approved by highways.

Proposed: Cllr Best **Seconded:** Cllr Glen **Abstention:** Cllr Sparkes

EM16.37. To receive an update on the occupation of The Courthouse.

Go back to Berry's and ask for reason for offer from Mrs Fairhall. Q I Marketing concerns raised as QI Marketing has a professional relationship with the council. In

principle we are happy with QI Marketing.

Wait for amended terms and look at those and see if there is a problem if these are not acceptable.

Look for another solicitor as the legal fees are too high for a standard lease.

EM16.38. To consider a request to clear all The Courthouse guttering.

Quotes for guttering clearing and agree this. Also look at the ridge tiles on the roof. It was agreed to take guttering quotes to Full Council as it is urgent in case of bad winter weather.

EM16.39. To consider the Pre- school lease.

Cllr Sparkes gave an overview of the current lease. Because they are a charity they are VAT exempt.

The pre-school cannot afford the rental increase on their lease. In the short term until they can get more pupils they can pay £7,500 to £8,000. Request from them to negotiate this lease every year.

The Clerk previously requested a business plan which has not been received to date.

It was agreed to suspend the lease for a year.

Action: will consider any offer they make.

It was agreed to purchase the Pre-school a new dishwasher and Cllr Peel agreed to arrange this and the marketing group have agreed to promote the Pre-school to try and increase their numbers.

EM16.40. To receive a verbal update on the Christmas Market.

Overall the market was a success, however there were some complaints about footfall in the QVH.

We need to put wi fi in the hall. Cllr Oakes has agreed to progress this.

Put tables out before traders arrived. Disabled access was not left free.

Background music was missing. Advertising and marketing. Need QVH sign on the hall.

It was agreed to arrange a wash up meeting in the next week.

EM16.41. To consider a report on room hire charges.

Cllr Glen has put a report together of possible room rates. The aim is to try for one corporate booking a week to help subsidize the other rooms for charities. It was agreed to remove band A at the QVH as it was felt that there was more wear and tear to the building with a performance. Cllr Peel will talk to G&S and OATS about the rental changes.

These rental prices will be put to Full Council in December.

Only B & C will remain for the QVH. It was agreed to write clear rental terms for all staff so that every hirer is given the same information.

Proposed: Cllr Chesser

Seconded: Cllr Peel

Resolved Unanimously

EM16.42. Update on future building projects.

The Hub extension is being investigated with planning by Cllr Oakes and the Clerk.

New Workshop Cllr Best is investigating the build options on this. Pre phab building.



£22,000 plus £5,000 groundworks. £5,000 to £7,000 utilities. Possible £40,000 budget.

EM16.43. Agree proposed spending for 2017/18 budget.

Cllr Sparkes gave overview on estates spending.

£2,500 Joan Strong porch re-render

£500 Occupation Road

£4,000 Markets

£10,000 East Wood Road

The Hub is currently breaking even.

Chasing some grants from Su Davies. Cllr Best will take on the funding for Snipe Meadow.

It was agreed that an Estates Tour needs arranging for Cllr Oakes and Mrs Baker.

There being no further business the meeting closed at 9.28 pm

