

# Oundle Town Council

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**Minutes of the meeting of the Estate Management Committee held on Tuesday 22<sup>nd</sup> May 2018 at 7.30pm the Barnwell Room, Fletton House.**

**Present:** Cllrs V Chesser, J Hutton, M Glen, and R Sparkes

**Minutes:** Emma Baker – Town Clerk

**EM18.01. Election of Chairman of Committee**  
Cllr Tony Robinson was elected as Chairman of the Estates Management Committee.

**Proposed:** Cllr Hutton      **Seconded:** Cllr Glen      **Agreed:** All in favour

**EM18.02. Election of Deputy Chairman of Committee**  
Cllr Malcolm Glen was elected as Deputy Chairman of the Estates Management Committee.

**Proposed:** Cllr Chesser      **Seconded:** Cllr Hutton      **Agreed:** All in favour

**EM18.03. Apologies for Absence**  
Apologies were received from Cllr Robinson and Cllr Clark and accepted.

**EM18.04. 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.)

EM18.04.01. To declare any Disclosable Pecuniary Interests.

None

EM18.04.02. To declare any Other Interests.

None

**EM18.05. 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*).

There were none

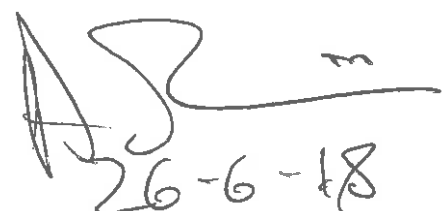
**EM18.06. Minutes of the Previous Meeting – Estate Management Committee**  
The minutes from the previous meeting held on 23<sup>rd</sup> January 2018 were approved.

**Proposed:** Cllr Glen      **Seconded:** Cllr Hutton      **Agreed:** All in favour

- EM18.07.** **To review the Terms of Reference**  
The Terms of Reference were approved. It was agreed that the 3-year plan would be discussed in the July meeting.
- EM18.08.** To agree quotation for work to be carried out to the lift in the Courthouse to satisfy the Insurance Report.  
The quote of £800 for the work on the lift in the Courthouse was approved.  
**Proposed:** Cllr Hutton      **Seconded:** Cllr Chesser      **Agreed:** All in favour
- EM18.09.** To agree to work to be carried out to fit a trap door and ladder in order to gain access to the Lift Motor Room in Fletton House.  
It was agreed that the Clerk try to get two more quotes.
- EM18.10.** To review the rent for the Queen Victoria Hall for the Gilbert and Sullivan Players.  
It was agreed that the Clerk investigate what a cost of living increase would have been over the a ten year period.
- EM18.11.** To discuss upgrading the CCTV in the Town following the quote received from the CCTV Contractor.  
The Clerk will try to get another quote for upgrading the CCTV in the Town.
- EM18.12.** To agree to recommend the quote for approval at the next Full Council meeting for CCTV monitors and external cameras to be installed at Fletton House.  
It was agreed that the quote for CCTV monitors and external cameras be put forward for approval at the next Full Council meeting.
- EM18.13.** To discuss request from member of the Springfield Garden Community Group to reinstate the updates from the group at the Estates Committee meetings and to discuss purchase of a sign for the garden.  
It was agreed that the money held in the OTC bank account be used for signs for the garden at a cost of no more than £162.00.
- EM18.14.** To agree to obtain quotes for painting and repairing the windows and doors in the courtyard of the Courthouse.  
It was agreed that the quotes are obtained to carry out the work.
- EM18.15.** To agree a date to complete the Estates Tour  
The Clerk will arrange a date in June for the Tour.
- EM18.16.** To discuss progress with the Hub  
The Clerk will ask the Finance Officer to produce a profit and loss report for the Hub and compare this with a report from before the increase in prices.
- EM18.17.** Correspondence Received  
Letters from residents of Bassett Place regarding the light. Respond to the residents.

Items for the next agenda: Review hall hire for the Music Festival and OATS  
Invite a member of the Bowls Club to attend the meeting to discuss  
the recently submitted planning application.

There being no further business the meeting closed at 8.18 pm



A handwritten signature, possibly 'A. J. M.', is written above the date '26-6-18'.