



DAWLISH TOWN COUNCIL

Minutes of a Meeting of the
Manor House and Riverside Committee
Held at The Manor House, Dawlish on
Wednesday, 20 November 2019 at 2.00pm

Present:

Councillors Mayne (Chairman), M. Lowther (Vice Chairman), Goodman-Bradbury, T. Lowther, Mawhood (ex-officio) and Taylor.

Officers in attendance

Andrew McKenzie – Town Clerk

23 APOLOGIES FOR ABSENCE

There were no apologies for absence.

24 AGREEMENT OF THE AGENDA BETWEEN PARTS I AND II

There was no Part II.

25 DECLARATIONS OF INTEREST

There were no declarations of interest.

26 MINUTES

The minutes of the Manor House & Riverside Centre Committee held on 18 September 2019 were approved and signed as an accurate record of the meeting.

27 MANOR HOUSE CAR PARKING

Members were advised that the legal position surrounding Automatic Number Plate Recognition cameras were being sought and further updates would be provided when possible.

Resolved that the update be noted.

28 RIVERSIDE CENTRE

The Town Clerk advised that the cost of reactivating the phoneline at the Riverside Centre was approximately £150 which would be levied regardless of who would eventually provide an internet service, in addition to the monthly cost.

Resolved that the provision of Wi-Fi at the Riverside Centre be approved.

29 TOWN COUNCIL OFFICE REFURBISHMENT

Members were apprised of the three quotes for works that had been sought for the office refurbishment, with the preferred quote totalling approx. £10,000 which would allow for removal of a partition wall, all new desks, chairs and storage units, all new carpet and paint for the walls.

The quote had not included the repositioning of two radiators which would be required following the removal of the partition wall, and Members suggested that this be explored but not to exceed 10% of indicative quote.

Resolved that the preferred quotation be approved, subject to the additional works for radiator repositioning not exceeding 10% of the quote.

At this juncture, the Chairman took item 10 – Approved Contractors on the agenda.

30 APPROVED CONTRACTORS

The Town Clerk advised that the new Financial Regulations required Town and Parish Councils to use the approved contractors list maintained by the District Authority. Following enquiries, Teignbridge District Council has a Service Level Agreement with Devon County Council and further information was sought from the County Council as to the possibility of Dawlish Town Council signing up to the same scheme.

Resolved that the Town Council sign up to the County Contractors scheme, subject to no tie in and retaining the ability to use local businesses where possible.

31 BUDGET 2020/21 REQUIREMENTS

Members considered what, if any requirements should be recommended for inclusion in the 2020/21 budget regards the Manor House and Riverside Centre.

During discussion, the following items of works were suggested for inclusion:

- Improved baby change facility in the Manor House,
- Engaging a surveyor to carry out review of buildings and suggest remedial works to form an ongoing schedule of planned maintenance;

- Replacement of the oven at the Riverside Centre; and
- Two stainless steel trollies be provided at the Manor House specifically for easy access when using the lift.

Members were advised that the office was currently updating its asset register which would enable an inventory of stock for the two buildings.

Resolved that when setting the budget requirements for the two buildings the above items be taken into account.

The meeting was closed by the Chairman at 3.23pm.

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Cllr Lisa Mayne, Chairman

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