



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

Friday 18 March at 10am in the Mayor's Parlour, Pierremont Hall

Present: Cllrs R.Binks (chairman), R. K Binks, D. Saunders & M. Saunders.

Town Clerk: Kirsty Holroyd
Facilities Officer: David Bassett

553. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllrs Bailey, Bayford & Savage.

554. DECLARATIONS OF INTEREST

None received

555. MINUTES

Members received the minutes of the meeting held on 21 February 2022.

RESOLVED: That the minutes be signed as a true record of the meeting by the chairman.

556. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

Minute 534 b) Stone paving on portico: Cllr RK Binks suggested that a solution could be to lift and reset the existing stone slabs. This option will be discussed with the Conservation Officer when she visits.

The following business was undertaken in accordance with the provisions of standing orders 3d, with a resolution made to exclude the public due to the confidential nature of the business.

557. TOWN CLERK'S REPORT

Members received the end of year report and considered the recommendations within it.

RECOMMENDATION: That Council delegate the task of finding and liaising with and ultimately employing a suitable Tenant Management Company to meet the Council's commercial needs to the Town Clerk and Facilities Officer subject to a maximum annual fee (typically 8-10% of rental income.)

558. ANNUAL INSURANCE REVIEW AND RENEWAL

Members received the summary report of the Town Clerk and correspondence from Zurich and considered the proposal.

RECOMMENDATION: That in order to comply with the Fire Order Act 2005 and on the combined advice of the insurer, the independent auditor and the surveyor the Council move ahead immediately with the next stage of the refurbishment of the basement, replacement of the steel beam at the northern end of the building and replacement of fire doors throughout the building.

The surveyor is to provide tenders documents combining all three elements of the works as well as a project manager to over see them for publication on the government contract finder website as soon as possible.

Members of the public were permitted to re-enter the meeting.

559. RETORT HOUSE

Members received a verbal update from the Facilities Officer who reported that the snagging issues had been delegated to the project manager's deputy and the original contractor to sort out. A meeting has taken place and they have been given 14 days to check the original job specifications and report back on those works they are willing to carry out under the retention fee.

UKPN have provisionally confirmed the date of 30 June for the removal of the redundant wire. The work will commence at 2pm (tbc) and will take 8-9 hours to complete. The Facilities Officer is obliged to remain on site and will claim subsistence allowance.

The original internal lighting has failed. The original contractor is considering the works under the snagging list.

Cllr Savage entered the meeting

E Saunders will also be attending the Music Room to repair external lighting over the next week. The job will entail the use of a scaffold tower and so the works to replace bulbs in the chandelier will take place at the same time. An alternative timer is being sourced so that the lighting can be more effectively and efficiently controlled.

The Town Clerk asked for approval for some invoices falling under the remit of this committee to be paid.

RESOLVED:

- i) That an interim payment of £5500 be paid to Ability Decorators for the works currently being undertaken to remove the stone step and replace the portico doors.**
- ii) That the invoice for the renewal of the council's insurance policy with Zurich be paid at a cost of £4639.23**

560. DATE OF NEXT SCHEDULED MEETING

Monday 23 May at 7pm in the Council Chamber, Pierremont Hall. It was agreed an extra meeting would be needed before this time and was set for 4 April 2022 at 10am in the Mayor's Parlour.

Meeting closed at 10.40 am

Signed _____

Date _____