

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the **Facilities Committee** held in the Council Chamber at **Diss Corn Hall** on **Wednesday 27<sup>th</sup> November 2019** at **7:15pm**.

Present: Councillors: S. Browne (ex-officio)  
N. Howard  
S. Kiddie  
A. Kitchen  
J. Mason  
D. Poulter  
J. Robertson (Chair)  
E. Taylor  
J. Welch (substituting)

In attendance: Sarah Richards, Town Clerk  
Robert Ludkin, Maintenance Manager  
Alex Jamieson, Responsible Finance Officer  
Councillor M. Gingell

### **F1119/01 APOLOGIES**

Apologies were received and accepted from Councillors Collins & Olander (ex-officio).

### **F1119/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Councillor Welch substituted for Councillor Collins.

### **F1119/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were none.

### **F1119/04 MINUTES OF THE LAST MEETING**

It was

RESOLVED: That the minutes of the Facilities committee held on 23<sup>rd</sup> October 2019 were agreed as a true record and were duly signed by the Chairman.

### **F1119/05 ITEMS OF URGENT BUSINESS**

There were none.

### **F1119/06 PUBLIC PARTICIPATION**

There were no members of the public or press present.

### **F1119/07 CORN HALL**

a) Councillors considered a quotation (report reference 20/1920 referred) for bird proofing the Corn Hall. It was noted that this is one of several measures being taken to improve the town centre's cleanliness and that previous attempts to net and/or spike this building and others in the town have not been carried out effectively. Members heard that the Council's existing contractor has offered to purchase, install and maintain two duck feeders in the Park at no cost to the Council, which should encourage members of the public to only feed the ducks appropriate seed in appropriate quantities. It was agreed that it was a well thought out proposal put together by a contractor with proven ability to effectively net the Park Pavilion and that subject to the proposed solution effectively preventing the birds from sitting on the roof, it was

RESOLVED: to approve expenditure of £3,727 from the Corn Hall budget to contract Dealey & Associates Ltd to undertake the bird proofing works to the Corn Hall roof.  
**(Action: Clerk/MM; immediately)**

b) Members considered a quotation (report reference 21/1920 referred) for installing a new accessible flagpole in front of the Corn Hall within the building's boundary fence. It was noted that the pole is made of metal and it was suggested that delivery costs could be reduced if the pole could be delivered as a part-load. There was a discussion regarding adequate foundations to support the pole and that the £175 site visit cost should only be paid once. It was agreed to approve expenditure of the value of the quotation plus 10% to cover additional unknown costs. It was

RESOLVED: to approve expenditure of up to £2,536 from the 2019/20 Corn Hall budget code to include one site visit of £175 and query if the delivery costs can be reduced.  
**(Action: Clerk/MM; immediately)**

**F1119/08 MULTI-USE GAMES AREA**

Councillors considered a quotation received to replace two panels of the Multi-Use Games Area and re-line the football/basketball court on Diss Park (report reference 22/1920 referred). It was noted that the original panels will be replaced by heavier duty panels, that the previous panels replaced on the MUGA were paid for via an insurance claim, that the original warranty has expired, and the damage has been caused through wear and tear. There was a discussion around whether the installation of the panels should be undertaken by the Council's maintenance team or the contractor. It was agreed that the low risk of installing the panels incorrectly would be outweighed by the cost of a warranty via the contractors at £571. It was:

RESOLVED: 1. To appoint Sutcliffe Play to supply the two-replacement green heavy duty rebound panels behind each goal and re-line the Multi-Use Games Area (MUGA) at a cost of £2,305.86 to exclude supplier labour.  
2. That the Council's Maintenance Team install the panels on the MUGA.  
**(Action: MM; immediately)**

**F1119/09 CEMETERY**

Members considered expenditure of up to £1,500 from Earmarked Reserves Cemetery to survey a section of the Cemetery Chapel roof to determine future expenditure (report reference 23/1920 referred). It was noted that the issues with the roof have been apparent for some time and that exploratory visual surveys have been previously undertaken. There was discussion about the requirement for a specification for works from the survey that could be put out to tender. It was also noted that there could be issues with the foundation of the building. It was

RESOLVED: to defer consideration of the Cemetery Chapel to the next Executive Committee with survey quotations to be sourced.  
**(Action: Clerk; by 4.12.19)**

**F1119/10 FACILITIES BUDGET**

Councillors considered a draft budget for this committee (report reference 24/1920 referred). It was noted that the allocations for the Nunnery, sleepers, death of a Royal and Cemetery groundwater were new items and an indicative cost for street cleaning equipment had been included. It was noted that there have been drainage issues at the Corn Hall and that there is currently £6k in Earmarked Reserves Corn Hall, which was omitted from the report received in addition to the £7k proposed in the budget. It was also noted that a replacement van (2016 plate, 19k miles) has been purchased today, reducing the funds available in Earmarked Reserves to approx. £12k. It was

RESOLVED: To approve a recommendation to the Executive Committee of a budget allocation for this committee of £66,780 subject to change for project related expenditure.  
**(Action: Clerk/RFO; by 4.12.19)**

**F1119/11 ITEMS FOR NOTING**

- a) Progress Report – members noted progress on decisions made at the last meeting of this committee.
- b) Boardwalk – members noted that the boardwalk will be closed for up to three weeks in the Spring of 2020 for essential maintenance work.

**F1119/12 MEMBER FORUM**

Members considered information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. Members were advised that the requested changes to the Wetherspoon deed of easement regarding the position of the boardwalk gate had been forwarded to their solicitor and a response is awaited. It was also noted that nothing conclusive had been received as a result of the testing on the swan which had died. The Christmas Lights Switch-On sub-committee was thanked for organising another very successful event.

**F1119/13 DATE OF NEXT MEETING**

Members noted that the next meeting of the Facilities Committee is scheduled for 26<sup>th</sup> February 2020.

**F1119/14 PUBLIC BODIES (Admissions to Meetings)**

Members considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and

Standing Orders 3d to exclude members of the public and press in order to discuss the following item which is properly considered to be of a confidential nature.

*Councillor Howard chaired this item.*

**F1119/15 STAFFING**

Members considered the extension of the Finance / Administrative Assistant's temporary contract (report reference 25/1920 referred). It was acknowledged that the new Finance team is working very well, that the budget working group meeting was very professionally run, and it was

- RESOLVED: a) to approve the extension of the Finance / Administrative Assistant's temporary contract until the end of the financial year 2020-21
- b) To refer to the Executive committee consideration of a permanent increase in hours to the Finance / Administrative Assistant's contract for 2020-21 onwards as part of the budgeting process.

**(Action: Clerk; immediately)**

Meeting closed at: 8.30pm.

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Chairman: Councillor Robertson