



Filey Town Council

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18 September 2019

Dear Councillor,

Ordinary Property Committee Meeting

You are hereby summoned to attend an ordinary meeting of the Property Committee to be held on **Thursday 14 November 2019**, commencing at **10am** in the **Committee Room, Council Offices, 52a Queen Street, Filey, YO14 9HE.**

The agenda for the meeting is set out below.

David Liddle
Town Clerk and RFO

Agenda

Committee Members:

Councillors: Haddington, Crawford-Gage, Houlden-Banks, Mills, Parkin, Robinson.

	Item
1	Apologies Committee to note any apologies, the reason(s) given for absence and consider acceptance of them.
	<u>Procedural items</u>
2	Declarations of interest Committee to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interest. Code of Conduct http://www.fileytowncouncil.co.uk/Policy/Code%20of%20Conduct_08.11.2017.pdf
3	Minutes of the ordinary meeting held on 26 September 2019



Committee to consider approving the minutes as a true and accurate record.

Minutes

<https://fileytowncouncil.sharepoint.com/:b:/g/Files%20Town%20Council/EdNLYHhaJRRcQe7IHK4UPpsBq141yWgaR-AUkmNca5BIPQ?e=oUnkWU>

Business items

4 Council Offices

A) Health & Safety Report

Committee to understand the current situation regarding Health and Safety Management. ELAS the Councils H&S advisor visited site for an inspection which was extremely positive with all general recommendations actioned. Specific attention was made to the Fire Risk assessment where two actions were outstanding both with regard to training of staff in Fire extinguisher training and H&S awareness. A proposal for the training is expected in the next couple of days.

B) Windows

Quote have been investigated for the refurbishment of the windows to the front of the Council Offices: -

Offices window Refurbishment Quote Comparison

Contractor	Scale of work	Price	Comment
M&R Malley	See Quote	£3076.80 +VAT	Experienced contractor has worked many times on the Building
W. Colling	See Quote	£4360.00	Experienced contractor has worked many times on the Building (W. Colling is not a VAT registered Company)
Scarborough Building Services			Failed to quote
Haxby Joiners			Failed to quote
C.A. Wharton & Son			Failed to quote

The committee to review the quote and decide the way forward.

https://fileytowncouncil.sharepoint.com/:b:/g/Files%20Town%20Council/EfrTKnLZsVNiyP0n70bbt4BaEHq6gD_SGLN398g5zplGA?e=aRy6hx

<https://fileytowncouncil.sharepoint.com/:b:/g/Files%20Town%20Council/EVcZISUa5AdApfLx2PnJFecBSJ3flLPBs2yPyhmiykeWJw?e=gjvNnA>

5 Work arising from the Museum visit.



	<p>All work reported at the last visit to the Museum has been reported to the appropriate builder the clerk a quote has been received and PO raised, and we are awaiting the invoice for the completed work. This work is planned to be done during the closed season.</p>
6	<p>Queen Street Garden (A visit to the garden is recommended at this time to ensure all members fully understand the potential project)</p> <p>The borehole and excavation survey took place on 31 October 2019. The Clerk has been informed that a report containing two options regarding stabilisation will be available for consideration at the meeting. The options requested were one off being to simply stabilise the area with no further work being done and the second options is to stabilise the area and return the area to a “Garden” with an accessible viewing platform at the top of the area.</p> <p>The Clerk has attended a funding seminar and from the information received at this event feels confident that, potentially a grant may be available depending upon the type of facility envisaged and of course competing projects.</p>
<u>Next Meeting</u>	
7	<p>Items for inclusion on the next meeting agenda</p> <p>Members may use this opportunity to raise items for inclusion on future committee meeting agendas.</p>
8	<p>Date and time of the next meeting</p> <p>Committee to note that the next meeting will be 23 January 2020 at 10am at the Council Offices (Committee Room)</p>