



# ASSETS AND FACILITIES SUB-COMMITTEE

15 November 2022

Dear Councillor

**NOTICE IS HEREBY GIVEN** that a Meeting of the Assets and Facilities Sub-Committee at which your attendance is summoned, will be held at **Council Chamber 1, Bitton House, Bitton Park Road, Teignmouth, TQ14 9DF** on **Monday, 21st November, 2022** at **3.30 pm** to transact the business specified in the Agenda as set out.

Iain Wedlake  
Town Clerk

Distribution: Councillors R Ash (Chair), P Williams (Vice-Chair), J Atkins, A Henderson, Orme, I Palmer and R Phipps

***For information – to be taken as read:***

- 1** ***Declarations of Interest*** – Members are reminded that they should declare any interest in the items to be considered and are also advised that the timescale to alter their stated interests with the District Council’s Monitoring Officer is 28 days.
- 2** ***Items requiring urgent attention*** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting.
- 3** ***The Freedom of Information Act 2000*** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.
- 4** ***The Data Protection Act 2018*** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.
- 5** ***Mobile telephones*** Councillors and members of the public are requested to ensure that mobile phones are switched to ‘silent’ during the meeting to avoid disruption.
- 6** ***Recording*** this meeting may be filmed or audio taped.
- 7** ***Public Participation:***  
*Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman. Members of the public will also be given an opportunity to discuss Town Council activities not on the current agenda after the close of the meeting. The comments of members of the public and electors of the parish who speak before the start of the meeting or following the close of the meeting will not form part of the Minutes of the meeting.*

## **AGENDA**

### **PART I**

#### **(Open to the Public)**

1. **Apologies for Absence**

To receive, note and where requested, approve the reasons for apologies for absence.

2. **Declarations of Interest**

To declare any disclosable interests relating to the forthcoming items of business (if any).

3. **Minutes** (Pages 5 - 8)

To approve, sign and adopt the minutes of the Assets & Facilities Sub-Committee meeting held on 3<sup>rd</sup> October 2022.

4. **Action Point Update**

Updates on any outstanding action points

Major Project Updates

5. **Replacement CCTV** (Verbal Report)

6. **Town Toilets**

To update on the Den toilets handover to new tenants and the additional issues work and burdens that this has made, and any other things that require sharing

7. **Community Units** (Verbal Report)

To update on the transfer from Teignbridge

8. **Bitton Park** (Verbal Report)

Update on Bitton Park

9. **Bitton House & Annexes** (Verbal Report)

Update on any developments with the house & annexes

Other Works

10. **Lightning Protection & Flag Pole** (Verbal Report)

Still waiting planning determination

11. **Intruder Alarm / Access Control** (Verbal Report)

The new building intruder alarm & access control system for the Town Council Offices is all complete and working

12. **Bus Shelters** (Verbal Report)

An update

New Items

13. **Health & Safety Direct - RAMS / Staff Training**

To discuss the subscription service for H&S and Training to include H&S Policy review, event risk assessments and staff training.

14. **Website subscriptions** (Pages 9 - 14)

To discuss and decide what action to take regarding the options:

Mailchimp – email newsletter – 500 subscribers, 2,500 emails per month – Free

App - £2000 setup, £499 / year – sends push (automatic) notifications for news & events and 10 addtl pages

15. **Boyce relinquish of contract for town flowers etc.** (Verbal Report)

An update.

16. **Recap on any new Action Points**

17. **Part 2 (if required)**

18. **Date of Next Meeting**

DRAFT MINUTES

# DRAFT MINUTES

Meeting ID	111
Committee	Assets and Facilities Sub-Committee
Date	03/10/2022
Attendees	Richard Ash (Chair) Peter Williams (Vice-Chair) Joan Atkins (Committee Member) Andrew Henderson (Committee Member) Jacqui Orme (Committee Member) Iain Palmer (Committee Member) Robert Phipps (Committee Member) All Councillors (Notify)

Item ID	186
Item Title	Apologies for Absence
Summary	An apology for absence was received from Councillor P Williams  <b>Resolved</b> that the apology be noted.

Item ID	187
Item Title	Declarations of Interest
Summary	None were received.

Item ID	188
Item Title	Minutes
Summary	Members considered the minutes of the Assets & Facilities Sub-Committee meeting held on 25 July 2022.  <b>Resolved</b> that the minutes of the Assets & Facilities Sub-Committee meetings held on 25 July 2022 be approved and signed as a correct and accurate record of the meeting. Proposed Cllr Palmer, Seconded Cllr Ash, Unanimous

Item ID	189
Item Title	Action Point Update
Summary	Update on outstanding action points

Item ID	191
Item Title	Replacement CCTV
Summary	IW explained recent changes in Police stakeholders, and hoped to clarify revised contact details shortly.

Item ID	233
Item Title	Town Toilets
Summary	IW advise the committee that the final planning permission for the point toilets had now been approved. IW will arrange a joint press release with TDC for the purposes of public information.

Item ID	234
Item Title	Community Units
Summary	No significant change planning application submission progressing and legal transfer progressing.

Item ID	235
Item Title	Bitton Park
Summary	No significant change, Planning application submission progressing. IW explained a possible alternative should planning issues be unsurmountable.

Item ID	236
Item Title	Bitton House & Orangery
Summary	Listed building consent is in and due back mid October for the lightning conductor and flagpole.

Item ID	237
Item Title	Sea Front Lamp Columns
Summary	Query regarding brightness had been sent to DCC and a reply is expected soon.

Item ID	238
Item Title	New Website & ModernGov
Summary	Both installed and awaiting training for admin staff to reload documents back to May 2019

Item ID	239
Item Title	Lightning Protection & Flag Pole
Summary	As described in item 9

Item ID	240
Item Title	Intruder Alarm / Access Control
Summary	Access control installed, intruder alarm in progress.

Item ID	242
Item Title	Pay & Display Report
Summary	<p>IW listed previously raised items to be considered in the forthcoming review and asked members for any additional items they wished to be considered. The list is now.</p> <ul style="list-style-type: none"> <li>• Public combined day/night permit at same rate as recently offered to previous permit holders</li> <li>• Increase the number of public permits available to purchase to 25</li> <li>• To consider a 6-hour parking options for longer room hires</li> <li>• To consider amending the no return within 1 hour restriction</li> <li>• To investigate the possibilities of paying for parking with a room hire</li> </ul> <p>IW advised that ideally the report would come to the November committee but due to other pressures and the availability of DCC officers may have to be January committee.</p>

Item ID	243
Item Title	Bus Shelters
Summary	IW shared images of the bus shelter options under discussion with DCC and will update as things progress.

Item ID	194
Item Title	Recap on any new Action Points from meeting
Summary	IW to arrange joint press release with TDC regarding toilets by end of October.

Item ID	195
Item Title	Date of Next Meeting
Summary	<p>Monday 21<sup>st</sup> November 2022 @ 15:30</p> <p>Monday 23<sup>rd</sup> January 2023 @ 15:30</p> <p>Monday 20<sup>th</sup> March 2023 @ 15:30</p>

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Marketing Platform	Websites & Commerce	Transactional Email
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How many contacts?

£ GBP

500

<p><b>Premium</b></p> <p>Starts at £ <b>263</b>.72 /month*</p> <p style="text-align: center;"><b>Buy</b></p>	<p><b>Standard</b></p> <p>Starts at £ <b>14</b>.99 /month*</p> <p style="text-align: center;"><b>Buy</b></p>	<p><b>Essentials</b></p> <p>Starts at £ <b>9</b>.70 /month*</p> <p style="text-align: center;"><b>Buy</b></p>	<p><b>Free</b></p> <p>£ <b>0</b> /month*</p> <p style="text-align: center;"><b>Sign Up</b></p>
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\***Overages** apply if contact or email send limit is exceeded. [Learn more](#)

<u>Monthly Email Sends</u>			
150,000	6,000	5,000	2,500
<u>Maximum Contacts</u>			
Unlimited	100,000	50,000	500
<u>Users</u>			
Unlimited	5 Seats	3 Seats	1 Seat
<u>Customer Support</u>			
Phone & Priority Support	24/7 Email & Chat Support	24/7 Email & Chat Support	Email support for first 30 days
<u>Pre-built Email Templates</u>			
✓	✓	✓	✓
<u>300+ Integrations</u>			
✓	✓	✓	✓
<u>Basic Reporting &amp; Analytics</u>			
✓	✓	✓	✓

Feedback

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<u>Forms &amp; Landing Pages</u>			
✓	✓	✓	✓
<u>Creative Assistant</u>			
✓	✓	✓	✓
<u>Role-based Access</u>			
5 Roles	4 Roles	2 Roles	✗
<u>Remove Mailchimp Branding</u>			
✓	✓	✓	✗
<u>A/B Testing</u>			
✓	✓	✓	✗
<u>Email Scheduling</u>			
✓	✓	✓	✗
<u>Automated Customer Journeys</u>			
Enhanced	Enhanced	✓	✗
<u>Pre-built Journeys</u>			
✓	✓	✗	✗
<u>Custom-Coded Templates</u>			
✓	✓	✗	✗
<u>Predictive Segmentation</u>			
✓	✓	✗	✗
<u>Content Optimizer</u>			
✓	✓	✗	✗
<u>Send Time Optimization</u>			
✓	✓	✗	✗
<u>Dynamic Content</u>			
✓	✓	✗	✗
<u>Multivariate Testing</u>			
✓	✗	✗	✗
<u>Comparative Reporting</u>			
✓	✗	✗	✗

Feedback

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<u>Advanced Segmentation</u>			
✓	×	×	×
<u>Dedicated Onboarding Specialist</u>			
✓	×	×	×
<a href="#">About Premium</a>	<a href="#">About Standard</a>	<a href="#">About Essentials</a>	<a href="#">About <u>Free</u></a>

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Feedback

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Restrictions apply. See our full [terms and conditions](#).

Get started

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Get started

Feedback

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# FAQs

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What payment methods do you offer?



How do I switch to a different plan?



Can I buy credits instead?



Do you have pricing for high-volume email senders?



What happens if I hit my contact or sending limit?



# You'll be in good company

Feedback

EAST FORK



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