

EXMOUTH TOWN COUNCIL

Minutes of the Extraordinary Virtual Meeting of Exmouth Town Council held on Monday 29 March 2021

Present:

Councillors:	S Gazzard (Chairman)	
	A Bailey	B Bailey
	E Beech	F Caygill
	M Chapman	A Colman
	F Cullis	O Davey
	B De Saram	T Dumper
	L Elson	I Kirvan
	C Nicholas	M Rosser
	A Sadiq	P Stott
	A Toye	B Toye
	J Whibley	J Whipps
	T Woodward	

Officers:

Lisa Bowman, Town Clerk

Apologies:

Councillors: D Poor

Devon County Councillors: C Channon, R Scott, J Trail

The Chairman welcomed all to the meeting, including any members of the public and the Press.

Public Forum: There were no questions from members of the public.

C21/020. Council meeting minutes

Councillor J Whipps proposed, seconded by Councillor M Chapman, that the minutes of the Town Council meeting held on Monday 22 February 2021 be approved.

The minutes of the meeting (previously circulated) were received and signed as a true record.

C21/021. Matters arising from the previous minutes

There were no matters arising from the previous minutes.

C21/022. Declarations of pecuniary interest and dispensations

There were no declarations of pecuniary interest.

C21/023. Exclusion of the Press and public

There was one item on the agenda that would be discussed in Part II of the meeting that involved the likely disclosure of exempt information as defined in Part I, Schedule 12A of the Local Government Act 1972.

C21/024. To agree to start negotiations with EDDC to potentially acquire a lease for the Phear Park compound and agree to appoint solicitors to review draft Heads of Terms for final approval by Full Council.

The Town Clerk started by explaining that, with Exmouth Town Council imminently taking back in house the town maintenance contract for Exmouth, the Town Council has been looking for a more permanent and suitable base for the Grounds Maintenance Team. Any new location needs to be secure, large enough to house the team's vehicles and equipment, able to store large amounts of plants and materials when necessary, and provide a working base for the team. Up until now, the team has been able to use part of an EDDC-owned compound at Phear Park, although not exclusively, and two overnight-only parking spaces at EDDC's Camperdown Terrace depot. However, now that the team and its work has increased in size, it has become urgent to find a more suitable base.

The Town Clerk further explained that the Town Maintenance Overview Party and the Deputy Town Clerk have been investigating possible locations. The best option has come from EDDC and the existing compound at Phear Park, which EDDC is offering to lease at a cost of £1,700 per annum with exclusive use. Some work would need to be completed at the site to make it fit for purpose, such as installing new gates to ensure the site is secure and to install a storage container. In respect of the gates in particular, the Town Clerk hoped that the Town Council may be able to negotiate EDDC's replacement of the gates as part of the contract, although she reassured Members that there would be funds available to replace these if this was not the case. As an initial step, the Town Council is therefore looking for approval to start negotiations with EDDC on the lease and appoint solicitors to review the draft Heads of Terms (NB The latter would be likely to cost in the region of £1,000). If the results are satisfactory, the issue will be brought back to Full Council in due course for final approval.

Councillor I Kirvan, Chair of the Town Maintenance Overview Party, endorsed the Town Clerk's comments and explained that this option would provide the most readily available and affordable secure base for the Grounds Maintenance Team.

A short question time followed, and the following points were made:

- Members were unanimously supportive of the project;
- Suggestions to improve the site included: replacing the gates with more secure ones, ideally the same height as the perimeter wall; installing an electricity and water supply to the yard; installing a shipping-type container for storage. Members were keen to have as many of these requirements negotiated within the lease as possible. The Town Clerk responded that the Town Council would try to do this but cautioned that ultimately these may end up being at the Town Council's own expense;
- Councillor M Chapman suggested buying the location rather than leasing it, if this was possible. The Town Clerk clarified that the other side of the barn and separate yard at the site are currently used by EDDC for their grounds maintenance team so it was unlikely that the site would be for sale. However, she suggested revisiting this issue at the April meeting when there would be an agenda item on a place and prosperity consultation setting out the process for town and parish councils to express interest in assets held by EDDC.

Councillor I Kirvan proposed, seconded by Councillor J Whipps, and it was **RESOLVED** to start negotiations with EDDC to potentially acquire a lease for the Phear Park compound and to appoint solicitors to review draft Heads of Terms for final approval by Full Council.

Members of the public and Press left the meeting.

PART B of the meeting.

C21/025. To receive a recommendation from the CCTV Working Party regarding the purchase of replacement CCTV cameras for the public realm CCTV system

Members had received notes of the CCTV working party meetings held on 26 February 2021 and 23 March 2021 with two associated recommendations. Members were informed by Councillor F Caygill, in his capacity as Chairman of the working party, that five companies had been proactively approached to provide a quotation for re-deployable cameras and three had subsequently responded. The three quotations received had been anonymised for consideration by the working party and evaluated on the basis of price and value for money in the context of the available budget, as well as the strength of the supporting information supplied in respect of the respective contractors' experience, reputation and reliability in meeting the needs for Exmouth's new CCTV cameras.

Following discussion, it was proposed by Councillor P Stott, seconded by Councillor B De Saram, and **RESOLVED** that:

- Financial regulations should be waived in order to allow Lisa Bowman to proceed with the order for purchase of CCTV cameras without the need for a formal tender process via Contracts Finder. This was on the basis of time and capacity constraints and due to the imminent decommissioning of the existing EDDC managed system.
- A purchase order should be issued to contractor A for the purchase of ten replacement CCTV cameras as per the quotation received and that the contractor should be awarded a service level agreement for five years at a total inclusive cost of £76,000.

C21/026. Date of next meeting

The next meeting will be held on 19 April 2021 at 6.30pm.

The meeting concluded at 20.50pm.

Signed..... Date.....
(Chairman)