

## LANDLORDS WORKING GROUP Rep 6/2016

### Notes from the Meeting of the Landlords Working Group which was held on Wednesday 1<sup>st</sup> June 2016 at 7pm

**Present:** Cllr Allen, Cllr Bradbury, Cllr Ladd and Cllr Tucker. Also present the Town Clerk.

#### **Agenda**

1. *Apologies for absence* – Apologies for absence were received from Cllr Temple.
2. *Nomination of Chair for 2016.17* – it was proposed that Cllr Ladd be Chair for 2016.17. Agreed by all.
3. *Terms of Reference of Landlords working group* – the Working Group proposed that for clarity there be one alteration to the responsibilities on page 2 of the Terms of Reference and **this to be considered by full Council.**
4. *Declarations of Interest* – there were no declarations of interest.
5. *Property repair schedule*
  - *Procurement Process update* – the Town Clerk provided details of the procurement process that would be required for the repairs to the property portfolio as provided by SALC. Details noted.
6. *Tenant response to minute re her tenancy* – see Confidential paper.
7. **Town Hall**
  - *Office works - Damp at front of building – Being Completed.*
  - *Completion of Painting of front - still outstanding.*
  - *Town Hall Inside Alterations* – Requirements to be finalised with Brian Haward. Cllr Tucker and Cllr Ladd to arrange to meet Mr Haward.
  - *Town Hall Ctte room* – Mr Haward to also be asked to consider works in the Town Hall Committee Room to enable this to be more suitable for Town Council committee meeting requirements. This to include purchase of smart screen/projector system.
  - *Damp in Toilet – do as part of Town Council property repairs*
  - *New Toilet Door -to do as part of front internal alterations*
  - *Alarm to be installed once alterations complete.*
8. See Confidential Minutes.