



Oldway Mansion and Estate Working Party Meeting Agenda

Monday, 10 June 2019 at 5.00 pm
to be held in Board Room - Town Hall

Membership

Kevin Mowat
Councillor Darren Cowell
Louise Gilson
Paul Hawthorne
Councillor Rick Heyse

Councillor Cordelia Law
Colleen Moon
Mark Green
Councillor Lynn Sykes
Councillor John Thomas

1. **Appointment of new Chairperson**
2. **Exclusion of the Press & Public**
To consider passing a resolution to exclude the press and public from the meeting prior to consideration of the following items on the agenda on the grounds that exempt information (as defined in Schedule 12A of the Local Government Act 1972 (as amended) is likely to be disclosed.
3. **Minutes of meeting 18th April 2019**
4. **Matters arising**
 - Security Contract
 - Oldway Artefacts
5. **Budget Update**
6. **Health & Safety findings - Fire alarm/Emergency lighting**
7. **Ground maintenance**
8. **Future Oldway Trust**

For information relating to this meeting or to request a copy in another format or language please contact:

Lorraine Stewart, Town Hall, Castle Circus, Torquay, TQ1 3DR

9. DCA Update Report

10. Any Other Business

Reference Information

Standard Terms of Reference

- i) That an Oldway Mansion and Estate Working Party be established comprising 5 members, to be politically balanced and include the Executive Lead for Finance and Regeneration with terms of reference as follows:
 - 1) To review any condition surveys for buildings on the site;
 - 2) To review proposals for use of buildings and grounds;
 - 3) To ascertain community views in respect of these matters; and
 - 4) To make recommendations about how future use of building should be taken forward; and

- ii) That the Working Party identifies relevant members from the local community and relevant representatives from the business, public and voluntary sectors to be invited to meetings as advisors to assist with the work of the Working Party.



Minutes of the Oldway Mansion and Estate Working Party

18 April 2019

-: Present :-

Councillor Chris Robson (Chairman), Kevin Mowat, Councillor Christine Carter,
Councillor Lynn Sykes and Councillor Nicole Amil

(Also in attendance: Colleen Moon, Louise Gilson and Lorraine Stewart)
Apologies received: Paul Hawthorne

152. Minutes

LSy proposed and CC seconded that the minutes were an accurate record of the meeting held on 20th March 2019.

153. Exclusion of the Press and Public

Not applicable

154. Matters Arising

- Events update – KM advised that a press release was issued with regards to the open days planned for April. KM advised he has been in contact with Natalie Palin with regards to the future events that Torbay Culture were hoping to hold. Future events will depend on the fire risk assessment. KM read out an email he has received with regards to fixing the issue with the current fire alarm and this will be actioned imminently. KM also read out an email received from our insurers with regards to the current insurance policy.
- Security Contract – KM advised that he has received an email from the new company with their proposal with regards to changing the security contract to reduce costs. CR commented that there is already a CCTV system located within Oldway which he believes is still in working order. KM advised that he will be speaking with the security company with regards to their proposal shortly and will feedback at next meeting. ACTION – KM
- Ground Maintenance Contract – KM summarised that Tor2 has been given notice to end their contract and this will change to an ordered service. KM will be having discussions with the relevant officers as to how this ordered service will operate going forward.
- Oldway Artefacts – KM read out an email received from Joseph Harvey regarding the artefacts currently stored at Torre Abbey. There is also a

portrait currently stored in Oldway which requires to be removed to a more suitable location – ACTION – KM/LS

155. Budget Update

KM ran through the budget figures for the projected year end for 2018/19.

KM ran through the forecasted budget for the year 2019/20.

156. Fire Risk Assessment - update

Discussed in matters arising

157. Feedback on Open Day cancellation

CR advised that the main point he has with regards to the feedback is that the organisers did not put up any notices on the main front doors that the event was cancelled.

158. DCA Consultancy work - update

CR advised that the Oldway Trust application will be submitted with three trustees named – Chris Robson, Paul Hawthorne and Anna Tolchard. CR advised he is working with DCA on finding more trustees and believes that there needs to be an advertisement placed with regards to the skills required of potential trustees. CR advised that he has asked Anne-Marie Bond to approve a draft Memorandum of Understanding for the Council to work with the Trust which needs to be submitted with the application – KM will chase this up with AMB – ACTION – KM

CR advised that a schedule of maintenance works has been submitted to him from DCA with regards to progressing the works required for the building and a business plan will be drawn up by DCA which will be required to be taken to full Council to be agreed. CR advised that once this has been agreed than an application can be submitted to Heritage Lottery Fund for funding towards the works.

159. Any other business

Nothing to discuss