



Asset Management Committee

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting on Tuesday 06th November 2018 at 5:00pm
at the Council Offices, Market Street Carnforth**

- 18051 To receive apologies for absence
- 18052 To receive declarations of interest
- 18053 To consider Minutes of meeting held on Tuesday 4th October 2018
- 18054 To consider any items of urgent business
- 18055 To adjourn the meeting for a period of public discussion (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
- 18056 To consider the following matters:
 - a) Civic Hall Boiler– Civic Hall
 - b) Replacement flooring – Civic Hall
 - c) Litter Bins
 - d) Highfield Road Bus Shelter
- 18057 To consider budget proposals 2019/2020

A handwritten signature in black ink, appearing to read 'Robert B. Baker'. The signature is written in a cursive style and is positioned above a horizontal line.

Town Clerk

02 November 2018

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

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Asset Management Committee

Draft Minutes of the meeting held on 4th October 2018 at 5:00pm at the Council Offices, Market Street, Carnforth

Present: Councillors Roe (Chair); Bromilow, Parker and Wooff

In attendance: Bob Bailey, Town Clerk; Rik Marsden, Civic Hall Manager

18043 **Apologies:** There were no apologies.

18044 **Declarations of Interest and Dispensations:** There were no declarations of interest.

18045 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on Tuesday 11th September 2018 be approved.

18046 **Urgent Business:** The Town Clerk reported that as requested he had approach a stone mason requesting a commemorative stone plaque in Memory of Councillor Jeanette Gardner. Members approved the design and cost in principle and it was **RESOLVED** that the Town Clerk seeks final approval from Councillor Paul Gardner before placing an order.

18047 **Adjourn for public discussion:** No members of the press or public were present at the meeting

18048 **Update on activities:** Members considered the following updates:

a) **Drinks machine – Civic Hall:** The Town Clerk reported that there had been two promised and failed attempts by the couriers to deliver the new drinks machine, during which there had been two significant events at the Civic Hall. A third attempt has now been arranged following an exchange of phone calls and emails and the non-payment of an invoice for stock received. Members supported the Town Clerks view that a should there be a third failed delivery the order will be withdrawn.
ACTION: Town Clerk to withdraw the order should there be any further failures in the delivery of the drinks machine.

b) **Flooring – Civic Hall:** As requested the Civic Hall Manager has researched options for the long-term replacement of the flooring in the Civic Hall. Two options were presented which varied quite significantly in both quality and price. It was clear that the high value option would not be the best most equitable solution for the current and planned provision at the Civic Hall and due to the unevenness of the floor in some places. The preferred option was some £4,000 cheaper but would be easier to lay and meet the required needs. The Civic Hall Manager reported that this could be laid during the Christmas break.

After some discussion it was **RESOLVED** that the lowest quotation be accepted in principle and that the Finance and Governance Committee to **RECOMMENDED** to consider possible funding from reserves in 2018/2019 or to include within the budget process for the financial year 2019/2020.

c) **Replacement lighting – Civic Hall:** The Civic Hall Manager, reported that the currently lights need regular (fortnightly) replacement but could be replaced by more efficient and longer lasting lights and fittings. A quotation has been received from BARN electrical who have previously carried out electrical work at the Civic Hall to a high standard.

After some discussion and questions, it was **RESOLVED** that the lights in the Civic Hall be replaced by LED lights under delegated authority and be paid from expenditure devolved to this Committee.



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- d) **Litter Bins:** As requested the Town Clerk presented a variety of litter bins for Members to consider for possible location around the top of New Street near to its junction with Lancaster Road where a significant amount of litter dropping has previously been reported by residents. **ACTION:** Town Clerk to obtain Lancashire County Highways agreement to the proposed location of the bin and confirmation that the contents of the bin will be collected by Lancaster City Council as part of an existing waste collection, subject to which, he be delegated to make the necessary arrangements for the litter bin to be purchased and put in-situ.
- e) **Bus Shelters:** The Town Clerk referred to a budget heading in the 2018/2019 budget for replacement bus shelter(s). It was noted that this had been earmarked for Back Lane / Windermere Road and proposals would be considered by the Finance and Governance Committee in due course.

18049 **Budget Monitoring as at 30/09/2018:** The Town Clerk presented a report setting out expenditure against budget by this Committee for the first half of the financial year. It was reported that at the midway point expenditure exceeded the profiled budget by £249 although this included an amount of nearly £600 for payment of a disputed invoice for plants and flowers purchased in the previous year.

Notwithstanding this, significant plans and been realised in the first six months of the year and, at this stage, there are no concerns that expenditure will exceed budget at the year end. It was **RESOLVED** that the budget position as at 30th September 2019 be noted.

18050 **Budget proposals 2019/2020:** Members discussed possible proposals for consideration as part of the budget setting process for 2019/2020. At this early stage the following were suggested:

- a) Replacement flooring for the Civic Hall (if not in 2018/2019);
- b) Replacement blinds – Civic Hall 'front room';
- c) Redecoration and replacement carpet – Council Offices;
- d) Possible contribution to CCTV provision;
- e) TV or screen – Council Offices;
- f) IT solutions for Members

It was **RESOLVED** that further consideration be given to these proposals as budget setting for 2019/2020 progresses

The meeting closed at 5:45pm