



# Asset Management Committee

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

**Summons to attend meeting on Tuesday 5<sup>th</sup> February 2019 at 5:00pm  
at the Council Offices, Market Street Carnforth**

- 19001 To receive apologies for absence
- 19002 To receive declarations of interest
- 19003 To consider Minutes of meeting held on Tuesday 8<sup>th</sup> January 2019
- 19004 To consider any items of urgent business
- 19005 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)
- 19006 To consider lease renewal arrangements with the Air Training Corps
- 19007 To consider update on proposed architectural survey of the Civic Hall
- 19008 To consider general asset management matters and updates:
  - a) Landline telephones (Council Offices and Civic Hall)
  - b) Any other issues
- 19009 To consider any relevant updates from other committees

A handwritten signature in black ink, appearing to read 'Robert Bailey', with a long horizontal line extending from the end of the signature.

**Town Clerk**

**01 February 2019**

**28 Wilson Grove, Heysham, Morecambe, LA3 2PQ**

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## Asset Management Committee

**Draft Minutes of the meeting held on 8<sup>th</sup> January 2019  
at 5:00pm at the Council Offices, Market Street, Carnforth**

**Present:** Councillors Roe (Chair) and Bromilow

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

18058 **Apologies:** Apologies had been received from Councillor Parker

18059 **Declarations of Interest and Dispensations:** There were no declarations of interest.

18060 **Minutes:** Members noted that the November meeting had not been quorate, but that the Town Mayor had approved, in accordance with Standing Orders, that at least two quotations be sought for a replacement boiler in the Civic Hall flat. Given the urgency, Members were advised that an immediate decision on the preferred supplier could be made at either at an emergency meeting or, by agreement, via email.

18061 **Urgent Business:** There was no matters of urgent business.

18062 **Adjourn for public discussion:** No members of the press or public were present at the meeting

18063 **Update on activities:** Members considered the following updates:

- a) **Civic Hall updates:** Members were informed that, following Member agreement, the supplier had replaced the boiler in the Civic Hall flat as per the quotation received. The boiler has a 12-year guarantee.

The Civic Hall Manager has built a fully portable cabinet/base unit for the drinks machine. It was reported that the cost of materials to build the unit was significantly less than purchasing a unit from the drinks supplier.

The Civic Hall Manger reported that weekend bookings are beginning to improve but the current weekend rates – especially on a Sunday – are considered by many to be too high. The Town Clerk advised that the Finance & Governance Committee are due to review current rates with a view to establishing a clearer pricing structure.

- b) **Litter Bin Lancaster Road/New Street:** The Town Clerk reported that as approved by Town Council in December payment had been made to Lancaster City Council for the supply and delivery of a litter bin to be located at the corner of Lancaster Road and New Street. Once in place, the litter bin will be added to the relevant waste collection/street cleansing round.

It was **RESOLVED** that the updates be noted, and Members supported a review of the current pricing structure for the hire of the Civic Hall and 'front room'.

18064 **Committee Updates:** The Town Clerk updated Members on relevant matters arising from the meeting of the Town Development and Planning Committee, specifically:

- a) further discussions in the CCTV proposals;
- b) land at the junction of North Road and Market Street
- c) Self-water planters and related equipment, and;
- d) Proposed pocket park at the junction of Highfield Road and Windermere Road.

After some discussion, it was **RESOLVED** that the updates from Committees be noted.

**The meeting closed at 5:25pm**