



Asset Management Committee

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting on Tuesday 2nd July 2019 at 5:00pm
at the Council Offices, Market Street Carnforth**

- 19010 To receive apologies for absence
- 19011 To elect a Chair and Deputy Chair for the municipal year 2019/2020
- 19012 To receive declarations of interest
- 19013 To consider notes of meeting held on Tuesday 5th February 2019 (not quorate)
- 19014 To consider any items of urgent business
- 19015 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)
- 19016 To review Asset Management Committee Terms of Reference
- 19017 To consider post of Outdoor Maintenance Officer
- 19018 To consider arrangements for the review of the Town Council's assets
- 19019 To consider general asset management matters and updates:
 - a) Lease of Civic Hall – Air Training Corps
 - b) Architectural Survey – Civic Hall
 - c) Any other issues/matters
- 19020 To consider any relevant updates from other committees
- 19021 To consider date of next meeting

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

Town Clerk

28 June 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 01524 858557

Email: clerk@arnforhtowncouncil.org



Asset Management Committee

Notes of meeting held on 5th February 2019
at 5:00pm at the Council Offices, Market Street, Carnforth

Present: Councillors Roe (Chair) and Parker

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

19001 **Apologies:** Apologies had been received from Councillor Bromilow

19002 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19003 **Minutes:** It was **RESOLVED** that Minutes of the meeting held on 8th January 2019 be approved.

19004 **Urgent Business:** There was no matters of urgent business.

19005 **Adjourn for public discussion:** No members of the press or public were present at the meeting

19006 **Civic Hall lease renewal:** The Town Clerk reported that he is making enquiries regarding the renewal of a lease for continued use of the Civic Hall by the Air Training Corps. It seems that the last review, effective from 1st April 2016 had not been formally agreed and signed off, although payments from the North West Reserve Forces and Cadets Association (NWRFCFA) had continued to be paid every quarter until this financial year.

Now that formal contact had been made, the Town Clerk has raised invoices for 2018/2019 and the NWRFCFA have pledged to pay them before the end of the financial year.

Members discussed at some length the previous lease agreement and arrangements, advising that more information should be available from the Town Council's solicitor. **ACTION:** Town Clerk to contact the Town Council's solicitor for further advice and information.

It was then **RESOLVED** that the review of the lease for the coming year be referred to the Finance & Governance Committee and that Members provide support to the Town Clerk in establishing a new lease for the continued use of the Civic Hall, rifle range and committee room by the Air Training Corps

19007 **Architectural Survey – Civic Hall:** The Town Clerk informed Members that he had sought expressions of interest for the an architectural survey and options appraisal of the Civic Hall, taking into account what remedial and longer term work might be required and suggestions to improve its use and capacity to provide for a range of activities.

To date only one expression of interest had been received and this had subsequently been withdrawn. Members discussed various options and it was then **RESOLVED** that outline details of the proposed architectural survey and options appraisal be shared with other parish/town councils to determine what, if any experience, they have in relation to this type of work and whether they could recommend a suitably qualified professional(s) to undertake this work.



Asset Management Committee

19008 **Updates and general matters:** Members were informed that there had been a problem with the landline at the Civic Hall which had meant that no calls could be made or received on that telephone number.

The issue had now been dealt with and the phone working again, however, the existing telephone/answering machine needs replacement. Members were provided with three quotations and, after some discussion, it was **RESOLVED** that the cheapest telephone/answering machine represented best value for money and arrangements be made for its purchase.

The discussion expanded as to whether it would be necessary to establish a landline at the Council offices given that the Town Clerk now works from the office for four days of the week. **ACTION:** Town Clerk to make enquiries about the cost of installing a landline in the Carnforth Council offices.

19009 **Committee Updates:** The Town Clerk updated Members on relevant matters arising from the meeting of the Town Development and Planning Committee, specifically:

- a) Ongoing discussions on the provision of CCTV in the town;
- b) Neighbourhood planning, and;
- c) Land at the junction of North Road and Market Street. The Town Mayor wished to be kept informed of developing plans for this piece of land and, specifically, any decisions on suitable memoriam for Councillor Wooff, so that he could keep her family informed

It was the **RESOLVED** that the updates from Committees be noted.

The meeting closed at 5:30pm



Asset Management Committee

Terms of Reference

MEMBERSHIP:

- Five Councillors and/or Town Mayor or Deputy Mayor
- Membership of the Committee will be decided at the Annual Meeting of the Town Council
- At the first Committee meeting of the municipal year a Chair and Vice-Chair will be elected
- A quorum will be three members or one half of the Committee membership, whichever is greater
- Invite Civic Hall Manager, Outdoor Maintenance Operative and suppliers as required

MEETINGS:

- The Committee will meet every month but may conduct business about urgent asset management matters by email as required;
- A record of activities and decisions taken by the Committee will be recorded in the Committee Minutes;
- Minutes of the Committee will be submitted to the Town Council at the next meeting for debate;
- The Clerk is responsible for acting on the decisions of the Committee as directed

DELEGATED POWERS AND RESPONSIBILITIES: In line with budgets set by the Finance and Governance Committee the Committee has delegated powers and responsibilities to:

- Manage and monitor expenditure of the allocated sum determined during the preparation of the Annual Budget
- Request the Town Clerk / Responsible Finance Officer to purchase any service, goods or materials approved by the Committee ensuring best value for money
- Spend up to a maximum of £750 on any one item of expenditure (any planned capital expenditure will be incorporated separately as part of the annual budget)



Asset Management Committee Terms of Reference

- Agree authorisation and through the delegated authority of the Chair, where necessary, for the urgent order and payment of emergency work to a maximum value of £750. (A verbal estimate of the potential cost of the emergency work shall be obtained where possible and confirmed in writing later)
- Refer to the Finance and Governance Committee
- Develop an Asset Management Strategy and plans to facilitate the effective operation, use, repair and sustainability of the Council's assets
- Monitor and assess progress and determine responsibility for implementation of projects and actions determined by the Committee
- Annually review the Asset Register of the assets held in the Carnforth Town Council Offices, Civic Hall and in the town
- Ensure that procedures are in place to effectively maintain and ensure the safe preservation of the Council's assets
- Determine the policy for the disposal, write-off and replacement of assets
- Ensure that quotations and competitive tenders for the acquisition of assets are obtained in line with the Council's Standing Orders and Financial Regulations
- Work in partnership with the local community and other organisations to maximise the scope for funding opportunities for the acquisition and maintenance of assets
- Ensure that proper governance and risk management policies and practices are applied to the management of Council assets
- Develop key performance indicators on the management of Council assets
- Review and implement internal / external audit recommendations relating to asset management
- Meets in annually with the Finance and Governance Committee to discuss forward planning and budgetary requirements for the following financial year
- Support officers in developing skill sets required to undertake asset management tasks and attend training as necessary