



Asset Management Committee

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting on Tuesday 6th August 2019 at 5:00pm
at the Council Offices, Market Street Carnforth**

- 19022 To receive apologies for absence
- 19023 To elect a Chair and Deputy Chair for the municipal year 2019/2020
- 19024 To receive declarations of interest
- 19025 To consider notes of meeting held on Tuesday 2nd July 2019 (not quorate)
- 19026 To consider any items of urgent business
- 19027 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)
- 19028 To review Asset Management Committee Terms of Reference
- 19029 To consider update on post of Outdoor Maintenance Officer
- 19030 To consider Assets Register and arrangements for review
- 19031 To consider general asset management matters and updates:
- a) Civic Hall matters
 - Hall floor
 - Building CCTV
 - Fans
 - b) Architectural Survey – Civic Hall
 - c) Any other issues/matters
- 19032 To consider any relevant updates from other committees
- 19033 To consider date of next meeting

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

02 August 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 01524 858557

Email: clerk@carnforthtowncouncil.org



Asset Management Committee

Minutes of meeting held on 2nd July 2019
at 5:00pm at the Council Offices, Market Street, Carnforth

This meeting was not quorate

Notes:

1. The Town Council be asked to approve an amendment to the terms of reference of the Asset Management Committee to reduce the number of meetings to eight in a municipal year as required.
2. The post of Outdoor Maintenance Officer be advertised subject to the agreement of the Finance & Governance Committee and the Town Council.
3. Arrangements be made for the Town Council to undertake a full review of its assets during 2019/2020.

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

12 July 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 01524 858557

Email: clerk@carnforthtowncouncil.org



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 eight times per annum as required 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

CARNFORTH TOWN COUNCIL

ASSET REGISTER MARCH 2017

ref		£ new	date new (End Fin'l Year)	yrs	1=CH 2=Town; 3=C'l Bldg
6	CUPBOARD (LARGE FRONT ROOM)	200	1970	47	1
7	GAS FIRE (SMALL FRONT ROOM)	120	2002	15	1
8	TEAPOT (KITCHEN)	30	1970	47	1
9	TEA TROLLEY	30	1998	19	1
10	WASTE BIN (KITCHEN)	15	1998	19	1
11a	6 CHAIRS (MAIN HALL)	68	2003	14	1
12	17 CHAIRS MAIN HALL (CIVIC HALL)	72	1978	39	1
13	19 TABLES MAIN HALL (CIVIC HALL)	1,589	2001	16	1
14	5 FIRE EXTINGUISHERS - MAIN HALL (CIVIC HALL)	100	1993	24	1
15	CURTAINS MAIN HALL (CIVIC HALL) (Not used)	260	2000	17	1
16	FLOOR POLISHER/BUFFER (CIVIC HALL)	300	2000	17	1
17	3 X SWEEPING BRUSH	10	1999	18	1
20	CENTRAL HEATING BOILER (CIVIC HALL)	3,113	1997	20	1
22	OIL TANK (CIVIC HALL)	1,906	2002	15	1
28	CCTV INSTALLATION	1,250	2003	14	1
31	CUPBOARD (MAIN HALL)	672	2005	12	1
33	CUPS AND SAUCERS (KITCHEN)	42	2005	12	1
34	CURTAINS & FITTINGS (FRONT ROOM)	595	2005	12	1
35	TABLES TROLLEY	300	2001	16	1
36	24 CHAIRS (FRONT ROOM)	724	2002	15	1
38	BLIND (KITCHEN)	74	2005	12	1
54	KETTLE	18	2006	11	1
63	SCRUBBER / DRIER	769	2007	10	1
66	KETTLE	14	2008	9	1
69	CCTV HARD DRIVE	208	2008	9	1
71	CHAIR TROLLEY	70	2008	9	1
72	2 LADDERS	256	2008	9	1
74	A-BOARD	163	2008	9	1
75	WALL MOUNTED HEATER	424	2008	9	1
76	DISABLED TOILET ALARM	318	2008	9	1
95	DISPLAY BOARDS	*valued 2008 80	2008	9	1
96	COOKER	310	2008	9	1
97	CLOCK	*valued 2008 16	2008	9	1
99	COMPUTER CUPBOARD	*notional value 2009 300	2009	8	1
100	KITCHENWARE	200	2009	8	1
104	WINDOW BLINDS	150	2009	8	1
105	SIGN (Not used)	57	2009	8	1
106	EMERGENCY PASSAGE LIGHT	160	2010	7	1
109	VACUUM CLEANER	21	2010	7	1
110	ANSWERPHONE	21	2010	7	1
18	BUS SHELTER (RED COURT, LANCASTER ROAD)	550	2002	15	2
19	BUS SHELTER (LANCASTER ROAD / NORTH ROAD)	3,000	2007	10	2
27	BUS SHELTER (HAWES HILL)	2,500	2004	13	2
29	BUS SHELTER (HIGHFIELD ROAD)	1,700	2005	12	2
32	PLAYGROUND RAILINGS	6,600	2005	12	2
40	NOTICE BOARD (MARKET STREET)	700	2004	13	2
53	DOG-WASTE BINS (4)	544	2006	11	2
57	SEATS (Back Lane/Kellet Road, A6 - Crag Bank)	775	2007	10	2
59	ENTRANCE STONES (3)	1,200	2007	10	2
60	JUBILEE STONE	400	2007	10	2

61	QUEEN MOTHER PLAQUE		400	2007	10	2
62	SEATS (3)	*valued 2006	600	2006	11	2
65	SEAT (Back Lane/Kellet Road)		397	2007	10	2
67	DOG-WASTE BIN		143	2008	9	2
68	SEAT (Kellet Road Play Area)		432	2008	9	2
2	OLD MAYORAL CHAIN		1,960	1987	30	3
3	NEW MAYORAL CHAIN		1,600	2003	14	3
4	DEPUTY MAJOR'S JEWEL		250	1987	30	3
23	LARGE BROWN FILING CABINET		20	1950	67	3
24	WEDGEWOOD PLATE QE 2		100	1990	27	3
30	MAYORAL BOARD	*valued 2005	300	2005	12	3
37	FILING CABINET (2 DRAWER)		123	2003	14	3
39	BRASS PLAQUE (COUNCIL OFFICE)		138	2005	12	3
41	SHREDDER		42	2003	14	3
55	DISPLAY CABINET		100	2006	11	3
56	SOUVENIR VASE		24	2006	11	3
64	CARNFORTH AREA PRINT		69	2007	10	3
77	AERIAL PHOTOS (2)	*valued 2008	200	2008	9	3
78	FRAMED CERTIFICATES (3)	*valued 2008	30	2008	9	3
79	WAR ITEMS (2)	*valued 2008	50	2008	9	3
80	FRAMED PICTURE	*valued 2008	75	2008	9	3
81	LARGE TABLES (3)	*valued 2008	1,200	2008	9	3
82	SMALL TABLE	*valued 2008	200	2008	9	3
83	DESK TABLE - SMALL	*valued 2008	400	2008	9	3
84	CHAIRS - WITH ARM RESTS (9)	*valued 2008	900	2008	9	3
85	CHAIRS (6)	*valued 2008	480	2008	9	3
86	CHAIRS - STEEL TUBE (6)	*valued 2008	210	2008	9	3
88	COAT STANDS (2)	*valued 2008	140	2008	9	3
89	DESK TABLE - LARGE	*valued 2008	400	2008	9	3
90	SERVING TROLLEY	*valued 2008	70	2008	9	3
102	DECORATIVE PLATES (6)	*notional value 2009	120	2009	8	3
103	WINDOW BLINDS		134	2009	8	3
107	TOWN CRIER'S UNIFORM		725	2010	7	3
108	PLAQUES		61	2010	7	3
111	FLAGPOLES (2)		627	2011	6	2
112	FLAGS (4)		144	2011	6	2
113	VACUUM CLEANER		71	2011	6	1
115	SAGE ACCOUNTS 2010		565	2011	6	3
116	WEBSITE AND DOMAIN NAME REGISTRATION		50	2011	6	3
117	WAR MEMORIAL GARDENS FREEHOLD		1	2011	6	2
118	CIGARETTE BIN		38	2012	5	1
119	DISHWASHER		167	2012	5	1
120	ARMED FORCES DAY FLAG		56	2012	5	2
121	CIVIC HALL WATER BOILER		83	2012	5	1
122	UNION FLAG		94	2012	5	2
123	3 PAST MAYOR'S MEDALS		463	2012	5	3
124	CIVIC HALL FRIDGE		125	2012	5	1
125	Civic Hall Laptop		317	2013	4	1
126	Civic Hall Data Projector		271	2013	4	1
127	Civic Hall Projection Screen		49	2013	4	1
128	Civic Hall Drill		42	2013	4	1
129	Civic Hall Main Hall Clock		13	2013	4	1
130	Site Manager's Flat Boiler		1,875	2013	4	1
131	HP Officejet 8600+ Printer		154	2013	4	1
132	Civic Hall Microwave		58	2013	4	1
133	Civic Hall Dividing Screens		835	2014	3	1
134	Armed Forces Day Flag		14	2014	3	2
135	Union Standard		59	2014	3	2
136	War Memorial Gardens Floodlights		290	2014	3	2
137	Civic Hall Sign		332	2014	3	1
138	Defibrillator		650	2015	2	1
139	Park Bench Alexandra Road Park		450	2015	2	2

140	PA System	350	2015	2	2
141	Carnforth Patriots pictures	90	2015	2	1
142	Fan heater	20	2015	2	1
143	PA System additional leads	25	2015	2	2
144	5 Banners	270	2015	2	2

Additional items 2015-16

145	38 Chairs and trolley for Civic Hall	997	2015	2	1
146	9 x Barrier plant baskets	675	2015	2	2
147	4 x Rectangular bedding planters	340	2015	2	2
148	3 tier planter	499	2015	2	2
149	4 x Christmas tree lights for outside	284	2015	2	2
150	Community noticeboard	645	2016	1	2

Additional items 2016-17

151	Blue plaque (SA)	283	2016	1	2
152	Council Offices Sign	294	2016	1	3
153	Generator	288	2016	1	2
154	Allotments boundary fence	1009	2016	1	2
155	Deputy Mayor's jewel box	54	2016	1	3
156	Advertising frames on bus shelters	144	2016	1	2
157	Laptop computer	329	2016	1	1
158	Allotments land	1	2016	1	2
159	Barrier planter baskets x 3	255	2016	1	2
160	Cupboards x 2	577	2016	1	1
161	Union flags x 2	98	2017		2
162	Ashtray (exterior type)	28	2017		1
163	Water boiler	48	2017		1
164	Emergency generator	719	2017		1
165	Commonwealth flag	25	2017		2
166	Storage shed	375	2017		1
167	5L jerry can	17	2017		1
168	Arnold-Baker Local Council Administration book	78	2017		3
169	Deputy Mayor's jewel collarette	21	2017		3

Total value of assets (excl Civic Hall building)	61,818	
Civic Hall - building *current insured value	59,500	
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	121,318	Total assets