



Asset Management Committee

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting on Tuesday 1st October 2019 at 5:00pm
at the Council Offices, Market Street Carnforth**

- 19034 To receive apologies for absence
- 19035 To receive declarations of interest
- 19036 To consider notes of meeting held on Tuesday 6th August 2019
- 19037 To consider any items of urgent business
- 19038 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)
- 19039 Outdoor Maintenance:
 - a) Grounds maintenance
 - b) War Memorial bench
 - c) Pat Wooff Memorial
- 19040 Carnforth Civic Hall:
 - d) Floors
 - e) Oil tank
 - f) Boiler
 - g) Architectural Survey – Civic Hall
 - h) Any other issues/matters
- 19041 Carnforth Council Offices
- 19042 To consider updates on Committee activities (Action Plan)
- 19043 To consider date of next meeting

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

Town Clerk

28 September 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

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Asset Management Committee

**Minutes of the meeting held on 6th August 2019
at 5:00pm at the Council Offices, Market Street, Carnforth**

Present: Councillors Armstrong; Branyan; Bromilow and Watson

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

19022 **Apologies:** Apologies had been received from Councillor Parker

19023 **Election of Chair and Deputy Chair:** It was proposed by Councillor Bromilow, seconded by Councillor Watson that Councillor Branyan be elected Chair of the Asset Management Committee for the municipal year 2019/2020

It was then proposed by Councillor Bromilow, seconded by Councillor Armstrong that and Councillor Watson be elected Deputy Chair.

19024 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19025 **Minutes:** It was **RESOLVED** that notes of the meeting held on 2nd July 2019 (not quorate) be noted.

19026 **Urgent Business:** The Town Clerk reported that a quotation had been received for the collection and installation of a stone at the land on the junction of Market Street and North Road in memory of Councillor Wooff. After some discussion, it was **RESOLVED** that a second quotation be sought with a view to the work being carried out as soon as possible. **ACTION:** Councillor Branyan to seek a second quotation.

19027 **Adjourn for public discussion:** No members of the press or public were present at the meeting

19028 **Terms of Reference:** Members considered the terms of reference of the Asset Management Committee. It was noted that the terms of reference had been amended to reflect that the Committee will have eight meetings in the municipal year but may conduct urgent business by email or an additional meeting as required.

The delegated powers and responsibilities of the Committee were discussed, and it was then **RESOLVED** that the revised terms of reference of be approved.

19029 **Outdoor Maintenance Officer:** The Town Clerk reported that the post had been advertised and that the deadline for applications was 9th August. The Committee were informed that given the circumstances of the current postholder he had requested that termination of his contract also be 9th August.

There was some discussion around the duties of the postholder and it was then **RESOLVED** that the employment of the current postholder be terminated on 9th August and that a replacement be found as soon as practicable after that date.

ACTION: Town Clerk to plan for interviews to be held with applicants for the post as soon as practicable after 9th August.



Asset Management Committee

19030 **Review of Asset Register:** The Town Clerk presented the Asset Management Register which was last updated in 2017/2018. Members were reminded that the Town Council had previously been advised by both the Town Clerk and the Internal Auditor that the register needed to be updated as the amount of total assets is included in the Annual Governance and Accountability Return.

Members noted that several items listed are now very old (49 years) and amounts quoted are when each item was purchased with no record of whether they are still of any value or are now obsolete and need to be removed from the register. The template used is also in need of revision so that it is clear where each item is located.

There was a discussion about the location of the Town Council's assets which raised several questions about the ownership and management of the Crag Bank Civic Hall and whether the Town Council could offer any assistance or support.

ACTION: Further enquiries to be made with Trustees of Crag Bank Civic Hall.

After some discussion, it was **RESOLVED** that a review of the Town Council's assets be undertaken, and all assets recorded in accordance with Financial Regulations. **ACTION:** Review of assets to be carried out by Town Clerk, Civic Hall Manager and Councillor Watson on 29th August.

19031 **General matters and updates:**

- a) **Civic Hall:** The Civic Hall Manager reported that the hall floor is coming to the end of its useful life and will need replacing soon. He has carried out further research and advised that current best practice is to lay hard wearing carpet tiles, which are a cheaper alternative to parquet flooring but still provide a long-term solution. Several questions were asked about the current and planned use of the Civic Hall and Members were reminded that quotations are being sought for an options analysis and architectural survey of the Civic Hall (19031 b) also refers). **ACTION:** Civic Hall Manager to report back with examples of suitable carpet tiles and costings for these to be laid in the hall with a view to this being recommended for consideration as part of the options analysis and the 2020/2021 annual budget.

It was also reported that five fans in the toilets and two external CCTV cameras and associated cabling at the Civic Hall need replacement.

ACTION: That the Civic Hall Manager arranges for the toilet fans to be replaced from the Asset Management devolved budget and that suitable CCTV equipment and cabling also be purchased subject to a maximum spend of £300.

The Civic Hall Manager advised that all the Town Council's equipment is/should be tested annually at a cost and he enquired whether the Asset Management Committee would consider providing the necessary training and equipment so that he could carry out this work in future.

The Civic Hall Manager advised on the cost of suitable training and equipment for the in-house testing of appliances.



Asset Management Committee

There was a lengthy discussion about this and associated benefits and risks and whether there might be an opportunity for the Town Council to provide a Portable Appliance Testing (PAT) service. **ACTION:** Civic Hall Manager to carry out further research on relevant training and equipment needed and report back.

b) **Architectural Survey:** It was reported that three quotations are being sought from local architects to undertake an assessment of the fabric of the Civic Hall and an analysis of options for its future use. To date, one quotation has been received and two more are being followed up. Members were reminded that this work had been accounted for within the 2019/2020 annual budget.

c) **Other Matters:** Members noted that monies had been included within the 2019/2020 budget for expenditure on the Council Offices. **ACTION:** Quotations to be sought for carpeting and decorating the Council Offices which are now used on a regular basis and are open to the general public. It was reported that further to discussions by the Town Council on the regarding planters on guardrails around the town, three had been removed by Lancashire County Council when replacing the damaged guardrails at the junction of Market Street and Lancaster/Scotland Road. As instructed by the Town Council, two more had been removed from the junction of New Street and Lancaster Road. A meeting is being planned with representatives from Lancashire County Council with the aim of finding a solution to the location of the remaining (approximately 10) planters.

19032 **Committee Updates:** There was nothing further to update from the activities of other Committees.

19033 **Date of next meeting:** The next meeting of the Asset Management Committee will be Tuesday 1st October 2019

19034 **The meeting closed at 6:10pm**