



Asset Management Committee

**Minutes of the meeting held on 3rd March 2020
at 5:00pm at the Council Offices, Market Street, Carnforth**

Present: Councillors Armstong, Branyan; Bromilow, Parker and Watson (Chair)

In attendance: Rik Marsden, Civic Hall Manager;

20010 **Apologies:** Apologies were received from Terry Allum Outdoor Maintenance Operative

20011 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

20012 **Minutes:** It was **RESOLVED** that notes of the meeting held on 4th February 2020 be approved.

20013 **Urgent Business:** Cllr Watson has requested 3 quotes from local contractors for work of an urgent nature regarding maintenance of the Civic Hall. One contractor has arranged to visit the Civic Hall on Friday 6th March. We are still awaiting confirmation of site visits from the other 2 contractors.

An invoice for £183.94 from Mike Ashton has been received for labour and materials for work carried out last July assisting Don Astley with the installation of railway sleepers for the Carnforth Train planter at Crag Bank. It was **RESOLVED** that payment be approved.

Cllr Parker requested that 2 new good quality Union flags be purchased for the War Memorial Gardens in addition to 2 VE 75flags, one of which was to go to Gail Brown. It was **RESOLVED** that Cllr Branyan should order the new flags. Members of the Asset Management Committee recommend that funding should be from the Town Development Committee Budget.

20014 **Public Discussion:** No members of the public were present at the meeting.

20015 **Asset Register:** The Asset Register is currently up to date and the Town Council will be requested to formally adopt the Asset Register at the annual meeting of the Town Council in May. Arrangements should be put in place to undertake a review every six months.

20016 **Outdoor Maintenance:** No report was received from the Outdoor Maintenance Operative. Rik Marden has requested that the work be carried out to clean up the side of the Civic Hall.



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20017 **Carnforth Civic Hall:** A Task Group has been established to consider the implications, options and plans for the future of the Civic Hall. The Group members are Cllrs Branyan and Watson. The Chair is Cllr Grisenthwaite. The first meeting was on Tuesday 18 February. Minutes have been circulated Carnforth Town Council members. Cllr Branyan has proposed that future requests for expenditure in regard to the Civic Hall be referred to the Task Group as part of a planned maintenance programme. The exception being emergency repairs. The next meeting of the Task Group is Tuesday 17 March.

The Civic Hall Manager reported on the following matters:

- 1) PAT testing of Council electrical equipment is nearly completed. He is concerned that the dishwasher in the ground floor kitchen has failed the PAT test and will request that this be retested when the electrical contractor is next on site.
- 2) The electrical contractor has completed essential work to wire the new bathroom fans; replace the exterior flood lights with modern LED lights; install an emergency light outside the generator room and install an outdoor lockable double 13 Amp socket to the side of the Civic Hall.
- 3) The Civic Hall Manager has obtained a quotation from R.E Salt in the sum of £312 plus VAT to remove the existing towel rail radiator in his kitchen flat and replace it with a new one in a different location. The Civic Hall Manager will personally pay for new worktops and installation and requests that the Town Council covers the cost of relocating the radiator. The task group has recommended approval and it was **RESOLVED** that this work be carried out at the earliest possible opportunity.
- 4) The wood panelling in the front room of the Civic Hall needs replacing. The Civic Hall Manager has said that he could do the work himself. When asked why the wood was deteriorating, he said that damage was due to damp. It was **RESOLVED** that this matter be passed to the Task Group to investigate the ingress of water in line with the planned maintenance program.

20018 **Date of next meeting:** The next meeting of the Asset Management Committee will be Tuesday 7th April 2020. The meeting closed at 5:30pm