



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend the meeting of the Asset Management Committee.

Due to the COVID19 pandemic and related restrictions this meeting will be held remotely using Zoom Conferencing software on

Tuesday 13th October 2020 at 5:00pm

Members of the public wishing to attend the meeting may do so by following this link:

<https://us02web.zoom.us/j/88154587315>

A G E N D A

- 20040. Apologies:** To receive apologies
- 20041. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 20042. Urgent Business:** To consider any items of urgent business not on the agenda
- 20043. Minutes:** To consider and approve Minutes of meeting held on Tuesday 13th October 2020.
- 20044. Public participation:** To adjourn the meeting for a period of public discussion
- 20045. Maintenance Planner:** To consider any maintenance planner updates
- 20046. Allotments:** To form an Allotments Working Group
- 20047. Civic Hall:** To consider updates on use of the Civic Hall
- 20048. Outdoor Maintenance:** To consider outdoor maintenance matters and updates
- 20049. Energy Audit:** To consider an energy audit by Utility Aid Ltd
- 20050. Budget planning:** To consider:
 - 1) Spending plans/commitments to 31st March 2021
 - 2) Budget 2021/22
- 20051. Date & Time of next meeting:** To consider date and time of next meeting

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Town Clerk

28 Wilson Grove

Heysham,

Morecambe, LA3 2PQ

30 October 2020

Tel: 07828254149 Email: clerk@carnforthtowncouncil.org

ASSET MANAGEMENT COMMITTEE

Minutes of the meeting held on Tuesday 13th October 2020

Due to the Covid19 pandemic and related restrictions the meeting was held remotely using the Zoom Cloud meetings application

Present: Councillors Branyan (Chair); Bromilow, (Town Mayor); Parker & Watson
In attendance: Bob Bailey, Town Clerk; Rik Marsden, Civic Hall Manager & Terry Allum, Operations.

20029	Apologies: There were no apologies
20030	Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda
20031	Urgent Business: There were no matters of urgent business not otherwise on the meeting agenda.
20032	Minutes: It was RESOLVED that the Minutes of the meeting held on Tuesday 22 nd September 2020 be approved.
20033	Public Participation: No members of the public were present
20034	<p>Maintenance Planner: It was confirmed that that the Civic Hall Manager is now using the maintenance planner to review when key regulatory and maintenance tasks and tests should be carried out.</p> <p>After some discussion, it was RESOLVED that the Town Clerk amend the maintenance planner with additional tab and/or comments next to each activity to record their completion and/or any further action required.</p>
20035	<p>Allotments: The Chair reminded Councillors that this issue had been raised following a complaint made by an allotment holder against the Carnforth Allotments Committee and Councillor Gardner's subsequent involvement in resolving the matter. The Town Clerk reported that when taking up post he had enquired about the arrangements with the allotments and was advised at the time that there was a reciprocal arrangement whereby the Town Council did not levy any rent for the allotments, in return for which, the day-to-day management of the allotments is carried out by the Carnforth Allotments Committee.</p> <p>It was noted that this had been the first time that any issue at the allotments had been raised in some years, however this incident highlighted the need to review the long-standing arrangements currently in place.</p> <p>The Town Clerk reported that the relevant statutes associated with allotments law are many and of considerable age. The Town Clerk has purchased a publication that sets out in a concise but reasonably comprehensive form, the law of allotments for the benefit of local authorities, particularly parishes and their committees; their officers and local allotments societies and associations.</p> <p>After some discussion, it was RESOLVED that formal contact be made with the Carnforth Allotments Committee to commence a dialogue with them with a view to a small working party being formed to ensure that formal contracts, agreements and/or Service Level Agreements are in place and that there is a clear landlord and tenant relationship going forward.</p>
20036	<p>Civic Hall: The Civic Hall Manager updated Councillors on the actions that had been taken to ensure that the use of the building complies with government guidelines on COVID-19. A range of tasks have been completed and new equipment purchased, although it was considered that the Hall would benefit from the acquisition of additional 'comfy' seating for elderly patrons of the building. ACTION: Councillor Branyan to follow up potential sources of additional seats.</p>

It was noted that as the number of COVID19 cases are on the rise more government amendments to the guidance for businesses and for the use of community halls is being published.

As this is changing rapidly and considering the probability that Lancashire will be put into Tier 3 of the latest lockdown rules it was considered that it would not now be practical to open to the public on Monday 2nd November. The Civic Hall Manager pointed out that if this was the Town Council's decision, he would need to advise existing hirers who have been enquiring about when the Hall will be re-opening. Councillors were advised that a further delay in opening may result in hirers looking elsewhere.

After some discussion, it was **RESOLVED** that the Town Council be **RECOMMENDED** to delay re-opening the Civic Hall in November and that existing hirers be informed as soon as practicable.

20037 Outdoor Maintenance: The Outdoor Maintenance Officer reported on recent activities. Repairs to the Carnforth Express wooden train at Crag Bank will be carried out soon. Two wooden flower boxes on Market Street are now beyond repair – the Outdoor Maintenance Officer will make two more to replace them.

Progress is being made with purchasing suitable trees to improve a section of Footpath 8 adjacent to Carnforth Cricket Club. The total cost will be within the designated limit for Committee spend set out in Financial Regulations.

A range of Winter flowers have recently been purchased that will be planted in the War Memorial Gardens and town planters soon.

The recent 'town walkabout' identified several tasks that needed attention either by the statutory authorities or the Outdoor Maintenance Officer subject to the amount of additional work required. It was considered that more could be done to encourage volunteers to help with regular and/or one-off tasks, such as removing the weeds from Footpath 8 as part of that project.

It was noted that, resulting from the town walkabout, several additional floor and rail planters have been suggested – these will be considered further at the Town Development & Planning Committee. It was again acknowledged that any additional work must, within reason, be managed within the Outdoor Maintenance Officers current working hours.

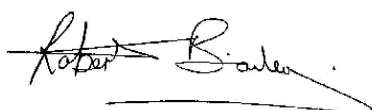
It was then **RESOLVED** that the update on actual and planned outdoor maintenance activities be noted and that subject to the cost of materials for Footpath 8 being within designated Committee financial limits, the Town Clerk be authorised to approve payment.

20038 Budget Planning: Having reported on the position of the Committees budgets as at the 30th September 2020 at the previous meeting, the Committee considered plans until the end of the financial year, including the replacement of some benches. **ACTION:** Town Clerk to prepare a paper on the original financial plans of the Committee in 2020/21.

The Committee were also advised to consider its budget plans for 2021/22 with a view to these being considered as part of the budget process for the coming financial year and for agreement at Budget Council in January.

It was **RESOLVED** that the plans for 2020/21 be reviewed and that consideration be given to budget requirements in 2021/22.

20039 Date of next meeting: The next meeting of the Asset Management Committee will be on **Tuesday 3rd November 2020** at 6:00pm



Clerk to the Council

Chair

Date: