



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 contacting the Town Clerk who will provide information on how the meeting will be conducted and a secure link to access the meeting. Alternatively, members of the public can contact the submit a question (s) to the Town Clerk for consideration at the meeting

A G E N D A

- 20029. Apologies:** To receive apologies
- 20030. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 20031. Urgent Business:** To consider any items of urgent business not on the agenda
- 20032. Minutes:** To consider and approve Minutes of meeting held on Tuesday 22nd September 2020.
- 20033. Public participation:** To adjourn the meeting for a period of public discussion
- 20034. Maintenance Planner:** To consider the updated maintenance planner and arrangements for the management and reporting of activity
- 20035. Allotments:** To consider Carnforth Allotments roles and responsibilities
- 20036. Civic Hall:** To consider update on preparations for the re-opening of the Civic Hall and maintenance matters/programme
- 20037. Outdoor Maintenance:** To consider outdoor maintenance matters and updates
- 20038. Budget planning:** To consider Committee budget planning for the financial year 1st April 2021 – 31st March 2022
- 20039. Date & Time of next meeting:** To consider date and time of next meeting

**Town Clerk
28 Wilson Grove
Heysham,
Morecambe, LA3 2PQ**

09 October 2020

Tel: 07828254149 Email: clerk@carnforthtowncouncil.org

ASSET MANAGEMENT COMMITTEE

Minutes of the meeting held on Tuesday 22nd September 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); Gardner; Grisenthwaite; Parker & Watson

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

20019	Apologies: There were no apologies
20020	Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda
20021	<p>Urgent Business Councillor Gardner reported that he is currently dealing with a matter involving an allotment holder. This has highlighted the need to review the Town Council's role and its responsibilities at the Carnforth Allotments. Councillor Gardner has located a copy of the Health & Safety Guidelines and the Rules and Regulations of Carnforth Allotments Association dates April 2018.</p> <p>There is a document that transferred ownership of the allotments to Carnforth Town Council but no clear policy/agreement setting out landlord (Carnforth Town Council) and tenant (Carnforth Allotments Association) governance and accountability. There has been a long-standing arrangement that the allotments are provided to the Carnforth Allotments Association who manage activities on site without the Town Council's direct involvement.</p> <p>After some discussion, it was RESOLVED that long-standing arrangements with the Carnforth Allotments Association be reviewed and recommendations made on future management and governance of the site.</p>
20022	Minutes: It was RESOLVED that the Minutes of the meeting held on Wednesday 7 th April 2020 be approved.
20023	Public Participation: No members of the public were present
20024	<p>Maintenance Planner: Councillor Watson explained the purpose and benefits of the Civic Hall Maintenance Planner that he had originally drafted in April and had recently updated. The planner sets out month-by-month the key regulatory and maintenance tasks that should be carried out and recorded as necessary. The spreadsheet also includes tasks that are required bi-annually; annually; five-yearly and ten yearly.</p> <p>It was noted that a discussion and adoption of the planner had slipped in recent months but that several of the tasks identified have been carried out. After some discussion, it was RESOLVED that the Civic Hall Maintenance Planner be adopted and be a standing item for consideration at each meeting of the Asset Management Committee.</p>
20025	<p>Civic Hall: Councillor Branyan and Watson and the Civic Hall Manager reported that following an inspection of the building on 11th September a range of measures had been put in place and further preparations planned to ensure that the Civic Hall is safe to use under current COVID19 regulations and guidelines. This includes placing responsibilities on hirers to have their own policies in place to ensure that COVID19 requirements are met.</p> <p>Having considered in detail the government guidance a risk assessment has been drafted setting out the risk areas identified, what actions should be taken to mitigate each risks and supplementary notes. A traffic light system has been used to identify the likelihood and impact of each perceived risk.</p> <p>The Committee were advised that action need to be taken to replace several double-glazed windows and to deal with an area of dampness. Following approval by the Finance & Governance Committee an order had been placed to replace the window units.</p>

The Civic Hall Manager advised that he will be on annual leave in week commencing 12th October. Given this and the fact that school half-term is week commencing 26th October, it was suggested that the Civic Hall be reopened from Monday 2nd November.

It was then **RESOLVED** that:

- 1) the COVID19 Safety preparations as presented be approved;
- 2) Councillors review the draft risk assessment for comment and approval at the October meeting of the Committee;
- 3) Approval be given for the dampness at the Civic Hall to be addressed;
- 4) Subject to preparations being completed and any further changes to COVID19 regulations and guidelines Carnforth Civic Hall be re-opened on Monday 2nd November

20026 Outdoor Maintenance: The Outdoor Maintenance Officer reported on recent activities and advised that a trailer had now been acquired. Arrangements are being made to make remedial repairs to the Carnforth Express wooden train at Crag Bank and to make sure that it is well preserved.

There is a 'town walkabout' on Saturday 26th September and a Clean Up arranged by the Crag Bank Park Group on Sunday 27th September. The Outdoor Maintenance Officer will be attending both with any works identified being built into his work programme subject to no alternative solution and the amount of additional work required.

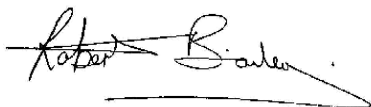
Works necessary to improve Footpath 8 will be reconsidered as part of the town walkabout. It was then **RESOLVED** that the update on actual and planned outdoor maintenance activities be noted.

20027 Budget: The Town Clerk presented the up-to-date position for the Environmental and Asset Management Committee budgets. It was reported that including the receipt of £500 from the Lancashire County Council Local Delivery Scheme almost £1,700 remains in the Environmental budget with only just over £400 being spent to date.

A balance of £3,202 remains of the £3,500 allocated to the Asset Management Committee. Capital Expenditure on the Civic Hall has already been accounted for through the repairs to the roof of the building. Further remedial works have now been identified that will be paid for in the second half of the year along with more expenditure on making the Civic Hall COVID19 safe. At this stage, however, savings in both budgets can be expected.

After some discussion, it was **RESOLVED** that the current budget position be noted, and that further consideration be given on planned expenditure in the second half of the year and in 2021/22 for consideration as part of the budget planning process.

20028 Date of next meeting: The next meeting of the Asset Management Committee will be on **Tuesday 13th October 2020** at 5:00pm



Clerk to the Council Date:

Chair

Date:

Area At Risk	Risk Identified	Actions to take to mitigate risk	Notes
Staff and volunteers			
Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed.	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises.	Staff/volunteers provided with protective overalls and plastic or rubber gloves. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required. Stay at home guidance at entrance and in Main Hall.	
Staff and volunteers			
Think about who could be at risk and likelihood staff/volunteers could be exposed.	Staff/volunteers who are either extremely vulnerable or over 70. Staff/volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.	Staff in the vulnerable category are advised not to attend work for the time being. The situation is discussed with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.	Staff and volunteers will need to be warned immediately if someone is tested positive for Covid 19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.
Area At Risk	Risk Identified	Actions to take to mitigate risk	Notes
Car Park/paths/ patio/exterior areas.	Social distancing is not observed as people congregate before entering premises. People drop tissues.	Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Civic Hall Manager asked to check area outside doors for rubbish which might be contaminated, e.g. tissues and remove.	Outside areas are advised by Government to be less risky, the main risk is likely to be where people congregate. Ordinary litter collection arrangements can remain in place.

Area At Risk	Risk Identified	Actions to take to mitigate risk	Notes
Main Hall	Door handles Light switches Window catches Tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between uses. Projection equipment. Screen Window curtains or blinds Commemorative photos, displays. Social distancing to be observed.	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to clean hands regularly.</p>	<p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.</p>
Small meeting rooms and offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Computer, VDU.	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p>	
Kitchen	Social distancing more difficult Door and window handles. Light switches, Working surfaces, sinks. Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser to be provided.</p> <p>Hirers to be encouraged to bring their own Food and Drink for the time being.</p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and restocked as necessary.</p>

Area At Risk	Risk Identified	Actions to take to mitigate risk	Notes
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch.	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles. Light switch Equipment needing to be moved not normally in use.	Hirer to clean before use. Hirer to control accessing and stowing equipment so as to minimise closer distancing.	
Toilets	Social distancing difficult Door handles, Light switches, Basins. Baby changing and other surfaces. Toilet pans/seats/urinals.	Hirer to control access to toilets, with particular attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Consider engaged/vacant signage.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished and hirer knows where to access for re-stocking if needed.
Boiler Room	Door handle, light switch. Social distancing not possible.	Public access unlikely. Cleaner to decide frequency of cleaning.	

The potential mitigations are in three categories colour coded as follows:

Red – Actions based on Government advice (i.e. should be considered mandatory).

Orange – Actions that are strongly recommended.

Green – Actions that you might like to consider.