

# ASSET MANAGEMENT COMMITTEE

Minutes of the meeting held on Tuesday 22<sup>nd</sup> 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,

<b>20019</b>	<b>Apologies:</b> There were no apologies
<b>20020</b>	<b>Declaration on interests and dispensations:</b> There were no declarations of interest or dispensations on items on the agenda
<b>20021</b>	<p><b>Urgent Business</b> 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 &amp; 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 <b>RESOLVED</b> that long-standing arrangements with the Carnforth Allotments Association be reviewed and recommendations made on future management and governance of the site.</p>
<b>20022</b>	<b>Minutes:</b> It was <b>RESOLVED</b> that the Minutes of the meeting held on Wednesday 7 <sup>th</sup> April 2020 be approved.
<b>20023</b>	<b>Public Participation:</b> No members of the public were present
<b>20024</b>	<p><b>Maintenance Planner:</b> 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 <b>RESOLVED</b> that the Civic Hall Maintenance Planner be adopted and be a standing item for consideration at each meeting of the Asset Management Committee.</p>
<b>20025</b>	<p><b>Civic Hall:</b> Councillor Branyan and Watson and the Civic Hall Manager reported that following an inspection of the building on 11<sup>th</sup> 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 &amp; 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 12<sup>th</sup> October. Given this and the fact that school half-term is week commencing 26<sup>th</sup> October, it was suggested that the Civic Hall be reopened from Monday 2<sup>nd</sup> 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 2<sup>nd</sup> 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 26<sup>th</sup> September and a Clean Up arranged by the Crag Bank Park Group on Sunday 27<sup>th</sup> 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.

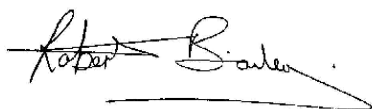
Works necessary to improve Footpath 8 will be reconsidered as part of the town walkabout. It was then **RESOLVED** that the update on actual and planned outdoor maintenance activities be noted.

**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: