

ASSET MANAGEMENT COMMITTEE

Minutes of the meeting held on Tuesday 1st December 2020 at 5:00pm

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

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| 20052 | Apologies: There were no apologies |
| 20053 | Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda |
| 20054 | <p>Urgent Business: The Clerk outlined the up-to-date position regarding the discussions with the Reserve Forces' & Cadets' Association for the North West (RFCA) on the revised lease subject to a final agreement on a 'license to occupy' the Civic Hall agreed between Carnforth Town Council and the National Health Service (NHS). Councillors were advised that it is not yet known whether the NHS will need the room/office currently used by the Air Training Corps. Legal / contractual matters are being finalised between the Town Council's Solicitor and one appointed by the RCFA.</p> <p>There were questions about the date when the NHS will be occupying the Civic Hall and agreement on the monthly rental by the NHS - both of which are being finalised.</p> <p>The Clerk also reported that an order for a laptop, approved by the Town Council, had been placed but delivery had been delayed until late January.</p> <p>It was then RESOLVED that the update on the use of the Civic Hall be noted and that the Clerk sources a different laptop of a similar price and quality for agreement by the Town Mayor and Chairs of Finance & Governance and Asset Management Committees.</p> |
| 20055 | Minutes: It was RESOLVED that the Minutes of the meeting held on Tuesday 3 rd November 2020 be approved. |
| 20056 | Public Participation: No members of the public were present |
| 20057 | Maintenance Planner: Councillors noted that the PAT testing of all portable appliances is now due. After some discussion, and notwithstanding the temporary change in occupancy at the Civic Hall, it was RESOLVED that all portable appliances owned by the Town Council be tested by the Civic Hall Manager by 31 st January 2021. |

20058 Allotments: The Chair updated Councillors on the latest position following a meeting with the Chair and Secretary of the Carnforth Allotments Association and a site visit by the Councillors Branyan and Watson. There was a tentative agreement made to provide fire safety notices, an accident book and a first aid kit that had apparently been promised when Carnforth Town Council took on management responsibility for the allotments some years ago. There has also been a request that the Town Council provides two outdoor noticeboards for use by the Allotments Committee, although they had not been clear on the need for a board or the likely cost.

There followed a discussion about youths gaining access to the land and how this could be made more secure, possibly collaboratively with Lancaster City Council, Council Housing Services. It was acknowledged that Councillor Branyan, will represent the Town Council at Carnforth Allotment Association meetings until further notice.

It was then **RESOLVED** that the update be noted and that the Allotments Association be provided with basic fire and health and safety notices and accident book; that the Chair seeks further clarification on the request for noticeboards and that the security matters be raised with Lancaster City Council.

20059 Civic Hall: The Civic Hall Manger provided on update on planned and outstanding works on the internal fabric of the building that need to be completed before the new occupants move into the Civic Hall, including replacement to the damaged boarding in the 'Front Room'. Clarification was sought about the cleaning requirements and regime if / when the temporary occupancy commences. After some discussion, it was **RESOLVED** that the update be noted and that answers to the outstanding matters on the planned occupancy be sought.

20060 Outdoor Maintenance: The Operations Manager reported that he will commence work on the base for the Bus Stop at Gummers Howe as soon as there is a firm date for its installation and, hopefully, prior to his Paternity Leave in February.

Unfortunately, it is not possible to keep the bark attached to the *Brief Encounter II* wooden train at Crag Bank but the wood underneath is being preserved. Arrangements are in place for volunteers to assist with the clearance of Footpath 8 and planting of trees on Sunday 6th December from 1pm. **ACTION:** Town Clerk to ask if Lancaster City Council will remove the waste from the site at the end of the clear up and provide wood chippings to place around the trees once planted.

The Committee agreed to provide the Operations Manager with outdoor weather gear. **ACTION:** Operations Manager to provide costings to the Clerk. It was then **RESOLVED** that the update on actual and planned outdoor maintenance activities be noted.

20061 Energy Audit: The Clerk reported that, as requested, he has provided Utility Aid with the information that they required to carry out the free energy audit, the results of which are awaited. It was **RESOLVED** that the update be noted.

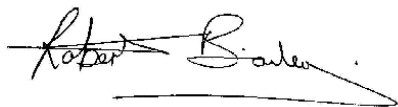
20062 Budget Planning: The Clerk presented reports on the spend to date under the Environmental and Asset Management Committee budget headings. It was noted that Environmental expenditure is on budget whilst the Asset Management Committee expenditure is currently under budget. This can be simply explained by additional planting works being carried out during the year and a reduction in general repairs and maintenance costs at the Civic Hall as a result of its closure during the coronavirus pandemic.

Notwithstanding, the current and forecasted position, when looking ahead to plans for 2021/22 it was felt justified to recommend an increase of £500 on each budget heading to: cover price increases and maintaining open spaces and planters to a high standard; to allow for additional repair and maintenance costs arising out of the potential daily use of the Civic Hall over the next 12 months; benches and litter bins and a small budget supporting the Carnforth Allotments. If approved, this would increase these budgets to £4,000 (Asset Management Committee) and £2,000 (Environmental) respectively.

Further planned expenditure was suggested to cover the cost of planned/scheduled maintenance of the Civic Hall (arising from feasibility study); and a proposed bus stop near Aldi.

After some further discussions, it was **RESOLVED** that the Clerk produces a schedule of the budgets proposed to Finance & Governance Committee for consideration as part of developing the full Budget for 2021/22 to be recommended at the Budget Meeting of the Town Council in January.

20063 Date of next meeting: The next meeting of the Asset Management Committee will be on **Tuesday 5th January 2021 at 5:00pm**. The meeting closed at 6:25pm.



Clerk to the Council

Chair

Date: