



# 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 2<sup>nd</sup> February 2021 at 5:00pm**

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

<https://us02web.zoom.us/j/85384481949>

## A G E N D A

- 21011. **Apologies:** To receive apologies
- 21012. **Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21013. **Urgent Business:** To consider any items of urgent business not on the agenda
- 21014. **Minutes:** To consider and approve Minutes of meeting held on Tuesday 5<sup>th</sup> January 2021
- 21015. **Public participation:** To adjourn the meeting for a period of public discussion
- 21016. **Maintenance Planner:** To consider any maintenance planner updates
- 21017. **Allotments:** To consider the next steps
- 21018. **Halls:** To consider updates on use and maintenance of the Civic Hall and Crag Bank Village Hall proposals
- 21019. **Outdoor Maintenance:** To consider outdoor maintenance matters and updates
- 21020. **Energy Audit:** To consider results of the energy audit by Utility Aid Ltd
- 21021. **Assets:** To consider arrangements for the review of the Council's assets as part of the year end procedures
- 21022. **Budget Monitoring:** To consider Asset Management Committee budget position as at 31<sup>st</sup> January 2021
- 21023. **Date & Time of next meeting:** To consider date and time of next meeting

A handwritten signature in black ink, appearing to read "Robert Barker", with a long horizontal line extending from the end of the signature.

Clerk & Proper Officer

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29 January 2021

# ASSET MANAGEMENT COMMITTEE

Minutes of the meeting held on Tuesday 5<sup>th</sup> January 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); Parker & Watson

**In attendance:** Bob Bailey, Town Clerk; Rik Marsden, Civic Hall Manager; Terry Allum, Outdoor Maintenance Officer

**21001 Apologies:** Apologies were received from Councillor Bromilow, Town Mayor

**21002 Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda

**21003 Urgent Business:** The Clerk gave an update on the latest position regarding the potential use of Carnforth Civic Hall by the NHS as a vaccination centre, which remains unclear. The Committee were informed that as a result of a recent fire safety audit carried out by Lancashire Fire and Rescue the following matters have been brought to the Council's attention:

- 1) *Some rooms in the ground floor had heat detection installed. These should be changed to smoke detectors to give the earliest possible warning to the occupant in case of fire in the ground floor;*
- 2) *Emergency lighting of adequate intensity is required in the basement areas;*
- 3) *The flat door (at the base of the stair) is not a 30 minute fire resisting door. A 30 minute fire resisting door, with intumescent strips, cold smoke seals and a self-closing device should be installed;*
- 4) *The wall separating the living accommodation and ground floor of the civic hall corridor does not provide 30 min fire resistance. Improvements should be made to ensure that 30 min fire resistance is provided between the civic hall and any part of the accommodation.*

There followed a discussion on the level of risks associated with these findings. It was reported that the Fire Officer had advised that the Council should consider these ahead of the NHS using the building but that they should not preclude them from doing so. The Committee were advised that Councillor Smith was in discussion with representatives from the NHS on the latest position. After a lengthy discussion and taking into account the issues raised by Lancashire Fire & Rescue it was **RESOLVED** that: **quotations for remedial work on priority matters raised in the fire safety audit be pursued urgently for approval under delegated authority and that the Committee reviews the detailed audit when received.**

**21004 Minutes:** It was **RESOLVED** that subject to a minor amendment the Minutes of the meeting held on Tuesday 1<sup>st</sup> December 2020 be approved.

**21005 Public Participation:** No members of the public were present

**21006 Maintenance Planner:** Councillors reviewed the actions and plans for December 2020 and January 2021 set out in the maintenance planner. It was reported that due to other work commitments and preparing the Civic Hall for the NHS, PAT testing has not yet commenced but will be completed by the deadline of 31<sup>st</sup> January 2021. The inspection of fire extinguishers has already been completed and this action now needed to be set for review earlier in the year.

Looking forward, there are no actions required in February and as fire alarm panel was recently the subject of a new contract, this task will now be carried out in June.

It was then **RESOLVED** that the updates and actions relating to the tasks on the maintenance planner be noted and that as part of the end of year procedures an annual review the Asset Register also be undertaken.

**21007 Allotments:** The Chair reported that the complaint and remedial issues raised with, and by, the Carnforth Allotments Committee had now been actioned.

After discussion on other potential responsibilities in the interim, it was **RESOLVED** that: **as soon as practicable the Chair of the Committee will take the lead on addressing the fundamental issue of reviewing and / or establishing new legal agreements / leases with the Allotments Committee and Holders and for Councillors to attend future meetings of the Allotments Committee.**

**21008 Civic Hall:** In addition, to that already discussed under urgent business, the Civic Hall Manger reported that an electrician will be needed to 'hard wire' the newly installed intruder alarm system. Notwithstanding this the Committee agreed that that installation of an intruder alarm system and annual maintenance was needed and it was **RESOLVED** that the works to complete the installation of the intruder alarm be authorised and carried out as soon as practicable.

**21009 Outdoor Maintenance:** It was reported on work that he had carried out in the last month, including repairs to benches on Market Street and is planning to carry out repairs to bench adjacent to the 'Owl planter'.

There followed a general discussion about the state of street furniture generally and whether it remained cost effective to repair old benches or replace with composite/weatherproof versions, such as that proposed to replace the four-seater bench at Shore Road.

The Outdoor Maintenance Officer plans to prepare the areas for new bus shelters in January ahead of his scheduled Paternity Leave so that the bases can be finished off ready for the installation of the bus shelters at the end of February / beginning of March.

The Committee were asked to confirm the purchase of a second-hand Stihl FS365 Brushcutter with attachments and replacement part. It was explained that this is a power strimmer that will greatly assist in maintaining grass verges and edges and the removal of moss.

Councillor Watson wished to record his, and the Council's thanks, to the Outdoor Maintenance Officer for taking the lead on the Footpath 8 project which was made a real difference to this area generating very positive responses from members of the public. After some comments it was **RESOLVED** that the update on outdoor maintenance activities be noted and that the purchase of a Stihl FS365 brushcutter be authorised.

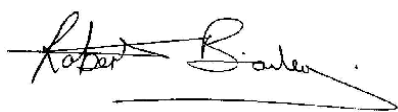
**21010 Budget Planning:** The Clerk presented reports the latest summary of receipts and payments where the actual against budgeted payments were significantly underspent but this did not yet include planned and approved expenditure in recent weeks. Taking these into account, it is expected that the Committee will spend its full allocation of £3,500 on the purchase and maintenance of assets.

As previously, reported expenditure for *Grounds Maintenance* was slightly in excess of the allocated budget, reflecting a committed investment in brightening up the town with plants and flowers, including the Footpath 8 project.

These plans have been used to inform the proposals for the budget in 2021/22 being £4,000 for Asset Management Committee (an increase of £500) and £2,000 for the Environment Cost Centre, up from £1,500 in the current year. It was noted that a sum of £5,000 has also been put forward for a bus shelter adjacent to the Aldi store for consideration by the Finance & Governance Committee as part of the overall budget for 2021/22 to be approved by the Town Council.

It was then **RESOLVED** that: the latest budget position be noted and that the proposals for consideration by Finance & Governance Committee the 2021/22 budget be approved.

**21011 Date of next meeting:** The next meeting of the Asset Management Committee will be on **Tuesday 2<sup>nd</sup> February 2021 at 5:00pm**. The meeting closed at 6:20pm.



Clerk and Proper Officer

Chair

Date:

**Carnforth Town Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
<b>Committees</b>							
1 flipchart easel		75.00	75.00	Hall & Frontt Room			
1 x swivel chair		80.00	80.00	Office			
15 x Gloves		120.00	120.00	Front Room			
15 x Hi Viz Jackets		330.00	330.00	Front Room			
15 x Hi Viz Vest		210.00	210.00	Front Room			
15 x Plastic (grey)		675.00	675.00	Hall & Front Room			
15 x Thermal Hats		270.00	270.00	Front Room			
15 x torches		675.00	675.00	Front Room			
15 x Wetproof Trousers		270.00	270.00	Front Room			
18 x leather chairs		2,880.00	2,880.00	Office			
19 x 6" tables		2,280.00	2,280.00	Hall & Front Room			
19 x Plastic (blue)		855.00	855.00	Hall & Front Room			
2 x 'Slient' Soliders		1.00	1.00	War Memorial Gardens			
2 x 4" tables		200.00	200.00	Hall & Front Room			
2 x benches		900.00	900.00	Haws Hill			
2 x benches		900.00	900.00	Scotland Road			
2 x Bus Shelters	07/01/2020	8,709.60	8,709.60	Lancaster Road and Gun			
2 x Chair Trolleys		150.00	150.00	Hall & Front Room			
2 x Display Boards		120.00	120.00	Front Room			
2 x exhibition boards		200.00	200.00	Hall & Front Room			
2 x first aid kit		44.00	44.00	Entrance Hall			
2 x planter troughs		150.00	150.00	Market Street (Lower)			
2 x telephones		50.00	50.00	Front Room			
2 x Twin Floodlights		200.00	200.00	Front Room			
20 Litre Jerry Can		25.00	25.00	Outside Shed			
3 tier planters		500.00	500.00	Scotland Road			

**Carnforth Town Council**  
**Fixed Assets and Long Term Investments**

<b>Asset Description</b>	<b>Date Acquired</b>	<b>Purchase Value</b>	<b>Current Value</b>	<b>Location /Responsibility</b>	<b>Estimated Life</b>	<b>Usage/Capacity</b>	<b>Charges</b>
3 x Banners	06/09/2019	102.60	102.60				
3 x barrier planters		225.00	225.00	Lancaster Road (Tesco)			
3 x benches		1,350.00	1,350.00	Alexandra Road Park			
3 x entrance stones		3,600.00	3,600.00	Various Locations			
3 x flagpoles		900.00	900.00	Various Locations			
3 x key press		75.00	75.00	Entrance Hall			
3 x ladders		200.00	200.00	Hall			
3 x oblong tables		540.00	540.00	Office			
4 gang extension lead		15.00	15.00	Office			
4 x Christmas Tree Lights		200.00	200.00	Flat			
4 x display boards		240.00	240.00	Hall			
4 x display boards		320.00	320.00	Office			
4 x dog waste bins		2,200.00	2,200.00	Various Locations			
4 x festoon lighting		600.00	600.00	Front Room			
4 x fire extinguishers		560.00	560.00	Hall			
4 x Motorola Radios		300.00	300.00	Front Room			
4 x planter troughs		300.00	300.00	Scotland Road			
4 x planter troughs		775.00	775.00	Crag Bank Roundabout			
5 x barrier planters		375.00	375.00	Council Office			
5 x dog waste bins		2,750.00	2,750.00	Various Locations			
5 x flags		230.00	230.00	Office			
63 x Chairs (red)		2,835.00	2,835.00	Hall & Front Room			
7 x hanging baskets		210.00	210.00	War Memorials & Toilet B			
8 x barrier planters		600.00	600.00	Market Street			
8 x children seats		240.00	240.00	Hall & Front Room			
8 x guardrail planters		600.00	600.00	Market Street/Scotland R			
9 x blue plaques		2,100.00	2,100.00	Various Locations			
A' Frame		450.00	450.00	Kitchen			

**Carnforth Town Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Albert Halton VC Picture		100.00	100.00	Office			
Allotment Land		1.00	1.00	Kellet Road			
Ansaphone		30.00	30.00	Flat			
Ariel Photo - Carnforth 1		100.00	100.00	Office			
Ariel Photo - Carnforth 2		100.00	100.00	Office			
Arnold Baker - Local Council Clerks		50.00	50.00	Office			
Battery Booster		45.00	45.00	Front Room			
Bench		450.00	450.00	Market Street (Upper)			
Bench		450.00	450.00	Lancaster Road (Carnfort			
Boiler		800.00	800.00	Toilet			
Brief Encounter II' Planter		580.00	580.00	Crag Bank Roundabout			
Bus Shelter		2,000.00	2,000.00	Lancaster Road			
Bus Shelter		2,000.00	2,000.00	Lancaster Road			
Carnforth by Chas - 2006		120.00	120.00	Office			
Carnforth Map		69.00	69.00	Office			
Carnforth Offices Sign		300.00	300.00	Council Building			
Carnforth Patroits		50.00	50.00	Office			
Carnforth Patroits		50.00	50.00	Entrance Hall			
CCTV Cameras x 5		600.00	600.00	Around Building			
CCTV Monitor & Audio Recorder		500.00	500.00	Around Building			
Chairman's Table		800.00	800.00	Office			
China Plate & Thimble		100.00	100.00	Office			
China Plates & Plaque		100.00	100.00	Office			
Cigarette Bin		45.00	45.00	Outside			
Civic Hall Building		225,000.00	225,000.00				
Civic Hall Sign		200.00	200.00	Building Front			
Coat Stand		20.00	20.00	Office			
Coat Stand		20.00	20.00	Office			

**Carnforth Town Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Cooker		550.00	550.00	Kitchen			
Defibrillator		1,100.00	1,100.00	Entrance Hall			
Deputy Mayor's Chain		1,200.00	1,200.00	Deputy Mayor			
Disabled Toilet Alarm		70.00	70.00	Disabled Toilet			
Dishwasher		280.00	280.00	Kitchen			
Display Cabinet		95.00	95.00	Office			
Distribution Board		200.00	200.00	Kitchen			
Double Cupboard - Metal		60.00	60.00	Office			
Dtrill		75.00	75.00	Basement			
Dymo Labeller				Portable			
Emergency Distribution Board		300.00	300.00	Hall			
Emergency Family Pack		200.00	200.00	Front Room			
Emergency Locker		250.00	250.00	Front Room			
Emergency Locker		250.00	250.00	Front Room			
Fan Heater		18.00	18.00	Cadets Office			
Fire Blanket		42.00	42.00	Kitchen			
Flags	06/09/2019	122.93	122.93				
Floor Polisher/Buffer		380.00	380.00	Cleaning Store			
Former Mayors Picture		1.00	1.00	Office			
Fridge		85.00	85.00	Kitchen			
Fridge		85.00	85.00	Kitchen			
Gas Boiler		800.00	800.00	Flat			
Guardians of Carnforth (Carved Owls)		500.00	500.00	Haws Hill			
Jubilee Stone		400.00	400.00	War Memorial Gardens			
Kettle		10.00	10.00	Office			
Laminator	09/11/2019	29.99	29.99				
Laptop		250.00	250.00	Flat			
Large Generator		300.00	300.00	Outside Shed			



**Carnforth Town Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Large Noticeboard		120.00	120.00	War Memorial Gardens			
Large Planter							
Litter Bin		550.00	550.00	Lancaster Road/New Str			
Lockable Tool Cabin		400.00	400.00	Rear of Civic Hall			
Mayor's former chain		3,000.00	3,000.00	Office			
Mayoral Board		200.00	200.00	Office			
Mayoral Chain		2,200.00	2,200.00	Town Mayor			
Mdetal Garden Shed	09/11/2019	259.99	259.99	Civic Hall grounds			
Megaphone		75.00	75.00	Front Room			
Microwave		60.00	60.00	Kitchen			
Microwave		60.00	60.00	Kitchen			
Monitor		168.00	168.00	Office			
Noticeboard		120.00	120.00	Crag Bank			
Noticeboard		120.00	120.00	Highfield Road			
Noticeboard		120.00	120.00	North Road			
Oil Boiler		650.00	650.00	Basement			
Oil Painting - Kellet Rd Bridge		1.00	1.00	Office			
Oil Tank		1,800.00	1,800.00	Outside			
Partable Cabinet		100.00	100.00	Entrance Hall			
Pewer Plate - Twinning		1.00	1.00	Office			
Photo Frame		25.00	25.00	Entrance Hall			
Planter Trough		150.00	150.00	Ashtrees Surgery			
Portable Microphone		75.00	75.00	Front Room			
Printer		385.00	385.00	Office			
Printer Table		100.00	100.00	Office			
Projector & Screen		400.00	400.00	Hall			
Protective clothing	90.54	90.54					
Rechargable Lamp		80.00	80.00	Front Room			

**Carnforth Town Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Sandbags		30.00	30.00	Front Room			
Scrubber Dryer		200.00	200.00	Cleaning Store			
Shredder		30.00	30.00	Office			
Small Generator		150.00	150.00	Outside Shed			
Speaker Set		350.00	350.00	Front Room			
Stationery Table		45.00	45.00	Office			
Sump		400.00	400.00	Basement			
Table Trolley		150.00	150.00	Hall & Front Room			
Tea-um		40.00	40.00	Front Room			
Town Criers Uniform		250.00	250.00	Town Crier			
Union Jack Flag	09/03/2020	149.70	149.70				
Vaccum Cleaner		80.00	80.00	Toilet			
VC Arnaold Halton		1.00	1.00	Entrance Hall			
War Memorial Floodlights		200.00	2,000.00	Market Street			
War Memorial Gardens		1.00	1.00	Market Street			
Water Heater		220.00	220.00	Kitchen			
Website Domain		100.00	100.00	Office			
Wedgewood Plate QE2		100.00	100.00	Office			
		<b>299,903.35</b>	<b>301,612.81</b>				
<b>Grand Total:</b>		<b>299,903.35</b>	<b>301,612.81</b>				