



Asset Management Committee/Civic Hall TG

Minutes of the meeting held on 9th June 2020 at 5:00pm
Due to the Covid19 pandemic and related restrictions the meeting was held
remotely using video-conferencing software

Present: Councillors Grisenthwaite (Chair); Branyan; Bromilow, Parker; Watson

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

20028 **Apologies:** There were no apologies.

20029 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

20030 **Minutes:** It was **RESOLVED** that notes of the meeting held on 7th Aril 2020 be approved.

20031 **Urgent Business:** Cllr Parker reported that he had been approached by a group of people who would like to refurbish and existing bench at the War Memorial in memory of their late friend who was a resident of the town. This was instead of an original plan to install a new one and relocate an existing bench. There followed a discussion about the state of other benches around the town. **ACTION:** Cllr Parker to liaise with the group with a view to refurbishing an existing bench at the War Memorial and a review to be carried out on the state of other Council owned benches, involving the local community.

Cllr Watson reported on plans to hold the Annual General Meeting of the Crag Bank Park Group through a video-conference so that the Group can be formally constituted and further consideration given to the results of the ongoing survey and plans taken forward, including the submission of funding bids. It was reported that the online survey had been a success with 135 responses being received to date. **ACTION:** Cllr Watson to lead on making necessary arrangements to formally constitute a Friends group for the Crag Bank Play Area and surrounding land.

20032 **Asset Register:** The Town Clerk presented an up-to-date Asset Register which includes purchases during the financial year 2019/20 including the recently purchased, but not yet installed bus shelters.

Details of the Council's assets are now recorded within the Scribe accounting system as a permanent record of the assets description; date acquired; purchase and current value; location; estimated life and usage.



Asset Management Committee/Civic Hall TG

Members were advised that whilst not all the required information was known, the review of the Council's assets in 2019 had helped to compile a much more accurate record. With the recent evaluation of the Civic Hall (£225k) the value of the Town Council's assets is estimated as £299,0903.

Members suggested some amendments to provide some clarity on the individual cost of a small number of items and their location, it was **RESOLVED** that the amended Asset Register be recommended for approval by the Town Council.

20033 **Outdoor Maintenance:** The Outdoor Maintenance Operative reported that he is now back working within the Government guidelines. All planters have now been relocated and Summer plants in place. The newly acquired mower is being used to maintain several grassed areas around town, including the park adjacent to Alexandra Road which residents have welcomed. The land on the junction of Market Street and North Road around the Memorial stone is also being maintained.

Permission will be sought from Lancaster City Council to enable the mowing/stripping of the area around the planters at Lancaster Road and Longfield Road, Crag Bank.

In response to a question about the flower beds at the War Memorial Gardens it was reported that Summer flowers and plants had now been purchased and planted, although it may be a few weeks before they are in bloom. The Outdoor Maintenance Operative was asked to consider and cost options to deal with weeds and overgrowth at footpath 8 which had recently been improved with support from Carnforth Cricket Club.

Members supported the Outdoor Maintenance Operative's request that permission be sought from the landlord of the Council offices for an outside tap to be fitted.

20034 **Carnforth Civic Hall:** The Civic Hall Manger then reported on work that he had done and plans to do to maintain the Civic Hall and the Council offices during lockdown, including maintenance and decorating at both the Civic Hall and Council Offices. All PAT testing had now been completed and all equipment had safely passed the test.

ACTION: Civic Hall Manager to provide the Town Clerk with the relevant paperwork relating to the PAT of Council equipment for safe-keeping and scrutiny if required.

Cllr Watson gave an update on the latest position regarding the essential remedial works needed at the Civic Hall following the building condition report commissioned by the Town Council. Unfortunately, due to the onset of the Coronavirus pandemic and the national lockdown commencement of the works had been delayed.



Asset Management Committee/Civic Hall TG

Cllr Watson reported that the impact of Covid 19 had also resulted in the appointed contractors not having the necessary resources to do the work in full - including a subcontractor who is no longer trading.

The appointed contractor has now provided a significantly reduced quotation for the elements of the work that he is able to carry out. This, however, means that the Town Council needs to find another contractor to carry out the remainder of the necessary building work.

After some discussion it was **RESOLVED** that the planned and actual work of the Civic Hall Manager be noted and that Finance and Governance Committee be asked to consider the revised quotation received from the approved contractor and that expressions of interest be sought from suitable contractors for the remaining work.

20035 **Date of next meeting:** The next meeting of the joint Asset Management Committee and Civic Hall Task Group to be confirmed. The meeting closed at 5:34pm.