



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 April 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

- 21034. Apologies:** To receive apologies
- 21035. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21036. Urgent Business:** To consider any items of urgent business not on the agenda
- 21037. Minutes:** To consider and approve Minutes of meeting held on Tuesday 2nd March 2021
- 21038. Civic Hall:** To consider the following:
- 1) Use as a Rapid Test Committee Risk Assessment (subject to availability);
 - 2) Use by Carnforth Free Methodist Church & Risk Assessment (subject to availability);
 - 3) Heating contractor report
 - 4) Priority works in 2021/2022
- 21039. Crag Bank Village Hall:** To consider any updates and next steps
- 21040. Outdoor Maintenance:** To consider outdoor maintenance matters and updates
- 21041. Maintenance Programme:** To consider maintenance programme updates
- 21042. Asset Register:** To consider Asset Register as at 31st March 2021
- 21043. Allotments:** To consider any further progress
- 21044. Date & Time of next meeting:** To consider date and time of next meeting

Clerk & Proper Officer

Tel: 07846256006

07 April 2021

Email: clerk@carnforthtowncouncil.org

ASSET MANAGEMENT COMMITTEE

Minutes of the meeting held on Tuesday 2nd March 2021 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, Stretch & Watson

In attendance: Bob Bailey, Clerk and Proper Officer; Rik Marsden, Civic Hall Manager;
Terry Allum Outdoor Maintenance Officer and Sarah Lowell,
Administrative Officer

21024 Apologies: Apologies were received from Councillor Bromilow

21025 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

21026 Urgent Business: The Clerk gave a short update on the latest position regarding the request from Lancaster City Council for the Civic Hall to be used as a testing centre. It is now understood that they would like use of the building from 8th March – further information is awaited.

Councillor Parker reported that following a litter pick carried out by residents bags of litter on Shore Road need to be collected. Whilst the efforts of residents is much appreciated, Councillors were advised that Lancaster City Council are not currently supporting litter picks due to Covid19 restrictions. The dog bin at the same location also need to be emptied.

21027 Minutes: It was **RESOLVED** that subject to a minor amendment the Minutes of the meeting held on Tuesday 2nd February 2021 be approved.

21028 Civic Hall: Community Halls: Councillor Watson presented a survey that had recently been conducted with Councillor Branyan and the Civic Hall Manager. This has provided an opportunity to identify critical works that need to be budgeted for and addressed in the short, medium and long term.

Councillors were reminded that the professional survey on the fabric of the building commissioned in November 2019 set out a range of remedial works, several of which have already been addressed.

This report was supplemented by a heating survey which identified that there was a critical need to replace the current oil fired boiler and heating system as it is nearing the end of its useful life. It was noted that for much of 2020 the building has not been in use but this does not deter from the need to replace it with a modern, more efficient and safe gas fired heating system that will protect the property for the long term.

Subject to further consideration and approval it would be sensible to also replace the current old and cast iron radiators with more modern and efficient ones.

There followed a discussion about the Local Business Support Grant that has been awarded to the Town Council specifically because of the closure of the Civic Hall and whether these funds could be utilized when the need arises.

In addition to the boiler there are other works that can be carried out to improve the building at relatively low cost, including LED lighting in the 'front room' and in the main hall.

There was a brief discussion on when the Civic Hall may be able to reopen in line with Government guidelines and an acknowledgement that, at this stage, the situation can only be monitored as restrictions are lifted.

It was then **RESOLVED** that the findings of the internal survey be noted and that this be developed into a structured and budgeted work programme to present to the Town Council with the main aim being to protect the Civic Hall's long term future use.

- 21024 Crag Bank Village Hall:** Councillor Watson gave a brief update on the latest position with the with the Town Council's plans to takeover the running of the Village Hall which are progressing well with the support and advice of the Council's solicitor. Once the legal position has been finalized there will be actions put in place to appoint new Trustees, including Councillors Branyan, Grisenthwaite and Watson and establish a management and governance structure to operate and promote the building going forward.

After some comments, it was **RESOLVED** that the update be noted.

- 21024 Energy Supply:** As requested, Councillor Watson has carried out a review of the Council's energy usage, at Carnforth Civic Hall and the War Memorial Gardens over the last 12 months. This has helped to establish an analysis of the monthly costs and usage that will inform decisions on the best deals for energy usage.

It was noted that the Town Council is currently in a contract until November 2022 and that there would be little benefit in considering testing the market before the 2022/2023 financial year. At this time, a new cost effective energy deal could also include the energy costs associated with Crag Bank Village Hall.

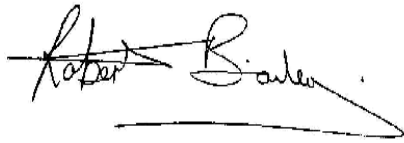
The Clerk informed Councillors that he has now been approached by two companies offering their services to broker the best available energy deals.

It was then **RESOLVED** that Councillor Watson be thanked and that the Clerk keep a record of energy brokers with a view to seeking the best possible energy prices during the financial year 2022/2023.

21025 Allotments: The Chair had drafted a lease agreement with the Carnforth Allotments Association based on the original and had circulated it on the day of the meeting. Meanwhile, the Clerk had located a model contract that was now ready for consideration. The Chair reported that having reviewed the original lease there were several areas of responsibility that the Town Council has not fulfilled since the agreement had been signed. This includes sight of fundamental records such as the annual accounts of the Allotment Association, public liability insurance and annual risk assessments. The start date for the commencement of any new lease together with the lease period and terms will need to be agreed and signed by both parties as soon as practicable. The Chair confirmed that the Association has no formal risk assessments in place with its allotment holders and that he will circulate copies of the tenancy agreements that the Allotments Association currently have in place. The Clerk reported that he had drafted a detailed Allotments Risk Assessment Report that will also be circulated for more detailed consideration and discussion with the Allotments Association when required. The Chair is still trying to start a dialogue with Lancaster City Council with a view to establishing responsibility for the repair / replacement of the fencing at the allotments / Gummers Howe. It was then **RESOLVED that the Chair arranges, as a matter of urgency, a date for a remote meeting with representatives from Carnforth Allotments Association so that formal arrangements for the management and governance of Highfield Allotments can be put in place, including any rent that the Town Council may wish to charge.**

21026 Outdoor Maintenance: The Chair welcomed the Outdoor Maintenance Officer back to work following his paternity leave. The Outdoor Maintenance Officer reported that he has removed the vandalised noticeboard on Highfield Road and taken it to Carnforth Town Council offices until such time as it is repaired or replaced. The bench to be located at Shore Road and a base for the bus shelter to be installed at Back Lane are current priorities. Looking ahead he is putting together a schedule of works for the coming weeks, including installation and planting of the new planters to be located on Lancaster Road. There was a brief discussion on the abortive installation of the two bus shelters scheduled for 24th February and the need to learn lessons from the experience so that the same problems are avoided in the future. It was then **RESOLVED** that the plans and update on outdoor maintenance activities be noted.

21027 **Date of next meeting:** The next meeting of the Asset Management Committee will be on **Tuesday 6th April 2021 at 5:00pm**. The meeting closed at 6:00pm.

A handwritten signature in black ink, appearing to read "Robert B. Bailey". The signature is written in a cursive style with a long horizontal line extending from the end.

Clerk and Proper Officer

Carnforth Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Committees							
Civic Hall Building		225,000.00	225,000.00				
3 x entrance stones		3,600.00	3,600.00	Various Locations			
Mayor's former chain		3,000.00	3,000.00	Office			
18 x leather chairs		2,880.00	2,880.00	Office			
63 x Chairs (red)		2,835.00	2,835.00	Hall & Front Room			
5 x dog waste bins		2,750.00	2,750.00	Various Locations			
19 x 6" tables		2,280.00	2,280.00	Hall & Front Room			
4 x dog waste bins		2,200.00	2,200.00	Various Locations			
Mayoral Chain		2,200.00	2,200.00	Town Mayor			
4 x dog waste bins		2,200.00	2,200.00	Various Locations			
9 x blue plaques		2,100.00	2,100.00	Various Locations			
Bus Shelter		2,000.00	2,000.00	Lancaster Road			
War Memorial Floodlights		2,000.00	2,000.00	Market Street			
Bus Shelter		2,000.00	2,000.00	Lancaster Road			
Intruder Alarm	08012021	1,842.00	1,842.00	Hall			
Intruder Alarm	08/02/2021	1,842.00	1,842.00	Hall			
Oil Tank		1,800.00	1,800.00	Outside			
3 x benches		1,350.00	1,350.00	Alexandra Road Park			
Deputy Mayor's Chain		1,200.00	1,200.00	Deputy Mayor			
6 planters	02/03/0201	1,125.60	1,125.60	Various Locations			
Defibrillator		1,100.00	1,100.00	Entrance Hall			
3 x flagpoles		900.00	900.00	Various Locations			
2 x benches		900.00	900.00	Haws Hill			
2 x benches		900.00	900.00	Scotland Road			
19 x Plastic (blue)		855.00	855.00	Hall & Front Room			
Bench	4/12/2020	808.80	808.80	Shore Road			

Carnforth Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Chairman's Table		800.00	800.00	Office			
Gas Boiler		800.00	800.00	Flat			
Boiler		800.00	800.00	Toilet			
4 x planter troughs		775.00	775.00	Crag Bank Roundabout			
Dell Laptop	07/12/2020	748.80	748.80	Clerk's home	5 years		
15 x Plastic (grey)		675.00	675.00	Hall & Front Room			
15 x torches		675.00	675.00	Front Room			
Oil Boiler		650.00	650.00	Basement			
8 x barrier planters		600.00	600.00	Market Street			
CCTV Cameras x 5		600.00	600.00	Around Building			
8 x guardrail planters		600.00	600.00	Market Street/Scotland R			
4 x festoon lighting		600.00	600.00	Front Room			
Brief Encounter II' Planter		580.00	580.00	Crag Bank Roundabout			
4 x fire extinguishers		560.00	560.00	Hall			
Cooker		550.00	550.00	Kitchen			
Litter Bin		550.00	550.00	Lancaster Road/New Stre			
3 x oblong tables		540.00	540.00	Office			
3 tier planters		500.00	500.00	Scotland Road			
Guardians of Carnforth (Carved Owls)		500.00	500.00	Haws Hill			
CCTV Monitor & Audio Recorder		500.00	500.00	Around Building			
A' Frame		450.00	450.00	Kitchen			
Bench		450.00	450.00	Market Street (Upper)			
Bench		450.00	450.00	Lancaster Road (Carnfort			
Jubilee Stone		400.00	400.00	War Memorial Gardens			
Projector & Screen		400.00	400.00	Hall			
Lockable Tool Cabin		400.00	400.00	Rear of Civic Hall			
Sump		400.00	400.00	Basement			
Printer		385.00	385.00	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
Floor Polisher/Buffer		380.00	380.00	Cleaning Store			
5 x barrier planters		375.00	375.00	Council Office			
Speaker Set		350.00	350.00	Front Room			
15 x Hi Viz Jackets		330.00	330.00	Front Room			
4 x display boards		320.00	320.00	Office			
4 x planter troughs		300.00	300.00	Scotland Road			
4 x Motorola Radios		300.00	300.00	Front Room			
Large Generator		300.00	300.00	Outside Shed			
Emergency Distribution Board		300.00	300.00	Hall			
Carnforth Offices Sign		300.00	300.00	Council Building			
Printer	03112020	299.99	299.99	Clerk's home	5 years		
Mower	30/06/2020	299.00	299.00	Civic Hall grounds			
Dishwasher		280.00	280.00	Kitchen			
15 x Thermal Hats		270.00	270.00	Front Room			
15 x Wetproof Trousers		270.00	270.00	Front Room			
Metal Garden Shed	09/11/2019	259.99	259.99				
Laptop		250.00	250.00	Flat			
Town Criers Uniform		250.00	250.00	Town Crier			
Emergency Locker		250.00	250.00	Front Room			
Emergency Locker		250.00	250.00	Front Room			
4 x display boards		240.00	240.00	Hall			
8 x children seats		240.00	240.00	Hall & Front Room			
5 x flags		230.00	230.00	Office			
3 x barrier planters		225.00	225.00	Lancaster Road (Tesco)			
Water Heater		220.00	220.00	Kitchen			
15 x Hi Viz Vest		210.00	210.00	Front Room			
7 x hanging baskets		210.00	210.00	War Memorials & Toilet B			
Scrubber Dryer		200.00	200.00	Cleaning Store			

Carnforth Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
4 x Christmas Tree Lights		200.00	200.00	Flat			
Civic Hall Sign		200.00	200.00	Building Front			
2 x Twin Floodlights		200.00	200.00	Front Room			
2 x 4" tables		200.00	200.00	Hall & Front Room			
Mayoral Board		200.00	200.00	Office			
Distribution Board		200.00	200.00	Kitchen			
2 x exhibition boards		200.00	200.00	Hall & Front Room			
3 x ladders		200.00	200.00	Hall			
Emergency Family Pack		200.00	200.00	Front Room			
Monitor		168.00	168.00	Office			
Table Trolley		150.00	150.00	Hall & Front Room			
2 x Chair Trolleys		150.00	150.00	Hall & Front Room			
Small Generator		150.00	150.00	Outside Shed			
Planter Trough		150.00	150.00	Ashtrees Surgery			
2 x planter troughs		150.00	150.00	Market Street (Lower)			
Union Jack Flag	09/03/2020	149.70	149.70				
Flags	06/09/2019	122.93	122.93				
Carnforth by Chas - 2006		120.00	120.00	Office			
Large Noticeboard		120.00	120.00	War Memorial Gardens			
Noticeboard		120.00	120.00	Highfield Road			
Noticeboard		120.00	120.00	North Road			
Noticeboard		120.00	120.00	Crag Bank			
2 x Display Boards		120.00	120.00	Front Room			
15 x Gloves		120.00	120.00	Front Room			
3 x Banners	06/09/2019	102.60	102.60				
Wedgewood Plate QE2		100.00	100.00	Office			
China Plates & Plaque		100.00	100.00	Office			
Albert Halton VC Picture		100.00	100.00	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
China Plate & Thimble		100.00	100.00	Office			
Printer Table		100.00	100.00	Office			
Ariel Photo - Carnforth 1		100.00	100.00	Office			
Ariel Photo - Carnforth 2		100.00	100.00	Office			
Partable Cabinet		100.00	100.00	Entrance Hall			
Website Domain		100.00	100.00	Office			
Display Cabinet		95.00	95.00	Office			
Fridge		85.00	85.00	Kitchen			
Fridge		85.00	85.00	Kitchen			
1 x swivel chair		80.00	80.00	Office			
Vaccum Cleaner		80.00	80.00	Toilet			
Rechargable Lamp		80.00	80.00	Front Room			
Megaphone		75.00	75.00	Front Room			
Portable Microphone		75.00	75.00	Front Room			
1 flipchart easel		75.00	75.00	Hall & Frontt Room			
Dtrill		75.00	75.00	Basement			
3 x key press		75.00	75.00	Entrance Hall			
Disabled Toilet Alarm		70.00	70.00	Disabled Toilet			
Carnforth Map		69.00	69.00	Office			
Microwave		60.00	60.00	Kitchen			
Double Cupboard - Metal		60.00	60.00	Office			
Microwave		60.00	60.00	Kitchen			
Carnforth Patroits		50.00	50.00	Office			
Carnforth Patroits		50.00	50.00	Entrance Hall			
Arnold Baker - Local Council Clerks		50.00	50.00	Office			
2 x telephones		50.00	50.00	Front Room			
Battery Booster		45.00	45.00	Front Room			
Cigarette Bin		45.00	45.00	Outside			

Carnforth Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Stationery Table		45.00	45.00	Office			
2 x first aid kit		44.00	44.00	Entrance Hall			
Fire Blanket		42.00	42.00	Kitchen			
Tea-um		40.00	40.00	Front Room			
Generator Battery	04/12/2020	37.89	37.89	Hall			
Ansaphone		30.00	30.00	Flat			
Shredder		30.00	30.00	Office			
Sandbags		30.00	30.00	Front Room			
Laminator	09/11/2019	29.99	29.99				
Headphones	07/06/2020	29.84	29.84	Clerk's home			
Flag	07062020	28.97	28.97	Office			
Photo Frame		25.00	25.00	Entrance Hall			
20 Litre Jerry Can		25.00	25.00	Outside Shed			
Coat Stand		20.00	20.00	Office			
Coat Stand		20.00	20.00	Office			
Fan Heater		18.00	18.00	Cadets Offcie			
4 gang extension lead		15.00	15.00	Office			
Kettle		10.00	10.00	Office			
Pewer Plate - Twinning		1.00	1.00	Office			
Oil Painting - Kellet Rd Bridge		1.00	1.00	Office			
2 x 'Slient' Soliders		1.00	1.00	War Memorial Gardens			
War Memorial Gardens		1.00	1.00	Market Street			
Allotment Land		1.00	1.00	Kellet Road			
Former Mayors Picture		1.00	1.00	Office			
VC Arnaold Halton		1.00	1.00	Entrance Hall			
Dymo Labeller				Portable			
Large Planter							
		302,166.10	302,166.10				

Carnforth Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
ICT							
Laptop	19/02/2021	786.56	786.56	Sarah Lowell			
Software	19/02/2021	42.56	42.46	Sarah Lowell			
		829.12	829.02				
<hr/>							
Grand Total:		302,995.22	302,995.12				