



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend the meeting of the Asset Management Committee to be held at 5pm on Tuesday 11th May 2021 at Carnforth Civic Hall

A G E N D A

- 21045. Chair:** To elect Committee Chair for the municipal year 2021/2022
- 21046. Vice-Chair:** To elect Committee Chair for the municipal year 2021/2022
- 21047. Apologies:** To receive apologies
- 21048. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21049. Urgent Business:** To consider any items of urgent business not on the agenda
- 21050. Minutes:** To consider and approve Minutes of meeting held on Tuesday 13th April 2021
- 21051. Community Halls:**
- Civic Hall:**
- 1) Update on current use - Rapid Test Centre & Worship
 - 2) Risk assessment on face to face meetings;
 - 3) Heating contractor report
 - 4) Priority works
- Crag Bank Village Hall:** To consider any further updates
- 21052. Outdoor Maintenance:** To consider outdoor maintenance matters and updates including:
- 1) Litter picking equipment costs and use
- 21053. Maintenance Programme:** To consider maintenance programme updates
- 21054. Allotments:** To consider any further update / progress
- 21055. Date & Time of next meeting:** To consider date and time of next meeting

A handwritten signature in black ink, appearing to read 'Robert B. Bailey', with a long horizontal line underneath.

Clerk & Proper Officer

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06 May 2021

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ASSET MANAGEMENT COMMITTEE

Minutes of the meeting held on Tuesday 20th April 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); Bromilow; Parker & Watson
In attendance: Bob Bailey, Clerk and Proper Officer; Rik Marsden, Civic Hall Manager; Terry Allum Outdoor Maintenance Officer (Part)

- 21034 Apologies:** There were no apologies
- 21035 Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.
- 21036 Urgent Business:** Councillor Watson reported that he had been contacted by representatives from Carnforth Wombles enquiring as to whether Carnforth Town Council could support them with provision of various equipment. Everyone acknowledged that the group are doing a great job clearing litter around the town and there followed a discussion around the options available to the Town Council should they be minded to support the group. It was also noted that the group has received support from a range of other sources, including local businesses. The Clerk/Proper Officer reported that a similar approach had been made to Councillor Smith. After some discussion, **it was RESOLVED that Councillors Watson and Smith liaise with the Carnforth Wombles to develop a firm proposal for consideration.**
- 21037 Minutes:** It was **RESOLVED** that subject to a minor amendment the Minutes of the meeting held on Tuesday 2nd March 2021 be approved.
- 21038 Civic Hall:** The following matters were discussed:
- 1) Rapid Test Centre:** The Civic Hall is now being used as a Rapid Test Centre,, managed by Lancaster City Council, under the direction of Lancashire County Council and the NHS. The testing centre is operating every Friday from 9:30am – 12:30pm
A 'Venue Guide' has so far been provided setting out how the rapid testing will be managed and facilitated whilst one site. Whilst it serves a purpose it is not a formal risk assessment and Lancaster City Council have, again, been asked to provide one. The Town Council is also still awaiting a 'financial offer' from Lancaster City Council for the use of the Civic Hall for this purpose.
The Civic Hall Manager reassured Councillors that all necessary precautions are being taken; that the venue is being managed in line with current Covid-19 requirements and clinical waste is removed from the building at the end of each session. The Town Council have provided additional wastepaper bins that were required in any event;

- 2) **Carnforth Free Methodist Church:** The Church is now using the Civic Hall every Sunday for two one hour sessions, with a 30 minute break in between. They had previously provided a detailed and robust risk assessment, that had been shared with Councillors and accepted. The congregation for each session is limited to 30 people, who are all included on a register and socially distanced, with hand sanitization and cleaning taken seriously. The Civic Hall Manager reported that both sessions held on 18th April – the first time they had used the hall – had been very well managed. The Clerk/Proper Officer advised that Carnforth Free Methodist Church had booked the Civic Hall for every Sunday until the end of June after which it will be reviewed. They are being charged at the 'contracted rate' per hour for the use of the Hall and they have indicated that they may wish to also make use of the 'front room' going forward;
- 3) **Heating contractor report:** Councillors were reminded that a detailed survey carried out in 2019 had identified that the boiler is nearing the end of its useful life. Councillor Watson reported that he and the Civic Hall Manager had recently met with an established and recommended contactor at the Civic Hall who confirmed that the boiler is highly likely to need extensive repair or a full replacement In the next year or so. The advice given was that it would not be cost effective in the long term to repair the boiler and that parts would be difficult to come by in any case. It was also advised that the current radiators are not efficient and costly to maintain. The no obligation report on the heating system is expected within the next 10 days.
- 4) **Priority works:** Given that the outturn to be reported to Finance & Governance Committee on Wednesday 21st April is likely to identify a favourable position following the award of business grants and a reduction in overall expenditure arising from the closure of the Civic Hall due to Covid-19, Councillors were asked to consider priority works in 2021/2022. It was acknowledged that this represents an opportunity to consider the replacement of the hearing system and possibly some other priority works identified in the recent 'internal survey' carried by Councillors Branyan and Watson, supported by the Civic Hall Manger.

Following a general discussion on all of these matters, **it was RESOLVED that: updates be noted and that the heating system and other priority works be considered at the next meeting of the Asset Management Committee, subject to the contractors report being received and the Town Council's approval that reserves be earmarked for priority investment in the viability and long term future of Carnforth Civic Hall, and that Councillor Watson and the Clerk/Proper Officer research community and village hall improvement grants and funding.**

21039 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. It was reported that legal arrangements should be finalised soon and that this will be followed by Carnforth Town Council leading on establishing new Trustees, including Councillors Branyan, Grisenthwaite and Watson and the management and governance committee and structure for the operation and promotion of the building going forward.

It was reported that a survey of the heating system has also been undertaken and a report on this also expected in the coming weeks including recommendations for any future investment.

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

21040 Outdoor Maintenance: The Outdoor Maintenance Officer reported on the work he had carried out since the last meeting, including the base for the bus shelter to be installed at Back Lane and a base and installation of the bench at Shore Road. It was reported that the new date for the installation of the bus shelters at both Back Lane and Lancaster Road is 24th May.

Four of the six planters recently purchased are now in place on Lancaster Road and ready to be filled with flowers and plants. In response to a question, it was confirmed that the preferred supplier provides quality plants and flowers that represent good value for money.

It was reported that the Outdoor Maintenance Officer is using non-toxic weedkiller that it is environmentally friendly and does not require COSH training. It was noted that the Outdoor Maintenance Officer does not currently have a COSH qualification but would be willing to undertake the training if Councillors consider it of benefit.

It was reported that a Clean-Up day is being arranged by the Town Development & Planning Committee on May 4th that the Outdoor Maintenance Officer is happy to lead. He will also replace the lock on the noticeboard at the War Memorial Gardens.

At this point the Clerk/Proper Officer reported on an offer that had been made by a noticeboard supplier, previously used by the Council, to provide two large noticeboards to replace the one that had been vandalised at Highfield Road and the one that has water damage on North Road. It was noted that the one currently at North Road may need to be relocated in any event as a result of a recent planning application at its current location.

It was then **RESOLVED** that update on outdoor maintenance activities be noted and that the Clerk/Proper Officer seek three quotations for the provision on two new noticeboards for further consideration.

21041 Maintenance Programme: Tasks expected to be completed in April and May, which include monitoring the state of widows, external walls, ceilings and roof and all doors, with any matters being brought back to the Committee for consideration and action if required. After some discussion, it was **RESOLVED** that the to the up-to-date position be noted.

21024 **Asset Register:** The Clerk/Proper Officer reported that the asset register continues to be updated as new equipment and assets are acquired and that as at 31st March 2021, Town Council assets are valued at nearly £303,000. Councillors were reminded that, in accordance with proper practice the value of the Council's assets is based on the purchase price and is not subject to depreciation being shown in the accounts. The amount of assets is reported in the Annual Governance and Accountability Return and subject to audit.

There followed a discussion on how the automated report can be filtered to establish location, value, type and/or responsible committee and in response to a question the Clerk/Proper Officer advised that any obsolete assets would be reported to the Asset Management Committee in line with adopted Financial Regulations.

Councillors considered that a physical review of the Council's assets, similar to the one undertaken in early 2020, should be carried out at least every two years.

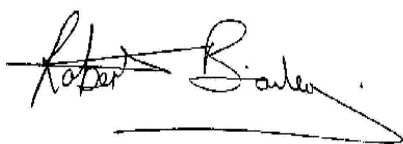
It was then RESOLVED that the up-to-date position of the Council's assets be noted and accepted and that arrangements be made to carry out a physical review of the Council's assets in the final quarter of 2021/2022.

21025 **Allotments:** No further progress has been made due to the ongoing Covid-19 restrictions and the fact that the Carnforth Allotments Committee have not met in the last 12 months. Councillors were reminded that both the Chair and the Clerk/Proper Officer had circulated a draft agreement/contract between the Town Council and Allotments Committee that needs to be amalgamated and an agreed version presented to the Allotments Committee.

The Clerk/Proper Officer has drafted and previously circulated a detailed Allotments Risk Assessment Report that also needs to be formally considered by the Committee, led by the Chair, and a version adopted so that the serious risks associated with the current unsatisfactory arrangement can be addressed urgently.

It was then **RESOLVED that the Chair and Clerk/Proper Officer present a draft Allotments contract/agreement and risk assessment at the next meeting of the Asset Management Committee for consideration and with a view to recommendations being made to the Town Council for adoption and action.**

21026 **Date of next meeting:** The next meeting of the Asset Management Committee will be on **Tuesday 4th or 11th May 2021 at 5:00pm** subject to receipt of the heating contractors report. The meeting closed at 6:10pm.



Clerk and Proper Officer

Carnforth Town Council - Risk Assessment for resuming face-to-face meetings (Draft)

Risk	Description of Risk	Mitigation Measures	Comments/Questions
1.Room Set up and Dismantling	Transmission from setting out the chairs to hold the meeting and other facilities – hall, 'front room', kitchen, office, toilets, doors	<p>Sanitise chairs before meeting and again at the end of the meeting before storage, sanitise other facilities after usage.</p> <p>Sanitisation provided for users of ancillary areas (toilets, kitchen, office).</p>	<p>The hall to be fully sanitised after use, including the chairs, tables, floors, light switches, door plates, toilets, includes: toilet / chain, sink and taps, door handles and floor.</p> <p>Only one toilet is in use during PC meeting evenings to reduce cleaning needed.</p> <p>Chairs to be set out in either theatre style or horseshoe shape to avoid people facing each other.</p> <p>Councillor to sanitise their own chairs.</p> <p>Designated Councillors to undertake the sanitisation in the areas listed above.</p>
2. Travelling to and from meeting	Transmission through the sharing of transport whether private or public.	<p>Attendees, wherever possible, travel to and from meetings separately.</p> <p>Where this is not possible attendees to follow the guidelines for using shared transport (eg bus, taxi, car sharing).</p>	

Risk	Description of risk	Mitigation Measures	Comments/Questions
3. Entering and leaving meeting	Close proximity to other Councillors and the public entering and leaving the meeting and contact with doors.	<p>Councillors to enter the meeting and leave in an orderly socially distanced way.</p> <p>Hands to be sanitised on arrival.</p> <p>Controlled, socially distanced, one by one, entry by other attendees.</p> <p>Notices to be erected on entry to meeting regarding social distancing and the wearing of masks.</p> <p>Provision of sanitiser at entrance to meeting.</p>	<p>Ask Councillors to form an orderly queue and to be admitted in the order they arrive at the Hall. Will need to mark out 2m distances</p> <p>Members of the public to be socially distanced in the main hall and front room.</p> <p>The chairs could be arranged in the Main Hall so as to allow the public to address the meeting without walking past everyone, maybe in a horseshoe facing the door. Chair/VC and Clerk & Proper Officer facing Councillors to one side, and the public to sit on the side nearest the door. They could stand when they address the Council to help with the acoustics.</p> <p>PPE to be available?</p>
4. Meeting Environment	Transmission through air and touch.	<p>Socially distanced seating arrangement.</p> <p>Windows and doors to be left open to facilitate the free flow of air though the meeting room.</p>	<p>Capacity without social distancing is [to be completed] with tables and chairs and [to be completed] without tables. Without tables but people seated capacity is [to be completed].</p> <p>With social distancing, assuming 50% of capacity (ACRE advice), the main hall may be able to accommodate [to be completed].</p> <p>Need plan of chair set up</p> <p>Need to mark up the floor showing where the chairs go</p> <p>No formal handover of the chain of office to take place at the annual meeting.</p>

Risk	Description of risk	Mitigation Measures	Comments/Questions
5. Conduct of Meeting	Transfer through touch and air	<p>Councillors and public to remain socially distanced at all times.</p> <p>Wearing of masks except when speaking.</p> <p>Shouting to be avoided.</p> <p>The circulation of paper documents to be suspended.</p>	<p>Adjust the order of business to allow members of the public to leave, should they so wish, immediately after discussion of their item of interest.</p> <p>Clerk & Proper Officer to complete attendance list</p>
6. Wider Issues	<p>Councillors and staff do not feel safe attending meetings face to face meetings.</p> <p>Ensuring, given social distancing, that "sound systems" are available to ensure all meeting attendees can hear what is being said.</p>	Examine technological solutions to facilitate virtual attendance at meetings.	<p>Unless there is a change in the law, Councillors attending remotely will not be able to take part or vote, and their attendance will not be included in the Minutes.</p> <p>Suggest Councillors stand when addressing the meeting so their voices will carry better.</p> <p>Need to keep meeting "moving" so it does not last longer than necessary – NALC advice.</p> <p>Need to examine what technical solutions are available?</p>
	Track & trace	Need to take contact details of any members of the public attending.	