



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting of the Property & Environmental Committee
on Tuesday 1st February 2022 at 5:30pm at Carnforth Council Offices**

A G E N D A

- 22001. Apologies:** To receive apologies
- 22002. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22003. Urgent Business:** To consider any items of urgent business not on the agenda
- 22004. Minutes:** To consider and approve Minutes of meeting held on Tuesday 4th January 2022
- 22005. Environment & Public Realm:** To consider report of Outdoor Maintenance Officer and any other updates
- 22006. Energy costs:** To consider energy costs and proposed amalgamation of energy bills (Clerk to Report)
- 22007. Crag Bank Village Hall:** To consider property / operational updates
- 22008. Civic Hall:** To consider property / operational updates
- 22009. PAT Testing:** To consider outcome of Portable Appliance Testing of Council equipment (Facilities Manager to Report)
- 22010. Date & Time of next meeting:** To consider date and time of next meeting

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Clerk & Proper Officer

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29 January 2022

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PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the remote meeting held on Tuesday 4th January 2022

Present: Councillors Watson (Chair); Betley; Bromilow; Branyan; Parker and Turner

In attendance: Bob Bailey, Clerk and Proper Officer; Rik Marsden, Civic Hall Manager

22001 Apologies: Apologies were received Terry Allum, Outdoor Maintenance Officer due to illness.

22002 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

22003 Urgent Business: There was a further discussion about replacing the fencing around Crag Bank Village Hall and the proposed additional light in the car park. Councillors attention was also drawn to the wall heaters in the Pre-school room where one is not working at all and the other not considered to be particularly efficient.

Councillor Turner highlighted an issue raised on social media over the Christmas period where a resident had stumbled on the stone steps adjacent to Ashtrees Surgery due to the poor lighting there.

After some discussion the following ACTION's were RESOLVED:

- 1) **Proper Officer to see quotations to completely replace the existing wooden fence at Crag Bank Village Hall with another similar one but where the poles are located into metal footings;**
- 2) **That the electrician be asked to come up with an alternative solution to the positioning of an additional light in the Crag Bank Village Hall Car Park;**
- 3) **That the wall heaters be considered as part of the wider project to replace the heating within Crag Bank Village Hall, and that:**
- 4) **The Proper Officer seeks to determine responsibility for lighting adjacent to Ashtrees Surgery**

22004 Minutes: It was **RESOLVED** that subject to a minor amendment the Minutes of the meeting held on Tuesday 7th December 2021 be approved

22005 Environment & Public Realm: The following matters were considered:

- 1) **Outdoor maintenance officer updates and issues:** The Outdoor Maintenance Officer had reported that the ivy at the side of the Civic Hall has been cut at the roots and will be pulled away once it has died off.

A quotation for the relocation and installation of a bench on Scotland Road has not yet been received.

It was then **RESOLVED** that the updates be noted and any actions implemented with progress and any issues being reported back to the Committee in due course.

22006 Crag Bank Village Hall: The following matters were considered:

- 1) **Property updates, issues and maintenance programme:** The lobby at the Village Hall has yet to be painted. **ACTION: Subject to medical clearance the work will be carried out by the Civic Hall Manager with support from Councillor Turner, otherwise the Proper Officer will arrange for a contractor.**

A maintenance programme for the Village Hall has not yet been established. **ACTION: The Proper Officer will draft a template for that will be populated with maintenance schedules in consultation with Councillor Watson.**

- 2) **Operational Matters:** The newly appointed cleaner had settled into the job well. She has flagged up the known issue around storage space at the Village Hall that is being monitored and addressed. It was noted that because of the amount of equipment (owned by several users) in the ground floor storage room it has not been possible to thoroughly clean this area to her satisfaction. **ACTION: Proper Officer to monitor the storage situation and arrange for storage to be reorganised where appropriate.**

It was then **RESOLVED that the updates be noted and any actions implemented with progress and any issues reported back to the Committee in due course.**

22007 Civic Hall: The following matters were considered:

- 1) **Property updates and issues and maintenance programme:** The maintenance programme indicates that the Portable Appliance Testing of all appliances is due to be completed by the end of January. The Civic Hall Manager reported that he has already commenced this work.

According to the maintenance programmed all fire extinguishers are also due for inspection. The Civic Hall Manager and Proper Officer commented that these had been externally inspected in the Summer and that a certificate of inspection is on file. It was noted that the cost of the inspection had been questioned with the contractors at the time as it had been significantly higher than in previous years.

ACTION: All portable appliances, including those now at Crag Bank Village Hall, to be PAT tested, recorded and labelled by 31st January 2022.

Proper Officer to share the certificate of inspection with Councillor Watson to determine whether a further inspection is necessary. The extinguishers at Crag Bank Village Hall to be added to the next scheduled inspection.

There was another discussion on the state of the floor at the Civic Hall and the long term expectations for the building as part of the now wider property portfolio.

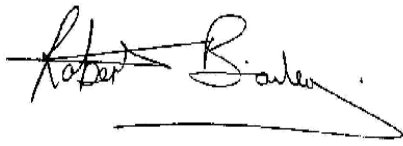
The Proper Officer advised that projects have been earmarked as part of the current budget process including replacing the heating system and flooring at the Civic Hall.

The Committee acknowledged that these proposed projects will need to be prioritised and scheduled in due course subject to confirmation of the budget and precept for 2022/23 to be determined by the Town Council at its meeting on 19th January.

The Committee also noted gave their support to the Proper Officer's recommendation to the Finance & Governance Committee that a three year budget plan be developed.

It was then **RESOLVED that the updates be noted and actions implemented with progress and any issues reported back to the Committee in due course. In**

22008 **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 1st February 2021 at 5:30pm.** The meeting closed at 18:20pm.

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Clerk and Proper Officer