



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 March 2022 at 5:30pm at Carnforth Council Offices**

A G E N D A

- 22019. Apologies:** To receive apologies
- 22020. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22021. Urgent Business:** To consider any items of urgent business not on the agenda
- 22022. Minutes:** To consider and approve Minutes of meeting held on Tuesday 1st February 2022
- 22023. Energy, broadband & telephone:** To consider an update on authorised arrangements to consolidate gas and electricity, broadband and telephone costs with one provider
- 22024. Environment & Public Realm:** To consider report of Outdoor Maintenance Officer and any other updates
- 22025. Crag Bank Village Hall:** To consider property / operational updates including concerns raised about parking
- 22026. Civic Hall:** To consider property / operational updates
- 22027. 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".

Clerk & Proper Officer

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25 February 2022

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PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Monday 7th February 2022 at 6:15pm

Present: Councillors Bromilow (Chair); Branyan and Parker

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

22009 Apologies: There were no apologies,

22010 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

22011 Urgent Business: Councillors were advised that Councillor Watson has had to temporarily step back from attendance at committee meetings due to work commitments. As he was the Chair of this committee there was now a need to appoint a new Chair and Deputy.

It was then proposed by Cllr Parker and seconded by Councillor Branyan that Councillor Bromilow be elected as Chair of the Property and Environment committee. Councillor Bromilow then proposed Councillor Branyan seconded that Councillor Parker be elected Deputy Chair. Both positions to be reviewed at the end of the Municipal year in May.

It was reported that it had not yet been possible to establish who has responsibility for lighting around the area at Ashtrees Surgery and, specifically, the steps leading down to the War Memorial Gardens where a resident had recently fallen as they had not been able to see the steps in the dark. **ACTION: Proper Officer to follow up**

22012 Minutes: It was RESOLVED that the Minutes of the meeting held on Tuesday 4th January be approved

22013 Environment & Public Realm: The Outdoor Maintenance Officer reported on the current state of flowers and shrubs maintained by the Town Council that are continuously being checked to ensure that they are good quality and enhance the town. Specific work will be carried out in the coming weeks to remove ivy from Carnforth Civic Hall and to improve the piece of land at the junction with Kellet and North Road with a flower bed.

Following confirmation from a specialist contractor that the proposed location for the bench on Scotland Road near the Aldi store is free from underground services the Outdoor Maintenance Officer will add it's installation to his work programme.

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.**

22014 Energy, Broadband & mobile phone costs: The Proper Officer has compared energy, broadband and mobile phone costs across council property with the aim of establishing any savings and efficiencies. The comparison identified significant savings and efficiencies through Utilities Warehouse the gas and electricity suppliers at Crag Bank Village Hall.

This company are a multiservice provider who have recently installed the new ultra-fast broadband and telephone line at the Village Hall. A similar comparison of broadband costs identified that whilst provision of this by Utilities Warehouse would be costlier the broadband speed would be some four times greater. They can also provide mobile phones and consolidating all services with them would enable the Town Council to qualify for additional savings through a 'cash back' scheme.

In response to a question the Committee were advised that experience with the company so far has been very good with the Town Council enjoying direct access to a dedicated account manager who deals with questions and queries on its behalf. Having all services consolidated onto one invoice has also helped with financial management and budgeting.

Councillors were informed that the contracts with the electricity providers for Carnforth Civic Hall and the War Memorial Gardens end on 24th March 2022 and after some discussion it was

RESOLVED that Carnforth Town Council be recommended to switch to Utilities Warehouse Ltd for the provision of gas and electricity, broadband and mobile phone.

22015 **Crag Bank Village Hall:** The following matters were considered:

- 1) **Property updates, issues and maintenance programme:** The Proper Officer reported that and following receipt of two quotations and delegated authority for urgent action in line with Standing Orders, the work to replace the fence at Crag Bank Village Hall had been awarded to the contractor providing the lowest priced quotation. The work has since been completed to a high standard. with the new posts being placed into metal brackets and cemented in for stability.

The lobby area will be painted by the Facilities Manager during February half-term.

A template for the planned maintenance programme at the Village Hall has been created and now needs to be populated.

The hot water geyser in the kitchen is inefficient and in a generally poor state and should be replaced.

All fire extinguishers and fire blankets have been installed / inspected / recharged and /or serviced and additional fire safety signage erected where required. An formal certificate of inspection has been provided covering the next 12 months.

ACTION: Proper Officer to work with Councillor Watson to determine annual planned maintenance requirements. Facilities Manager to consider removal and replacement of the hot water geyser, with a kettle(s) if practicable.

- 2) **Operational Matters:** Bookings are now established for every weekday evening and occasional weekends. The Proper Officer reported that football nets are required for a five-a-side booking and outlined plans to deal with an ongoing issue where storage space is being taken up by group who only hires the building periodically,

ACTION: Proper Officer authorised to purchase five-a-side football nets and to deal with the booking issue as outlined.

It was reported that, subject to sufficient interest, Crag Bank Under 5's may wish to use the pre-school room for two days during the summer holidays and had enquired about the hiring this room at a reduced rate. **ACTION: Proper Officer to report back to the committee should a formal booking for the summer period be formally requested.**

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.**

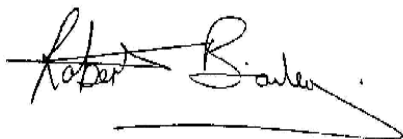
22016 Civic Hall: There was a further discussion about the plans to replace the heating and hall floor that have now been formalised as part of the 2022/23 financial planning process, together with professional services to make the best use of funding opportunities and technical support and advice.

It was then **RESOLVED that the update be noted.**

22017 Portable Appliance Testing: The Facilities Manager reported that he had completed and logged the Portable Appliance Testing of all electrical assets at each of the Council's properties. All had passed with the exception of the printer in the Council offices that had been purchased in 2018.

After some discussion, it was **RESOLVED that the Proper Officer obtain costings for a replacement printer/copier/scanner**

22018 Date of next meeting: The next meeting of the Property & Environment Committee will be on **Tuesday 1st March 2021 at 5:30pm.** The meeting closed at 7:20pm.



Clerk and Proper Officer