



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting of the Property & Environmental Committee
on Tuesday 7th December 2021 at 5:00pm at Carnforth Council Offices**

A G E N D A

- 21118. Apologies:** To receive apologies
- 21119. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21120. Urgent Business:** To consider any items of urgent business not on the agenda
- 21121. Minutes:** To consider and approve Minutes of meeting held on Tuesday 2nd November 2021
- 21122. Environment & Public Realm:** To consider the following matters:
- 1) Outdoor maintenance officer updates
- 21123. Preferred suppliers list(s):** To consider update on establishing a list of qualified preferred suppliers
- 21124. Crag Bank Village Hall:** To consider the following matters:
- 1) Property updates and issues
 - 2) Establishing a maintenance programme for the building
 - 3) Operational matters
- 21125. Civic Hall:** To consider the following matters:
- 1) Property updates and issues
 - 2) Operational matters
- 21126. Committee budget:** To consider committee budget for 2022 / 2023
- 21127. Other assets:** To consider updates on other matters relating to Council assets and general maintenance
- 21128. Date & Time of next meeting:** To consider date and time of next meeting

A handwritten signature in black ink, appearing to read 'Robert Barker', with a long horizontal flourish extending to the right.

Clerk & Proper Officer

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03 December 2021

Email: clerk@carnforthtowncouncil.org

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 2nd November 2021

Present: Councillors Bromilow (Chair); Branyan and Parker

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

21107 Apologies: Apologies were received from Councillors Bentley and Watson

21108 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

21109 Urgent Business: There were no matters of urgent business not on the agenda

21110 Minutes: It was **RESOLVED** that the **Minutes of the meeting held on Tuesday 5th October 2021 be approved**

21111 Environment & Public Realm: The following matters were considered:

- 1) Street Furniture: Outdoor maintenance officer updates and issues:** The Outdoor Maintenance Officer provided an update on previous actions and current and planned work. It was reported that a bench at the War Memorial Gardens had now been removed in preparation for the installation of the NHS/Keyworkers bench. Arrangements were made for the new bench to be installed the following weekend. There followed a discussion on the proposed relocation of a bench to Lancaster Road and a report that has now been received from Lancashire County Council which advises that '*...works are completed by competent experienced or preferably accredited persons to NRSWA requirements and works in the highway are protected*'. **ACTION: Clerk to share the report for consideration by the Outdoor Maintenance Officer.**
The new noticeboards at North Road and Highfield Road have now been installed and a refurbished one is now in place at the Civic Hall.
- 2) Grounds Maintenance:** The Outdoor Maintenance Officer advised that due to the mild weather many plants are still in good condition.

It was then **RESOLVED that the updates be noted and actions implemented with progress and any issues reported being reported back to the Property & Environment Committee.**

21112 Preferred Suppliers List: The Clerk reported on the purpose and benefits of having a preferred list of suppliers that meet established criteria for selection for Council orders and contracts. Councillors noted that this would increase control over procurement, build relationships, increase accountability, reduce costs and is more likely to result in improved quality of service.

A decision to introduce a preferred list would require changes to be made to Standing Orders. In response to a question, the Clerk advised that such a list is considered to be good practice.

ACTION: Clerk to seek advice from the contact principal authority's Procurement Manager and report back to the Committee.

21113 Crag Bank Village Hall: The following matters were considered:

- 1) **Property updates, issues and maintenance programme:** The Clerk & Proper Officer provided an update on the following matters:
 - a) A gas and electrical conditions survey has been completed. No matters of immediate concern have been raised but the advice in the surveys will need to be incorporated into a maintenance programme yet to be developed for the Village Hall;
 - b) The electronic door system has been installed and working very well. The Clerk reported that software to program swipe cards has been installed on the Council's PC and that cards for all the regular users have been programmed. The Clerk has arranged to handover the card(s) and demonstrate to Users how to use the system and ensure that the building is secured after use. **ACTION: Clerk to train the Administrative Officer on programming swipe cards**
 - c) The outdoor light to the Car Park has been repaired and welcomed by all Users. **ACTION: Request that the electrical supplier provided a quotation for a second light on the other side of the building**
 - d) A noticeboard inside the building has been installed and in use.
- 2) **Land boundary:** As requested the Clerk & Proper Officer has obtained additional information and clarity from the Council's solicitors on the land boundaries around the Village Hall. **ACTION: Information to be shared with Councillors**
- 3) **Asset Register:** It was reported that Councillor Watson and the Clerk have undertaken an inventory of Council-owned assets at the Village Hall and that these have been added to the Council's Asset Register. The purchase price on several assets inherited by the Council is not known but a value will be applied in due course for insurance purposes. The inspection of the assets had highlighted an opportunity to optimise space in the building, make better use of the kitchen area and to identify property being stalled by Users. **ACTION: The Clerk to contact all Users requesting information on property held at the Village Hall.**
- 4) **Operational Matters:** The Clerk has arranged to meet with the Crag Bank Under 5's and it was reported that the booking system is working well and that the number of bookings now exceed the pre-pandemic level.

A 'User Guide' to supplement the Terms and Conditions has been distributed to Users and a copy put in the noticeboard together with a copy of the public liability insurance. After some comments and observations it was **RESOLVED that the updates be noted and actions implemented with progress and any issues reported back to the Committee in due course.**

21114 **Civic Hall:** The following matters were discussed:

- 1) **Property updates and issues and maintenance programme:** It was reported that Lancaster City Council's Conservation team had now confirmed that the ornate round window to the front elevation can be repaired.
Civic Hall Manager presented a catalogue and three proposals from the same supplier to replace the flooring at the Civic Hall. The Clerk advised that should the Committee be minded to replace the floor it would need to be considered as part of the budget planning for future years (See also agenda item 21115) and, given the potential cost, be subject to tender.
- 2) **Operational Matters:** The Clerk reported that whilst bookings had improved there remains a great deal of capacity. There followed a discussion on the purpose of the hall to current users, in comparison with the facilities on offer at Crag Bank Village Hall and its future use. It was generally considered that the hall is more likely to be used as a meeting/conference/event venue rather than a recreational one.

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.**

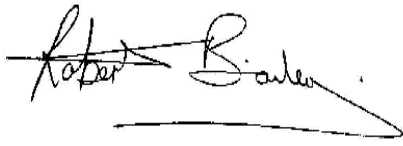
21115 **Forward Planning:** The Committee had been requested to consider its budget plans for the remainder of this financial year and for 2022/23. Given expenditure on assets to date it was considered that plans for this year had been fulfilled and there were no suggestions, at this stage, for 2022/23 other than the proposal that the floor at the Civic Hall be replaced and the purpose of the building be reconsidered to try and maximise income.

The Clerk advised that funding of a replacement floor could be through the Council's budget/precept for 2022/23; earmarking reserves over a planned number of years or through any opportunities for external funding.

After much discussion, it was **RESOLVED that the Finance & Governance Committee be recommended to consider inclusion of the installation of quality flooring and 'acoustic underlay' in the forthcoming budget preparations.**

21116 **Other assets:** It was reported that the Samsung A7 tablets had now been allocated to ten of the Council's twelve Councillors. It was then **RESOLVED that the update and be noted**

21117 **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 7th December 2021 at 5:00pm.** The meeting closed at 18:15pm.

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Clerk and Proper Officer