



# Carnforth Town Council

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

**Summons to attend meeting of the Property & Environmental Committee  
on Tuesday 4th January 2021 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 7<sup>th</sup> December 2021
- 22005. Environment & Public Realm:** To consider the following matters:
  - 1) Outdoor maintenance officer updates
- 22006. Crag Bank Village Hall:** To consider any property / operational updates
- 22007. Civic Hall:** To consider any property / operational updates
- 22008. Date & Time of next meeting:** To consider date and time of next meeting

A handwritten signature in black ink, appearing to read "Robert Bailey", with a long horizontal flourish underneath.

**Clerk & Proper Officer**

**Tel: 07846256006**

**30 December 2021**

**Email: [clerk@carnforthtowncouncil.org](mailto:clerk@carnforthtowncouncil.org)**

# PROPERTY & ENVIRONMENT COMMITTEE

## Draft Minutes of the meeting held on Tuesday 7th December 2021

**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

**21118 Apologies:** Apologies were received from Councillors Bentley and Watson

**21119 Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.

**21120 Urgent Business:** There were no matters of urgent business not on the agenda

**21121 Minutes:** It was **RESOLVED** that the **Minutes of the meeting held on Tuesday 2<sup>nd</sup> November 2021 be approved**

**21122 Environment & Public Realm:** The following matters were considered:

- 1) **Street Furniture: Outdoor maintenance officer updates and issues:** The Outdoor Maintenance Officer confirmed that given the underground services close to the position where the bench at Lancaster Road is to be located, it would be preferable to commission a competent and accredited contractor to carry out the works.

**ACTION: Councillor Parker to seek a suitable contractor and quotation for the works.**

The felt tiles have now been installed into the new noticeboards at North Road and Highfield Road and these are now ready to use. **ACTION: Keys to be passed to**

**Councillor Smith**

The Clerk & Proper Officer provided a short update on plans for the Queen's Jubilee weekend and the Outdoor Maintenance Officer confirmed that he and Councillor Smith are taking a lead on booking entertainment,

- 2) **Grounds Maintenance:** Work ongoing with no issues to report.

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

**21123 Preferred Suppliers List:** The Clerk & Proper Officer reported that, as instructed, he had contacted Lancaster City Council's Procurement Manager on the purpose and benefits of a preferred list of suppliers for the selection of Council orders, tenders and contracts.

Councillors were informed that following the UK's exit from the EU there are '*additional freedoms in relation to contract spend on goods, services and works contracts with a value below the applicable thresholds*'.

This has resulted in changes to contract procedure rules including cessation of a preferred suppliers list and a review of procedures generally including standardisation of documentation and processes for procurement with local suppliers.

The Clerk & Proper Officer confirmed that he is unaware of any amended revised best practice having been made available by the National Association of Local Councils.

Given the apparent changes it was **RESOLVED that the Finance & Governance Committee be asked to consider these as part of the annual review of Standing Orders and Financial Regulations (incorporating Contract Procedure Rules) planned for the final quarter of the municipal year.**

**21124** **Crag Bank Village Hall:** The following matters were considered:

1) **Property updates, issues and maintenance programme:** The following matters were updated and reported on:

- a) A quotation for a second light to illuminate the Car Park is awaited;
- b) An outstanding debt for hire of Crag Bank Village Hall has resulted in termination of the hire;
- c) As outlined in a recent survey of the building, one wall heater in the Pre-school room is not working and the other is inefficient and is in need of replacement;

**ACTION: Clerk & Proper Officer to seek quotations for replacement wall heaters**

- d) A spreadsheet for the maintenance of the Village Hall is needed.

**ACTION: Councillor Watson and Clerk & Proper Officer to establish a maintenance programme for Crag Bank Village Hall**

- e) A large fridge/freezer has been acquired and installed in the kitchen

2) **Operational Matters:** The Clerk & Proper Officer has again met with the Crag Bank Under 5's and there are no matters to report.

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.**

**21125** **Civic Hall:** The following matters were discussed:

1) **Property updates and issues and maintenance programme:** The following matters were updated and reported on:

- a) Mars Ltd have not yet removed the coffee machine

**ACTION: Clerk & Proper Officer to chase**

- b) The ornate round window to the front elevation has not yet been repaired;

**ACTION: Councillor Parker to chase the contractor**

- c) Ivy on the side of the Civic Hall needs to be removed

**ACTION: Outdoor Maintenance Officer to be asked to remove**

- 2) **Operational Matters:** As previously reported there is capacity for booking during the day and at weekends at the Civic Hall, although evening bookings have picked up.

**ACTION: Increase promotion of the availability of the Civic Hall for meetings and events during the day in particular.**

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.**

**21126 Committee Budget:** The Committee further considered 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.

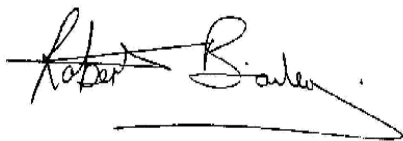
The Clerk & Proper Officer reported on the provisional planned budget for 2022/2023 for the Committee as well as the separate budget headings for the repairs and maintenance of both community halls and environmental and grounds maintenance that this Committee are also responsible for.

There followed a discussion on the identified projects including replacement of heating systems at both halls and new flooring at Carnforth Civic Hall and whether this sh/could be done before the heating replacement.

After some discussion, it was **RESOLVED that the current budget position and that planned for 2022/2023 be agreed in principle with further Council consideration being given to the planning and funding of major projects such as the replacement heating systems.**

**21127 Other assets:** Nothing to report

**21128 Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 4<sup>th</sup> January 2021 at 5:00pm.** The meeting closed at 17:40pm.



Clerk and Proper Officer