



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting of Asset Management Committee on
Tuesday 10th August 2021 at 5:00pm at Carnforth Civic Hall meeting room**

A G E N D A

- 21078. Apologies:** To receive apologies
- 21079. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21080. Urgent Business:** To consider any items of urgent business not on the agenda
- 21081. Minutes:** To consider and approve Minutes of meeting held on Tuesday 6th July 2021
- 21082. Terms of Reference:** To consider draft terms of reference for the proposed Property & Environment Committee
- 21083. Outdoor Maintenance:** To consider outdoor maintenance matters and updates
- 21084. Crag Bank Village Hall:** To consider updates
- 21085. Civic Hall:** To consider updates and maintenance programme
- 21086. Other assets:** To consider updates on other matters relating to Council assets and general maintenance
- 21087. 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 flourish extending to the right.

Clerk & Proper Officer

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05 August 2021

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ASSET MANAGEMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 6th July 2021 at 5:00pm

Present: Councillors Watson (Chair); Betley; Branyan (Town Mayor) Bromilow and Parker (part)

In attendance: Bob Bailey, Clerk and Proper Officer; Rik Marsden, Civic Hall Manager; Terry Allum, Outdoor Maintenance Officer; Linda Marsden, Crag Bank Village Hall Manager; Leah Longhorn, Administrative Officer; Two representatives from Highfield Road Allotments Committee

21068 **Apologies:** There were no apologies

21069 **Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.

21070 **Urgent Business:** The Chair presented Committee members with the draft terms of reference for a proposed committee to be responsible for property and the environment from September subject to consideration and approval by the Town Council.

The Clerk & Proper Officer updated the Committee on plans and arrangements for the statutory Regulation 14 consultation for the emerging Carnforth Neighbourhood Plan. It was reported that two drop in events will be held to allow residents and interested stakeholders to comment and ask questions about the Neighbourhood Plan.

21071 **Minutes:** It was **RESOLVED** that subject to a minor amendments the Minutes of the meeting held on Tuesday 1st June 2021 be approved.

21072 **Allotments:** Councillor Watson welcomed the Chair and Secretary of the Highfield Road Allotments Committee. Councillor Watson outlined the terms and conditions and associated responsibilities of each party set out in an agreement between Carnforth Town Council and Highfield Road Allotments Committee for the management of the land and individual allotment holders.

It was reported that members of the Allotments Committee had previously had sight of the agreement, as drafted by Carnforth Town Council, and some minor amendments had been made as a result. Both parties welcomed the introduction of a formal agreement and signed the document.

It was reported that from now on Carnforth Town Council will be represented at meetings of the Allotments Committee. The Chair and Secretary of Highfield Road Allotments thanked the Town Council for showing an interest in their activities and look forward to a positive relationship. They then left the meeting.

21073 **Outdoor Maintenance:** The Outdoor Maintenance Officer reported on his main activities in the last month.

Summer plants and flowers have been acquired and being planted. Very positive feedback has been received by letter and on social media about the new planters on Lancaster Road near Keerford View Retirement Homes.

Action will be taken to 'make good' the base for the new bus shelters. The frames for the interchangeable banners have been made and are in situ ready to be used. Some concerns have been expressed that the frames, when not in use, may be stolen. **ACTION: Outdoor Maintenance Officer to make the frames secure and/or remove when not in use**

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

21074 **Crag Bank Village Hall:** It was reported that good progress has been made since Carnforth Town Council took over formal responsibility for the hall. Key actions taken following resolutions by the Town Council and under delegated authority include:

- 1) Insurance of the buildings and contents with the Council's existing insurers, resulting in substantial cost savings for the same level of cover;
- 2) Implementation of the Scribe booking system and online payments and booking web-page;
- 3) All existing hirers contacted about the new arrangements - all welcomed the changes and plans going forward;
- 4) Terms and conditions for the hire of Council venues established and published;
- 5) Bank balances transferred to Town Council account and new accounting codes for Crag Bank Village Hall income and expenditure set up and in use;
- 6) Changes and improvements to cleaning, waste management and various operational matters, providing an improved service and short and long term cost savings;
- 7) Remedial repairs and maintenance under way and planned;
- 8) Valuation of the property and 'open market rental value' per annum (just received);
- 9) Inspection of the heating system and a request for a quotation to replace;
- 10) Installation of LED lights arranged for week commencing 26th July;
- 11) Enquiries made around installing new doors to allow secure access.

It was noted that further actions are planned, including repairs to the hall floor and decorating; new signage; health and safety compliance matters and further promotion of the venue.

Councillors and the Clerk were congratulated on the progress made so far and after some questions on the next steps, it was **RESOLVED that the update be noted and actions implemented with progress and any issues reported back to the Asset Management Committee.**

21075 Civic Hall: The following matters were discussed:

- 1) **Heating Contractor Report:** The Chair reported that the a quotation for the boiler and heating system is expected soon. **ACTION: Quotation to be circulated and considered by the Asset Management and Finance Committees.**
- 2) **Rapid Test Centre:** The Clerk reported that payment for use of the Civic Hall as a test centre each Friday has now been received and will continue to be paid monthly. After being raised with Lancaster City Council the centre is now remaining open until 12:30pm.
- 3) **LED Lighting Proposal:** The new LED lights will be installed in the same week as Crag Bank Village Hall being week commencing 26th July.
- 4) **Maintenance Programme – Civic Hall:** The Maintenance Programme was reviewed and actions noted.
- 5) **Priority Works:** The committee considered photographs of several windows where there is water ingress. It is estimated that these had been installed over 20 years ago being 'old style' PVCu windows. The ornate round window on the front elevation, which is part of the original building, is timber and severely rotted. **ACTION: Further advice on the state of the windows and quotation(s) to replace/repair be sought**

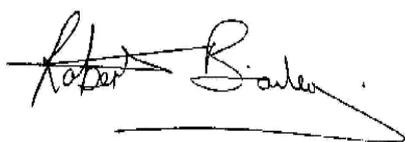
After some comments and discussion it was **RESOLVED that the updates be noted and actions implemented with progress and any issues reported back to the Asset Management Committee.**

21076 Carnforth Offices and other assets: It was reported that an order had been placed for a new Noticeboard at Highfield Road and that the Council's insurers had been notified. Following approval by the Town Council and subject to permission by the landowner an order for a new noticeboard at North Road will also be placed.

It was reported that the carpet tiles in the Carnforth offices are in a poor state.

It was then RESOLVED that the updates be noted and that quotation(s) for the replacement and fitting of carpet tiles be sought.

21077 Date of next meeting: The next meeting of the Asset Management Committee will be on **Tuesday 3rd August at 5:00pm.** The meeting closed at 6:30pm.



Clerk and Proper Officer