



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting of Asset Management Committee on
Tuesday 6th July 2021 at 5:00pm at Carnforth Civic Hall meeting room**

A G E N D A

- 21068. Apologies:** To receive apologies
- 21069. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21070. Urgent Business:** To consider any items of urgent business not on the agenda
- 21071. Minutes:** To consider and approve Minutes of meeting held on Tuesday 1st June 2021
- 21072. Allotments:** To welcome Chair and Secretary of Highfield Road Allotments, sign agreement and discuss ongoing working relationships and practices
- 21073. Outdoor Maintenance:** To consider outdoor maintenance matters and updates
- 21074. Crag Bank Village Hall:** To consider updates and action plan
- 21075. Civic Hall:** To consider updates and maintenance programme
- 21076. Council Offices and other assets:** To consider use of Council office and updates on other matters relating to Council assets and general maintenance
- 21077. 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". The signature is written in a cursive style and is positioned above a horizontal line.

Clerk & Proper Officer

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02 July 2021

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ASSET MANAGEMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 1st June 2021 at 5:00pm

Present: Councillors Watson (Chair), Bromilow and Grisenthwaite

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

- 21056** **Apologies:** Apologies were received from Councillors Branyan and Parker
- 21057** **Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.
- 21058** **Urgent Business:** There were no matters of urgent business not covered in the Agenda.
- 21059** **Minutes:** It was **RESOLVED** that subject to a minor amendments the Minutes of the meeting held on Tuesday 11th May 2021 be approved.
- 21060** **Outdoor Maintenance:** It was noted that all equipment to support the Carnforth Wombles had now been purchased and were in use. Councillors were advised that the equipment is the property of Carnforth Town Council and that arrangements had been made with the Council's insurers to cover all activities undertaken by volunteers supported by the Town Council.
- County Highways have responded that they will inspect the footway at the junction of Haws Hill and Lancaster Road and carry out any necessary repair works. They will not, however, be relocating the signage at this junction as there is no other suitable alternative.
- The posts at the War Memorial Gardens will be painted in the next few days and it was reported that the Hi-Viz vests for Councillors and staff had now been delivered.
- ACTION: Councillors Bromilow and Watson will follow up with Carnforth Cricket Club about their agreed responsibilities in maintaining Footpath 8.**
- The Outdoor Maintenance Officer reported that he will soon be weed-spraying along Footpath 8 and will be completing the Summer planting in the coming week.
- Arrangements are in hand to make removable boards and install these and the steel feet at key locations on the entrances into the town.
- It was then **RESOLVED that updates be noted and actions implemented with progress and any issues reported back to the Asset Management Committee.**
- 21061** **Noticeboards:** It was reported that the Clerk & Proper Officer has now given a formal statement to the Police on the irreparable damage caused to the Noticeboard at Highfield Road which was vandalised and has since been disposed of. It was reported that the suspect is due to be interviewed and that the Council's insurers have enquired about the cost of a replacement.

The single door noticeboard continues to be damaged by water ingress and the locks are now becoming difficult to use. The Clerk reported that the Noticeboard company had offered to replace both noticeboards at a reduced cost as a 'goodwill gesture' even though the ingress has been caused by the initial installation. There was further discussion on the importance of having noticeboards as an essential part of the Council's communications and engagement with the public, **it was then RESOLVED that negotiations be held with the noticeboard company to purchase two double-door noticeboards at the best available price and that this be subject to final approval by Chair of the Assets Management Committee**

21062 Civic Hall: The following matters were discussed:

- 1) **Heating Contractor Report:** The Chair reported that the expected survey had not yet been received.
- 2) **Rapid Test Centre:** Lancaster City Council have confirmed that payment will soon be made for the period to date that the Civic Hall has been used as a Rapid Test Centre each Friday and will continue to pay on a monthly basis thereafter. They have not yet, however, indicated what the payment will be.
- 3) **LED Lighting Proposal:** The Clerk & Proper Officer had previously circulated the outcome of a survey and offer made an energy solutions company for the supply, installation and maintenance of LED lights throughout the Civic Hall following a recent survey.

Two options have been presented: one being a straight forward quotation with the option to pay over 60 months; the other is a standard service agreement (ZERO CAP EX) that is paid out of the savings generated from the LED lighting install.

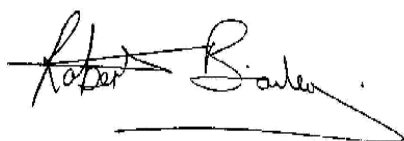
The key points arising from the survey, the installation costs and potential annual savings and those over the life of the contract were set out in the proposal.

The Committee noted the substantial savings that the proposal could generate that could be used to help injecting capital back into the building whilst providing improved lighting throughout.

- 4) **Maintenance Programme – Civic Hall:** The Maintenance Programme was not available for discussion but continues to be monitored and followed.
- 5) **Priority Works:** Contact details of an expert in acoustics has been provided but not yet followed up.

After some discussion it was **RESOLVED that matters and updates relating to the Civic Hall be noted and that the Finance & Governance Committee be asked to consider the LED lighting proposal and that they be asked to consider a recommendation that Financial Regulations in relation to Contracts be waived to enable an agreement to be negotiated with the potential for substantial savings in all of the Town Council's facilities.**

- 21063 Crag Bank Village Hall:** It was reported that good progress is being made and that the formal handover of the management of Crag Bank Village Hall will be completed on 4th June, after which an action plan to manage improvements to the building and its facilities will be formally taken forward and reported. It was then **RESOLVED that the update be noted and actions implemented with progress and any issues reported back to the Asset Management Committee.**
- 21064 Allotments:** Councillor Watson reported that subject to formal agreement of the Draft Lease and Risk Assessment associated with the Highfield Rod Allotments he will contact the Secretary to arrange representation at the Asset Management Committee meeting scheduled for 6th July to discuss the improved arrangements and sign the lease. It was then **RESOLVED that the Lease and Risk Assessment be adopted and that Chair and Secretary of the Highfield Road Allotments Committee be invited to the next meeting of the Assets Management Committee.**
- 21065 Bus Shelters:** It was noted that the Bus Shelters and hardstandings on Lancaster Road and Back lane had now been installed and available for use. There was a general discussion about this project which had reached a successful outcome despite several challenges. It was then **RESOLVED that installation of bus shelters at Back Lane & Lancaster Road be noted and that a log of the lessons that had been learned from this project be created.**
- 21066 Date of next meeting:** The next meeting of the Asset Management Committee will be on **Tuesday 6th July at 5:00pm.** The meeting closed at 6:30pm.



Clerk and Proper Officer