



# Carnforth Town Council

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

**Summons to attend meeting of the Property & Environmental Committee  
on Tuesday 5<sup>th</sup> April 2022 at 5:30pm at Carnforth Council Offices**

## **A G E N D A**

- 22027. Apologies:** To receive apologies
- 22028. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22029. Urgent Business:** To consider any items of urgent business not on the agenda
- 22030. Minutes:** To consider and approve Minutes of meeting held on Tuesday 1<sup>st</sup> March 2022
- 22031. Environment & Public Realm:** To consider report of Outdoor Maintenance Officer and any other updates
- 22032. Crag Bank Village Hall:** To consider property / operational updates
- 22033. Civic Hall:** To consider property / operational updates
- 22034. Date & Time of next meeting:** To consider date and time of next meeting – Tuesday 3<sup>rd</sup> May

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

**Clerk & Proper Officer**

**Tel: 07846256006**

**31 March 2022**

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

# PROPERTY & ENVIRONMENT COMMITTEE

## Draft Minutes of the meeting held on Monday 1<sup>st</sup> March 2022 at 5:30pm

**Present:** Councillors Bromilow (Chair); Branyan and Parker

**In attendance:** Bob Bailey, Clerk and Proper Officer and Rik Marsden, Facilities Manager

**22019 Apologies:** There were no apologies,

**22020 Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.

**22021 Urgent Business:** There were no matters of urgent business not covered on the meeting agenda.

**22022 Minutes:** The Clerk & Proper Officer provided a short update on actions agreed at the last meeting and it was **RESOLVED** that the Minutes of the meeting held on Tuesday 7<sup>th</sup> February be approved

**22023 Environment & Public Realm:** The Outdoor Maintenance Officer has commenced work on installing a bench on Scotland Road near the Aldi store. There being no further updates it was **RESOLVED that the action being implemented be noted.**

**22024 Energy, Broadband & mobile phone costs:** The Proper Officer reported that following the Council's decision in February to transfer energy, broadband and mobile phone provision for all Council property to Utilities Warehouse good progress has been made with the full transfer expected to be completed by mid-March resulting in improved efficiencies and savings.

**After some comments, it was RESOLVED that the update on the switch to Utilities Warehouse Ltd for the provision of gas and electricity, broadband and mobile phone.**

**22025 Crag Bank Village Hall:** The following matters were considered:

- 1) **Property updates, issues and maintenance programme:** Arrangements are being made to replace the hot water geyser as approved at the last meeting.

There was a discussion about a recent booking that resulted in partial damage to fixtures and some uncleanliness inside the building, broken bottles outside the building and some complaints about the behaviour of attendees at the event. The Proper Officer reported that he had posted a personal apology on the Council's Facebook page and had contacted the hirer about their responsibilities in line with the terms and reference for use of the building and the risks that the broken glass had created for other users. They have been advised that the Council reserves the right to charge them for any costs incurred.

There followed a discussion about the use of the building for the event in question and whether, on the rare occasions, that the building is used for such purposes a deposit should be required to be refunded upon the building being left in a reasonable state.

**ACTION: Proper Officer to pursue any costs incurred with the hirer and presents for consideration an amendment to the existing term and conditions for a refundable deposit to be requested for one-off bookings where appropriate.**

The Proper Officer also reported that he had received recent comments about users seemingly not taking advantage of the available car park and parking on Jesson Way, in one instance it was reported that an emergency vehicle had difficulty getting past parked vehicles. The Proper Officer reported that he had contacted all Users asking them to use the car park. Separately, a resident has written commenting that the current signage does not help to encourage users to park their vehicles and suggesting that work needs to be done to improve the state of the perimeter wall.

**ACTION: Suggestions for alternative signage at the car park be sought and the perimeter wall assessed.**

No further progress has been made to establish a planned maintenance programme at the Village Hall. Plans are being made to improve storage arrangements which will ensure that hirers have sufficient equipment that can be accessed more easily and that there is a permanent lockable container for the storage of cleaning equipment and materials. **ACTION: Proper Officer authorised to order 10 x 6ft tables and a lockable cleaning container.**

The hall is to be closed over two weekends (dates to be agreed) to complete the painting of the entrance hall.

- 2) **Operational Matters:** Bookings continue to do well with the hall now being used for a range of activities. The redesignation of an existing post to Facilities Manager will help with the smooth running and efficiency of the building.

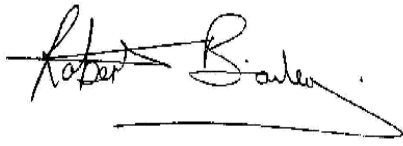
It was then **RESOLVED that the updates be noted and any actions implemented with progress and any issues reported back to the Committee in due course.**

**22026 Civic Hall:** It was reported that a group making a recent weekend booking had not turned up meaning that heating and lighting in the hall had been turned on unnecessarily. As the hirer had not advised the Council in good time they will still be charged for this booking. Whilst bookings are beginning to pick up, there remains capacity at the Civic Hall, especially during the day. **ACTION: 'A' boards to be placed outside the Civic Hall containing posters promoting Council venues**

The Facilities Manager will plan time in the coming weeks to paint the front doors.

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

**22027**    **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 5<sup>th</sup> April 2022 at 5:30pm.**    The meeting closed at 6:10pm

A handwritten signature in black ink, appearing to read "Robert B. Bailey". The signature is written in a cursive style with a long horizontal line extending from the end.

Clerk and Proper Officer