

**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE Services and Asset Management Committee

Held by Zoom

On Tuesday 15th December 2020 at 6.00pm

PRESENT: Chairman: Councillor Simon Barker (SB)
Councillors Edwina Hannaford (EH), Lillian Harrison (LH) and James Lundy (JL)

IN ATTENDANCE: Councillors Armand Toms (AT)
Mel Colton-Dyer – Commercial Strategy Direct and Town Clerk (CSD)
Laura Kellaway – Deputy Clerk (DC)

Open Forum - Welcome

	Welcome	ACTIONS
28.	Apologies for absence Apologies were received from Cllrs Gregory, Powell, Richardson and Sullivan. Cllr Jones was absent.	
29.	Declarations of Interest Cllr Hannaford – Cornwall Council.	
30.	Questions from members of the public Cllr Toms was co-opted onto the Committee for the duration of the meeting to enable the meeting to be quorate. Proposed by Cllr Hannaford and seconded by Cllr Barker.	
31.	To Approve the minutes of the E&D meeting held on the 16th November 2020 Cllr Lundy asked for the minutes to be amended to reflect that he was unable to attend the meeting fully due to poor internet connection at the time. It was resolved (proposed by Cllr Harrison and seconded by Cllr Barker) that subject to an amend to reflect Cllr Lundy's request, the minutes of the meeting held on Monday 16 th November 2020 are taken as read, confirmed and signed by the Chairman. All in favour (with 1 abstention).	DC to amend

<p>32.</p>	<p>To Receive an update on progress from actions arising from the minutes of the meeting of 16th November 2020 <u>Bonson Close</u> Cllr Hannaford advised that discussions with Cornwall Council were progressing and it was suggested that representatives from Cornwall Housing and Highways be invited to the next Full Council meeting on 4th January to discuss Stopping Up Order for Bonson Close. <u>SAMS Priority List</u> Discussions took place regarding the correct priorities for tasks to be undertaken. It was also suggested that the priority list be added as a standing item in all SAM agendas. CSD advised that she and DC would action and recirculate the list.</p>	<p>DC to invite CC/CH reps</p> <p>CSD/DC to amend and recirculate</p>
<p>33.</p>	<p>To Discuss Asset Maintenance, Repair and Improvements to allocate indicative costings for proposed future works Cllr Barker reminded the Committee of the need to have a comprehensive asset list in order to allocated indicative repair and maintenance or replacement costs against them and asked for a full Asset List. CSD advised him that a full list had already been prepared and presented by the RFO. Cllr Harrison requested a list of Council assets to be available on Teams and also a list of assets that were due to be devolved to LTC. CSD advised that these would be made available in Teams for all Councillors to view. The question of asset ownership was discussed as the Officer team had recently discovered that CC did not believe that LTC owned the memorial benches or salt bins. Cllr Barker asked if LTC would be able to claim money back from CC for salt bins replaced.</p> <p>Cllr Toms updated the Committee regarding the history of the memorial bench replacements and the Committee agreed that this should be added to the Priority List as a high priority.</p>	<p>CSD to add to Teams</p> <p>DC to investigate</p>
<p>34.</p>	<p>To Discuss CCTV report referred from Full Council meeting of 7th December This report had been discussed at the Full Council meeting of 7th December and referred to SAMS Committee. The DC updated the Committee that, since the Full Council meeting, the office workstation had completely failed (due to age and 24/7 usage) and that a full replacement was the only option. The Committee discussed this and asked that, due to potential future CCTV requirements being undetermined at this time, if the current supplier could provide the relevant equipment under a lease agreement. The Committee also asked for discussions to take place with LHC over shared usage of the LHC workstation and for the local Police to be advised.</p>	<p>CSD/DC to liaise with contractor, LHC and Police</p>

<p>35.</p>	<p>Matters for Further or Urgent Discussions as Determined by the Chairman</p> <p>The DC updated the Committee regarding the opening of Seafront toilets over Christmas and also to advise that there was a potential issue with the flooring beneath the Guildhall toilets whereby the internal drain had started to lift. A quote for an initial inspection involving removal of the flooring and digging out to the drain was provided however the Committee were unable to resolve on this. As this posed a potential Health and Safety risk, it was immediately resolved to close the Guildhall Gents with immediate effect.</p> <p>Cllr Toms gave his apologies and left the meeting at 7.05 pm due to having another meeting Cllr Lundy apologised as his internet connection was poor and was unable to continue in the meeting and left at 7.10pm.</p> <p>Due to the exit of Cllrs Toms and Lundy, the meeting was no longer quorate and so no further agenda business was discussed.</p>	<p>DC to action closure</p>
<p>36.</p>	<p>Date of next meeting:</p> <p>Monday 18th January 2021</p>	

The Meeting closed at 7.10 pm.

Signed

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