

**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE Services and Asset Management Committee

On Monday 31st January 2022 at 6pm

PRESENT: Chairman: Councillor Martin Gregory
Councillors: Hannaford, Truan, Toms.

IN ATTENDANCE: Councillors
Kate Puckey – Deputy Clerk (DC).

Open Forum - Welcome

17	Welcome	ACTIONS
18	<p>Apologies for absence Cllr Lundy – apology received and accepted Cllr Sullivan – apology received and accepted Cllr Barker was absent</p>	
19	<p>Declarations of Interest Cllr Hannaford Cornwall Council.</p>	
20	<p>Questions from members of the public None present.</p>	
21	<p>To Resolve to approve the Minutes of the Meeting held on 25th October 2021 It was resolved (proposed by Cllr Gregory, seconded by Cllr Truan) that the minutes of 25th October 2021 are taken as read, confirmed, and signed by the Chairman. All in favour.</p>	
22	<p>Questions on report of progress of actions from the Minutes of the Meeting held on 25th October 2021. Discussed the progress on actions and ensured all ongoing or complete. Discussion on the action for waste disposal and suggested management plan, including opportunities for recycling bins.</p>	<p>Waste to go to FC and Town Team agenda or co-operation meeting.</p>

23	<p>To review priority list for SAM's Committee and set priorities Discussion ensued regarding the priorities and future direction for SAM's committee over the coming year. Priorities were set and agreed to be sent to full council for ratification. Proposed by Cllr Gregory, seconded by Cllr Truan. All in favour.</p>	Add to FC agenda
24	<p>To resolve to approve asset maintenance plan To be moved to part 2 of the meeting.</p>	
25	<p>To review budget and earmarked reserves and review CIL Discussion occurred and it was suggested that the asset maintenance plan would be invaluable in identifying required resources. It was resolved to move this to a later meeting / briefing once further information obtained. Proposed by Cllr Gregory, seconded by Cllr Truan. All in favour.</p>	DC to liaise with RFO on expected timescales and arrange briefing / extraordinary meeting.
26	<p>To Discuss Millpool toilets – report from Deputy Clerk To be moved to part 2</p>	
27	<p>To discuss Guildhall Cubicles DC gave an update on the progress of this. It was resolved to recommend to Full Council to action, pending Cllr Toms discussion. Proposed by Cllr Hannaford, seconded by Gregory. All in favour.</p>	To be added to FC agenda.
28	<p>To Discuss seafront toilet refurbishment. It was resolved to move this to a later meeting, pending further information. Proposed by Cllr Gregory, seconded by Cllr Truan. All in favour.</p>	DC to continue progress
29	<p>To discuss proposal for benches It was resolved to approve the gifting of the benches to ELTT as per proposal and recommendation from officers. Proposed by Cllr Hannaford, seconded by Cllr Gregory. All in favour.</p>	DC to contact ELTT
30	<p>To discuss water saving initiatives and hand dryers It was resolved to move this to a briefing to enable further discussion. Proposed by Cllr Gregory, seconded by Cllr Truan. All in favour.</p>	DC to set up briefing
31	<p>To discuss internal training for PAT testing It was resolved to approve the internal training requirements for PAT testing and associated equipment required. Proposed by Cllr Gregory, seconded by Cllr Hannaford. All in favour.</p>	DC to book. Caveat that if the equipment more than £200 DC to bring back to meeting
32	<p>To resolve to approve quote for tools required. It was resolved to approve the quote for the tools required by the maintenance team. Proposed by Cllr Gregory, seconded by Cllr Hannaford. All in favour.</p>	DC to arrange ordering Dc to liaise with HC/ ELTT to discuss training needs.

33	<p>Other urgent business as determined by the Chairman (for information only) No other urgent business to discuss.</p>	
34	<p>Exclusion of members of the press and public to resolve that, under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for any items that involve the likely disclosure of confidential information</p> <p>Asset Maintenance Plan – Robert Freer. Discussion ensued and it was felt this was an invaluable piece of work to assist in managing assets moving forward. It was resolved to recommended to Full Council approve this. Proposed by Cllr Gregory, seconded by Truan. All in favour.</p> <p>Millpool Toilets – discussion and some questions on the feasibility. DC answered all queries. It was resolved to present recommendation of support to full council pending queries answered. Proposed by Cllr Gregory, seconded by Cllr Truan. All in favour.</p>	<p>DC to edit.</p> <p>DC to obtain questions to queries.</p>
	<p>Date of next meeting: 23rd May 2022</p>	

The Meeting closed at 7.40pm.

Signed

Date.....