



ASSETS AND FACILITIES SUB-COMMITTEE

17 January 2023

Dear Councillor

NOTICE IS HEREBY GIVEN that a Meeting of the Assets and Facilities Sub-Committee at which your attendance is summoned, will be held at **Mayor's Parlour, Bitton House, Bitton Park Road, Teignmouth, TQ14 9DF** on **Monday, 23rd January, 2023** at **3.30 pm** to transact the business specified in the Agenda as set out.

Iain Wedlake
Town Clerk

Distribution: Councillors R Ash (Chair), J Atkins, A Henderson, J Orme, I Palmer and R Phipps

For information – to be taken as read:

- 1** ***Declarations of Interest*** – Members are reminded that they should declare any interest in the items to be considered and are also advised that the timescale to alter their stated interests with the District Council’s Monitoring Officer is 28 days.
- 2** ***Items requiring urgent attention*** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting.
- 3** ***The Freedom of Information Act 2000*** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.
- 4** ***The Data Protection Act 2018*** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.
- 5** ***Mobile telephones*** Councillors and members of the public are requested to ensure that mobile phones are switched to ‘silent’ during the meeting to avoid disruption.
- 6** ***Recording*** this meeting may be filmed or audio taped.
- 7** ***Public Participation:***
Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman. Members of the public will also be given an opportunity to discuss Town Council activities not on the current agenda after the close of the meeting. The comments of members of the public and electors of the parish who speak before the start of the meeting or following the close of the meeting will not form part of the Minutes of the meeting.

A G E N D A

PART I

(Open to the Public)

1. **Apologies for Absence**

To receive, note and where requested, approve the reasons for apologies for absence.

2. **Declarations of Interest**

To declare any disclosable interests relating to the forthcoming items of business (if any).

3. **Minutes** (Pages 5 - 8)

To approve, sign and adopt the minutes of the Assets & Facilities Sub-Committee meeting held on 21st November 2022.

4. **Action Point Update**

Updates on any outstanding action points

Major Projects Update

5. **Replacement CCTV** (Verbal Report)

Other Works

6. **Lightning Conductor** (Verbal Report)

7. **Flag Pole** (Verbal Report)

8. **Website Subscriptions - Mobile App** (Verbal Report)

9. **Boyce relinquish of Flower Contract** (Verbal Report)

10. **Bus Shelters** (Verbal Report)

11. **Health & Safety Direct - RAMS / Staff Training** (Verbal Report)

New Health & Safety Policy

New Items

12. **Recap on any new Action Points**

13. **Date of Next Meeting**

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TEIGNMOUTH TOWN COUNCIL

Minutes of a Meeting of the
Assets and Facilities Sub-Committee
held at **Mayor's Parlour, Bitton House, Bitton Park Road, Teignmouth, TQ14 9DF** on
Monday, 21st November, 2022 at 3.30 pm

Present:

Councillors R Ash (Chair), P Williams (Vice-Chair), J Atkins and I Palmer

Absent:

A Henderson, J Orme and R Phipps

Officers In attendance:

18 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Henderson

No apology from Cllrs Orme or Phipps

Resolved that the apology from Cllr Henderson be noted.

19 DECLARATIONS OF INTEREST

None were received.

20 MINUTES

Members approved the minutes of the Assets & Facilities Sub-Committee meeting held on 3rd October 2022. Proposed Cllr Ash. Seconded Cllr P Williams. Unanimous.

21 ACTION POINT UPDATE

Weed control in the Triangles is to be reviewed before next year is contracted out.

22 REPLACEMENT CCTV

Mr Wedlake & Mr Spong gave an update on the CCTV progress as follows:

- Mr Wedlake had met the new Police Sergeant
- Mr Spong was progressing quotes for the new CCTV room at Bitton House

23 TOWN TOILETS

Mr Wedlake updated the committee on the progress with the toilet block transfers and the release of the Den toilets and the taking on of the temporary toilet portacabins and the issues that had been experienced so far.

24 COMMUNITY UNITS

Mr Wedlake updated that the transfer was still with Teignbridge and our solicitors.

25 BITTON PARK

Mr Wedlake gave an update that the planning was still un-determined and awaiting a decision from Teignbridge.

Mr Wedlake also reported that he had received a letter from the car park protesters delivered by Cllr Henderson, a copy is attached.

Cllr Ash also added that he had been in discussion from FUAD and is to arrange a Zoom meeting to deliver a 'Climate for Change' presentation.

26 BITTON HOUSE & ANNEXES

Mr Wedlake & Mr Spong updated the committee on the works required at Bitton House, the Workshop and the Orangery. Discussions are currently ongoing with the 'Friends of the Orangery' regarding the ongoing relationship and an agreement for the future maintenance.

27 LIGHTNING PROTECTION & FLAG POLE

Mr Spong reported that the determination date for the planning had now been extended by Teignbridge District Council into December 2022.

28 INTRUDER ALARM / ACCESS CONTROL

Mr Spong reported that the new office access control and building intruder alarms installs were now complete.

29 BUS SHELTERS

Mr Wedlake gave an update on the proposed replacement of 6 bus shelters by DCC in the town and asked that a contribution of £1,000 towards each shelter be considered towards the works from this year's (2022/23) budget.

It was resolved to put the above in next years budget, Proposed Cllr Palmer. seconded Cllr P Williams. Unanimous

30 HEALTH & SAFETY DIRECT - RAMS / STAFF TRAINING

Mr Spong gave a presentation on some quotes for a H&S / Training subscription service that now needed to be considered with the employment of the new members of staff and the proposed bringing back in house of some currently contracted works.

The quote from HS Direct was recommended at a cost of circa 2K / annum, with a potentially reduction in later years by reducing the training element.

Cllr Atkins asked that she could be furnished with the quotes for review.

It was resolved to engage with the supplier, HS Direct. Proposed Cllr Ash Seconded Cllr Palmer. Unanimous.

31 WEBSITE SUBSCRIPTIONS

Mr Spong reported back on a request from Cllr Atkins to investigate the possibility of getting automatic notifications from the new website.

Mr Spong advised that there were a couple of options:

- An email, via mailchimp, option which has a manually produced and activated notification requirement. The pricing was on a sliding scale dependant upon the numbers of subscribers.
- A TTC branded smartphone / mobile device App that could be downloaded whereby all News and Event updates and amendments to another 10 pages would send 'push' notifications and required no manual intervention. This comes at an initial setup cost of £2000 and a yearly subscription of £499.

It was resolved to accept the smartphone App version. Proposed Cllr Ash Seconded Cllr Palmer. Unanimous.

32 BOYCE RELINQUISH OF CONTRACT FOR TOWN FLOWERS ETC.

Mr Wedlake gave an update that Boyces, the gardeners, had given notice that they would not be able to continue with our full flower contract for next year.

Mr Wedlake has arranged for them to come in to discuss options.

33 RECAP ON ANY NEW ACTION POINTS

New action points raised from this meeting were reviewed.

34 PART 2 (IF REQUIRED)

No Part II required

35 DATE OF NEXT MEETING

The next meeting is scheduled to be held on Monday 23rd January 2023 at 15:30 at Bitton House.

The meeting was closed by the Chairman at 4.56 pm

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Cllr Richard Ash, Chair