



ASSETS AND FACILITIES SUB-COMMITTEE

15 November 2022

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 **Council Chamber 1, Bitton House, Bitton Park Road, Teignmouth, TQ14 9DF** on **Monday, 21st November, 2022** at **3.30 pm** to transact the business specified in the Agenda as set out.

Iain Wedlake
Town Clerk

Distribution: Councillors R Ash (Chair), P Williams (Vice-Chair), J Atkins, A Henderson, 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.

AGENDA

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 3rd October 2022.

4. **Action Point Update**

Updates on any outstanding action points

Major Project Updates

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

6. **Town Toilets**

To update on the Den toilets handover to new tenants and the additional issues work and burdens that this has made, and any other things that require sharing

7. **Community Units** (Verbal Report)

To update on the transfer from Teignbridge

8. **Bitton Park** (Verbal Report)

Update on Bitton Park

9. **Bitton House & Annexes** (Verbal Report)

Update on any developments with the house & annexes

Other Works

10. **Lightning Protection & Flag Pole** (Verbal Report)

Still waiting planning determination

11. **Intruder Alarm / Access Control** (Verbal Report)

The new building intruder alarm & access control system for the Town Council Offices is all complete and working

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

An update

New Items

13. **Health & Safety Direct - RAMS / Staff Training**

To discuss the subscription service for H&S and Training to include H&S Policy review, event risk assessments and staff training.

14. **Website subscriptions** (Pages 9 - 14)

To discuss and decide what action to take regarding the options:

Mailchimp – email newsletter – 500 subscribers, 2,500 emails per month – Free

App - £2000 setup, £499 / year – sends push (automatic) notifications for news & events and 10 addtl pages

15. **Boyce relinquish of contract for town flowers etc.** (Verbal Report)

An update.

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

17. **Part 2 (if required)**

18. **Date of Next Meeting**