



ASSETS AND FACILITIES SUB-COMMITTEE

25 July 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 - Town Hall** on **Monday, 31st July, 2023** at **3.30 pm** to transact the business specified in the Agenda as set out.

Iain Wedlake
Town Clerk

Distribution: Councillors J Atkins (Chair), R Phipps (Deputy Chair), M Jackman, P Lloyd, V Rudge, S Miller and C Williams



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** F_PR

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

2. **Minutes of previous Meeting** F_PR

To approve, sign and adopt the minutes of the Assets & Facilities Sub-Committee meeting held on Monday 22nd May 2023.

3. **Action Point Update** F_PR

Update on outstanding action points:

- Cllr Atkins to approach the OPCC in pursuit of a grant - ongoing
- P&FM to approach the Gardening Club to discuss Bitton Park planting & maintenance - Ongoing

Major Project Update

4. **Replacement CCTV** F_PR

Other Works

New Items

5. **Noticeboard** F_PR

<https://www.greenbarnes.co.uk/shop/external-noticeboards/man-made-timber-noticeboards/8-x-a4-man-made-timber-noticeboard-ref-pl8a4/>

6. **Recap on any new Action Points** F_PR

7. **Date of Next Meeting** F_PR

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TEIGNMOUTH TOWN COUNCIL

Minutes of a Meeting of the
Assets and Facilities Sub-Committee
held at **Mayors Parlour, Bitton House, Bitton Park Road, Teignmouth, TQ14 9DF** on
Monday, 22nd May, 2023 at 3.30 pm

Present:

Councillors R Phipps (Deputy Chair), P Lloyd and V Rudge

Absent:

M Jackman, S Miller and C Williams

Officers In attendance:

63 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor M Jackman

Resolved that the apology be noted.

No other apologies were received.

64 ELECTION OF CHAIR

Cllr R Phipps proposed Cllr J Atkins as Chair for this committee. Seconded by Cllr P Lloyd.
Carried 4-0

65 ELECTION OF DEPUTY CHAIR

Cllr P Lloyd proposed Cllr R Phipps as Deputy Chair for this committee. Seconded by Cllr J Atkins.
Carried 4-0

66 MINUTES OF PREVIOUS MEETING

The two Cllrs that were present at the last Committee meeting, Cllrs J Atkins & R Phipps considered the minutes of the Assets & Facilities Sub-Committee meeting held on Monday 20th March 2023

Resolved that the minutes of the Assets & Facilities Sub-Committee meetings held on Monday 20th March 2023 be approved and signed as a correct and accurate record of the meeting.

Carried 2-0 (this is due to the change of Council at the recent elections)

67 ACTION POINT UPDATE

Update on outstanding action points:

- Cllr Atkins to approach the OPCC in pursuit of a grant

Update: Cllr Atkins reported that she is still pursuing any community funding available through the OPCC and is currently awaiting a response – Ongoing

- P&FM to approach the Gardening Club to discuss Bitton Park planting & maintenance

Update: P&FM reported that he has agreed with the Friends of the Orangery that they will manage a couple of the flower beds in Bitton Park. He is still pursuing the chair of the Gardening Club regarding the other beds – Ongoing

68 REPLACEMENT CCTV CONTROL ROOM

The P&FM and the Town Clerk gave an update on the progress of the replacement CCTV control room within Bitton House.

Discussions were had surrounding the reporting of any crimes identified in the town. Cllrs were advised that ALL instances of crime should be reported online using the Devon & Cornwall 'Report a Crime' service (<https://www.devon-cornwall.police.uk/ro/report/ocr/af/how-to-report-a-crime/>)

69 RECAP ON ANY NEW ACTION POINTS

There were no new actions raised at this Committee meeting

70 DATE OF NEXT MEETINGS

The date of the next meeting was agreed to be held on Monday 17th July 2023 at 15:30 at Bitton House

The meeting was closed by the Chairman at 4.40 pm

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Joan Atkins (Chair)