



ASSETS AND FACILITIES COMMITTEE

16 January 2024

Dear Councillor

NOTICE IS HEREBY GIVEN that a Meeting of the Assets and Facilities Committee at which your attendance is summoned, will be held at **Mayor's Parlour - Town Hall** on **Monday, 22nd January, 2024 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 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**

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 20th November 2023.

4. **Action Point Update**

- Cllr Lloyd to approach Sea Scouts, Air Cadets & Scouts for volunteers – Ongoing from previous meeting.
- Cllr Lloyd to arrange the 1st meeting of the Teignmouth in Bloom working group and to invite an officer of the Council to attend and to produce draft Terms of Reference for this working group for approval at this meeting.

Major Project Update

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

Other Works

New Items

6. **Town Clock**

Report to committee post service visit and change of service contractor

7. **IT Replacement**

To approve the replacement of the IT equipment due to:

- Withdrawal of support for Windows 10 in Autumn 2024
- Supply of tablets for Councillors



8. **Teignmouth in Bloom Working Group Report**

Cllr Lloyd request to add a member to the Working Group

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

10. **Date of Next Meeting**