



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**

TEIGNMOUTH TOWN COUNCIL

Minutes of a Meeting of the
Assets and Facilities Sub-Committee
held at **Mayor's Parlour - Town Hall** on
Monday, 20th November, 2023 at 3.30 pm

Present:

Councillors J Atkins (Chair), R Phipps (Deputy Chair), P Lloyd, V Rudge and C Williams

Absent:

M Jackman

Officers In attendance:

Projects & Facilities Manager

Town Clerk

89 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor M Jackman

Resolved that the apology be noted

90 DECLARATIONS OF INTEREST

None were received

91 MINUTES

Members considered the minutes of the Assets & Facilities Sub-Committee meeting held on 11th September 2023.

Resolved that the minutes of the Assets & Facilities Sub-Committee meetings held on 11th September 2023 be approved and signed as a correct and accurate record of the meeting

Proposer: Cllr Atkins

Seconder: Cllr Lloyd

Votes: 3 in favour, 2 abstentions, carried.

92 ACTION POINT UPDATE

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

Update: Cllr Atkins stated that she had discovered that the Town Council are unable to apply for this OPCC grant as they exceed the income level threshold of eligibility by virtue of the annual precept received. **Action Discharged**

- P&FM to facilitate a meeting with Teign Trees for Cllr Lloyd

Update: P&FM stated that a meeting between Cllr Lloyd and Teign Trees had been arranged to scope the work to be carried out at the Train Station as part of revised Teignmouth in Bloom. **Action Discharged**

- Cllr Lloyd to approach Sea Scouts, Air Cadets & Scouts for volunteers

Update: Cllr Lloyd stated that she had been in discussion with Clive Wetten of the Scouts to look for volunteers for the areas that required less intensive work to prepare the land areas, and that she was considering talking to the Probation Service to ascertain whether using resources from this source was viable to help. Cllr Atkins added that the Probation Service resource was more complicated to accommodate due to requirements for welfare etc. **Action Ongoing**

- Town Clerk to share examples of lamp column features

Update: The Town Clerk shared some examples of decorative lighting that had been obtained when the lamp columns along the sea front were replaced for Teignbridge to reinstate the features. Teignbridge had stated at the time that they had no budget to carry out these works. **Action Discharged**

93 **REPLACEMENT CCTV**

The P&FM and the Town Clerk gave an update on the progress of the CCTV project to date.

94 **BITTON PARK CCTV**

The P&FM asked that the committee consider the quotations obtained and recommended that the higher specifications for replacement at Bitton Park be approved for the reasons of safety (ROSPA), security and antisocial behaviour prevention

It was RESOLVED that the committee approve the higher specification quotation.

Proposer: Cllr Atkins
 Seconder: Cllr Rudge

Carried 5-0

95 **SEAFRONT CCTV**

The P&FM asked that the committee consider the quotations obtained and recommended approval of the lowest quotation on the grounds of cost.

It was RESOLVED that the committee approve the quotation as above

Proposer: Cllr Phipps
Seconder: Cllr C Williams

Carried 5-0

96 EASTCLIFF CCTV

The P&FM asked that the committee consider the quotations obtained and recommended approval of the lowest quotation on the grounds of cost.

It was RESOLVED that the committee approve the quotation as above

Proposer: Cllr Rudge
Seconder: Cllr Phipps

Carried 5-0

97 TOWN PLANTING & MAINTENANCE

The P&FM and the Town Clerk asked for approval to hand back to TDC 2 x areas of garden that require planting / maintenance in the town. Those being:

- The 2 long beds beside the tennis courts
- The War Memorial bed on The Den

It was RESOLVED that the Officers of TTC are given authority to hand back the pockets of land described above to TDC.

Proposer: Cllr Atkins
Seconder: Cllr Phipps

Carried 5-0

98 ESTABLISH TEIGNMOUTH IN BLOOM WORKING GROUP

Cllr Lloyd, who is heading up this work in the town, stated that she believed that ongoing the project continue to be called Teignmouth in Bloom and that the working group be made up of herself, Cllr Jackman, Cllr Comer and Stewart Henchie. This working group will in future report to the Assets & Facilities Sub-Committee at which an agenda item will be added for all future meetings.

It was RESOLVED that the project as stated continue be named Teignmouth in Bloom and that the working party be formed as above.

Proposer: Cllr Lloyd
Secunder: Cllr Rudge

Carried 5-0

ACTION: Cllr Lloyd to arrange the 1st meeting of this working group, 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.

99 REPLACEMENT OF ASSETS SOFTWARE

The P&FM appraised the committee of the inflexible software provided by the assets module of the RBS Finance system and the amount of manual intervention required to obtain effective or concise reports as needed by the Facilities Department. Quotes had been obtained for 2 alternative systems as described. It was noted that the removal of the existing module would save half the cost of the new software.

It was RESOLVED that the P&FM be given authority to enter into a contract for the cheaper of the two alternatives as that had been trialled and was found to be more than sufficient for the team's requirements.

Proposer: Cllr Atkins
Secunder: Cllr Lloyd

Carried 5-0

100 RECAP ON ANY NEW ACTION POINTS

ACTION: Cllr Lloyd to arrange the 1st meeting of this working group, 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.

101 DATE OF NEXT MEETING

The date of the next meeting was agreed at 15:30 on Monday 22nd January 2024

The meeting was closed by the Chairman at 4.55 pm

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Cllr J Atkins (Chair)