



# ASSETS AND FACILITIES COMMITTEE

12 March 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, 18th March, 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. The comments of members of the public and electors of the parish who speak before the start 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 7 - 10)

To approve, sign and adopt the minutes of the Assets & Facilities Sub-Committee meeting held on 22<sup>nd</sup> January 2024.

### **ACTION POINT UPDATES**

- TC & P&FM to discuss the future of the clock with the current building owner
- All Cllrs to approach their own political parties to request the provision of tablets

Major Project Update

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

5. **Town Toilets**

6. **Community Units**

To give an update on progress

7. **Workshop**

To give an update on progress

Other Works

New Items

8. **Gas Boiler**

At the last service of the building boiler, we have been advised that it is nearing being beyond repair and will require replacement before next winter.

The boiler is in the region of 35 years old and is highly inefficient.



The committee is asked to resolve to allow funds from the already budgeted refurbishment works for Bitton house to allow quotes to be sourced for a complete system to heat the whole building and the replacement of all other sources of heating, i.e. electric / gas heaters.

9. **Basement works**

We are becoming concerned about the condition of the basement and potential for Dry Rot based on it not being watertight.

Resolve to carry out works urgently to replace all of the windows in the basement to ensure that it is watertight before ingress occurs any further.

10. **Concrete extension to the East side of the basement entrance**

The concrete extension to the East side of Bitton House requires demolishing. This will allow the replacement of the door and will ensure that the basement becomes watertight as part of the other agenda item at this meeting regarding basement.

Quotes are being sourced currently.

Resolve to approve the works to carry out the demolition of this extension.

11. **Bitton House signage**

The room usage policy does not permit dogs only assistance dogs. There is no signage to this effect, and we have recently received a number of complaints from room hirers regarding dog hair on chairs etc.

Therefore, this is just advance notice "to be noted" that a sign will be erected in the entrance lobby.

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

13. **Date of Meetings for 2024 / 25**

It is proposed that Assets and Facilities Committee meetings are increased to monthly due to all the works that are starting to progress.

It is therefore resolved that the meetings for the next year will be as follows:

Monday 22<sup>nd</sup> April 2024 @ 15:30

Monday 20<sup>th</sup> May 2024 @ 15:30

Monday 17<sup>th</sup> June 2024 @ 15:30

Monday 22<sup>nd</sup> July 2024 @ 15:30

Monday 23<sup>rd</sup> September @ 15:30



Monday 21<sup>st</sup> October 2024 @ 15:30  
Monday 18<sup>th</sup> November 2024 @ 15:30  
Monday 16<sup>th</sup> December 2024 @ 15:30  
Monday 20<sup>th</sup> January 2025 @ 15:30  
Monday 17<sup>th</sup> February 2025 @ 15:30  
Monday 24<sup>th</sup> March 2025 @ 15:30  
Monday 28<sup>th</sup> April 2025 @ 15:30

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## TEIGNMOUTH TOWN COUNCIL

Minutes of a Meeting of the  
**Assets and Facilities Committee**  
held at **Mayor's Parlour - Town Hall** on  
**Monday, 22nd January, 2024 at 3.30 pm**

**Present:**

Councillors J Atkins (Chair), P Lloyd and V Rudge

**Absent:**

R Phipps, M Jackman and C Williams

**Officers In attendance:**

Town Clerk  
Projects & Facilities Manager

**102 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Williams & Jackman

**Resolved** that the apologies be noted

**103 DECLARATIONS OF INTEREST**

None were received

**104 MINUTES**

Members considered the minutes of the Assets & Facilities Sub-Committee meeting held on 20th November 2023.

It was noted that TDC had not responded to the handing back of 2 areas of land by the Den.

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

Proposer: Cllr Rudge  
Seconder: Cllr Lloyd

Carried 3 - 0

**105 ACTION POINT UPDATE**

- Cllr Lloyd to approach Sea Scouts, Air Cadets & Scouts for volunteers – Ongoing from previous meeting.

**Update:** Cllr Lloyd stated that she would like to defer this until further notice while she considers further the risks and issues with using children to carry out works for the Teignmouth in Bloom project. Agreed

- 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.

**Update:** The 1<sup>st</sup> TiB working group meeting had sat on 18<sup>th</sup> January. Please refer to the Working Group meetings area on the Town Council Website for further information.

## 106 REPLACEMENT CCTV

The P&FM and TC gave an update on the CCTV programme progress

## 107 TOWN CLOCK

The P&FM gave an update on the recent assessment and service visit for the Town Clock carried out by the new contractor replacing Time Flies.

**ACTION:** TC & P&FM to discuss the future of the clock with the current building owner.

## 108 IT REPLACEMENT

The P&FM gave an update on the requirement to replace the IT equipment for the Town Council. This is due to the imminent withdrawal of Windows 10 support in the Autumn of 2024.

Discussions were had surrounding the provision of Tablets to councillors to help with the reduction of paper for council meetings.

It was decided that councillors should approach their own political parties to see if they can provide tablets for their use.

**ACTION:** All Cllrs to approach their own political parties to request the provision of tablets.

It was agreed to bring back the subject of tablets to the A&F Committee should the political parties not provide the necessary equipment.

It was resolved that the P&FM should order the replacement of PCs & laptops in advance of the withdrawal of Windows 10.

Proposer: Cllr Atkins  
Secunder: Cllr Rudge

Carried 3 - 0



**109 TEIGNMOUTH IN BLOOM WORKING GROUP REPORT**

Cllr Lloyd gave an update on the works carried out by the volunteers of the Teignmouth in Bloom project and all the positive feedback that the work had attracted.

The TC and P&FM gave feedback on the insurance position for volunteers whilst carrying out work for the project.

Cllr Lloyd resolved that a new member be added to the Working Group. It was agreed after discussion that the new member should provide a resume.

Proposer: Cllr Lloyd  
Seconder: Cllr Atkins

Carried 3 - 0

**110 RECAP ON ANY NEW ACTION POINTS**

**ACTION:** TC & P&FM to discuss the future of the clock with the current building owner.

**ACTION:** All Cllrs to approach their own political parties to request the provision of tablets.

**111 DATE OF NEXT MEETING**

Next Meeting – Monday 18<sup>th</sup> March 2024 in the Mayor’s Parlour, Bitton House at 15:30

**112 URGENT BUSINESS: GARDENING WORKS TO BITTON PARK AND THE TOWN**

The P&FM gave an update on the gardening works required to be carried out in the town and to report on quotes received for carrying out works.

As part of the discussions, it was resolved that areas of Bitton Park be prepared for wilding using flower seed obtained as part of a grant.

Proposer: Cllr Rudge  
Seconder: Cllr Lloyd

Carried 3 - 0

The meeting was closed by the Chairman at 5.15 pm

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Cllr J Atkins (Chair)