



ASSETS AND FACILITIES COMMITTEE

16 April 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 April, 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 of previous Meeting** (Pages 5 - 12)

To approve, sign and adopt the minutes of the Assets & Facilities Sub-Committee meeting held on 18th March 2024.

ACTION POINT UPDATES

- TC & PFM to obtain the title deed for the building to establish the owner and approach to discuss ownership of the clock
- TC to contact all Cllrs re: the issue of tablets

Major Project Update

4. **Town Toilets**

Update on the Town Toilets replacement project

5. **Community Units**

An update on the Community Units Project

Other Works

New Items

6. **Teignmouth in Bloom minutes** (Pages 13 - 14)

The committee is asked to receive the minutes of the working party and consider any recommendations contained therein for adoption.



7. **Teignmouth in Bloom budget**

The committee is asked to resolve: To delegate the spend of the TIB budget of £8K (2024/2025) to the Clerk in consultation with the chair of the Assets & Facilities committee.

The rationale for this is to quicker expedite progress of the project. And that the budget is relatively small when compare to other areas.

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

9. **Exclusion of Press and Public**

Members are recommended to approve the following resolution:

“that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded from the meeting for the duration of the following items, on the basis that the information to be disclosed would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.”

10. **Part II - Private**

Items which may be taken in the absence of the Public and Press on grounds that Exempt Information may be disclosed as defined in the Local Government Act 1972 and / or the Public Bodies (Admission to Meetings) Act 1960.

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

An update on the replacement of the Town CCTV.

Request to approve a further quote to extend the system with further cameras
Within the approved budget assigned

12. **Approve quote for demolition of the concrete extension at Bitton House**

To review 3 quotes for the stated works and approve to progress

13. **Meeting rooms IT setup**

To approve the quote to have the Meeting Rooms IT systems installed in the Chambers & Parlour

14. **Date of Next Meeting**

15. **Frequency of meetings**

The committee is asked to: resolve to increase the frequency of meeting to Monthly for the foreseeable future.

And set dates for the current financial year.

TEIGNMOUTH TOWN COUNCIL

Minutes of a Meeting of the
Assets and Facilities Committee
held at **Mayor's Parlour - Town Hall** on
Monday, 18th March, 2024 at 3.30 pm

Present:

Councillors J Atkins (Chair), V Rudge and C Williams

Absent:

R Phipps, M Jackman and P Lloyd

Officers In attendance:

113 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Jackman & Lloyd

Resolved that the apologies be noted

114 DECLARATIONS OF INTEREST

None were received

115 MINUTES

Members considered the minutes of the Assets & Facilities Sub-Committee meeting held on 22nd January 2024

Resolved that the minutes of the Assets & Facilities Sub-Committee meetings held on 22nd January 2024 be approved and signed as a correct and accurate record of the meeting

Proposed: Cllr Atkins

Seconder: Cllr Rudge

2 in favour, 1 abstention as absent from the previous meeting

116 ACTION POINT UPDATE

- TC & P&FM to discuss the future of the clock with the current building owner

Update: Ongoing. TC & PFM to obtain the title deed for the building to establish the owner and approach to discuss ownership of the clock.

- All Cllrs to approach their own political parties to request the provision of tablets

Update: Ongoing. The issuance of tablets to Cllrs was further discussed and it was agreed that ALL Cllrs would be approached to ask them if they would like a tablet

Action: TC to contact all Cllrs

117 REPLACEMENT CCTV

The P&FM and the TC gave an update on the roll out progress of the Town CCTV. It was noted that a couple of FOIs had been received but had been dealt with to the requesters' satisfaction.

118 TOWN TOILETS

The TC and P&FM gave an update on the Town Toilets project and the transfer progress from Teignbridge.

119 COMMUNITY UNITS

The committee were given an update on progress which included the outcome of the ecology survey, which has necessitated a further emergence survey to need to be carried out in May / June later this year.

120 WORKSHOP

The committee were updated on the progress for the replacement workshop in Bitton Park. The planning permission has now been granted by TDC and this project will be progressing soon.

121 GAS BOILER

The committee were briefed on the state of the gas boiler at Bitton House and the possibility of it being condemned before next winter. The state of the basement and the removal of the concrete extension were also discussed.

The committee were asked to approve the acquisition of quotes to replace the boiler, remove the concrete extension and start works to update the basement using the earmarked reserves already in place for Bitton House.

Proposed by Cllr Atkins
Seconded by Cllr Rudge

Carried 3-0

122 BASEMENT WORKS

Please see this item in conjunction with point 9 (Boiler)

123 CONCRETE EXTENSION TO THE EAST SIDE OF THE BASEMENT ENTRANCE

Please see this item in conjunction with Items 9 (Boiler) & 10 (Basement Works)

124 BITTON HOUSE SIGNAGE

The committee were briefed on the introduction of a no dogs (except accessibility dogs) policy in Bitton House. Signage to this effect has been added to the internal glass door on entering Bitton House.

125 RECAP ON ANY NEW ACTION POINTS

- TC to contact all Cllrs re: the issuance of Android tablets for Council business
- TC and P&FM to ascertain the ownership of the Town Clock by interrogation of the title deed and lease

126 DATE OF MEETINGS FOR 2024 / 25

The committee were requested to resolve to amend the frequency of future Assets & Facilities to monthly going forward, due to the number of projects now in progress

Proposed by Cllr Atkins
Seconded by Cllr Williams

Carried 3-0

Agreed future meeting dates now to be:

- Monday 22nd April 2024 @ 15:30
- Monday 20th May 2024 @ 15:30
- Monday 17th June 2024 @ 15:30
- Monday 22nd July 2024 @ 15:30
- Monday 23rd September @ 15:30
- Monday 21st October 2024 @ 15:30
- Monday 18th November 2024 @ 15:30
- Monday 16th December 2024 @ 15:30
- Monday 20th January 2025 @ 15:30
- Monday 17th February 2025 @ 15:30
- Monday 24th March 2025 @ 15:30
- Monday 28th April 2025 @ 15:30

The meeting was closed by the Chairman at 5.37 pm

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Cllr J Atkins (Chair)

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Cllr J Atkins (Chair)

TEIGNMOUTH TOWN COUNCIL

Minutes of a Meeting of the
Teignmouth in Bloom Working group
held at on

Thursday, 15th February, 2024 at 4.30 pm

Present:

Councillors , D Comer and P Lloyd

Absent:

M Jackman

Officers In attendance:

I Wedlake Clerk

10 APOLOGIES

Cllr Jackman

11 MINUTES

The minutes of the meeting of 18th January 2024 Were agreed.

Proposed Cllr Lloyd seconded Cllr Comer carried 1 abstention as absent.

12 UPDATE IN POTENTIAL COMPETITIONS

Sunflower competition.

Seeds would be required by Mid March

S Henchie to supply a list of what to order to the office.

Applications by 15/03/24 via Cllr Lloyds council email address.

Gardening competition

Judging to be week 3 in May

Entry by means of a 2 minute video

Closes on 01/06/24

Entries to Cllr Comers council email address.

The Clerks office to set about recovering all the existing trophies.and to ask office staff to produce some draft posters.

13 UPDATE ON EXISTING AREAS OF WORK

The clerk is having a meeting with the new MDA reporter when she commences and will look at an article on TiB and its first project the Station as our new starter settles in.

The Clerk to check permissions for additional areas at Parsons St and the recently levelled area in Combe vale road.

14 UPDATE ON VOLUNTEERS SITUATION

The chair informed the working group that there were 7 new volunteers.

15 UPDATE ON EQUIPMENT SITUATION

The Clerk will get the Stewart Henchie list of tools ordered and look into the H&S implications of the multitool from Screwfix. H

The meeting ended at 17:40

Date of next meeting 18/04/24 16:30

The meeting was closed by the Chairman at 5.40 pm

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Cllr Robert Phipps