

**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



**MINUTES OF THE Services and Asset Management Committee**

**On Monday 31 October 2022 at 6pm**

**PRESENT:** Chairman: Councillor Martin Gregory (MG)  
Councillors: Simon Barker (SB),, and Kieron Wild (KW)

**IN ATTENDANCE:** Councillor Armand Toms (AT)  
Councillor Edwina Hannafore (EH) via Teams link  
Karen Vaughan – Deputy Clerk (DC)  
Fiona Wilkes-Jones – Responsible Financial Officer (RFO)  
Trevor Pond – Cleaning & Maintenance Supervisor (TP)

	<b>Welcome</b>	<b>ACTIONS</b>
<b>13</b>	<b>To Receive and Accept Apologies</b> Apologies were received and accepted from James Lundy (JL)	
<b>14</b>	<b>To Receive Declarations of Interest</b> No declarations of interest were made.	
<b>15</b>	<b>To Receive Questions from Members of the Public</b> No members of the public were present.	
<b>16</b>	<b>To Resolve to Approve the Minutes of the Meeting Held on 22 August 2022</b> It was noted that there were not sufficient members in attendance to approve previous minutes and it was <b>resolved</b> to refer minutes to Full Council for approval. Proposed by Cllr Gregory, seconded by Cllr Wild. All in favour.	<b>DC – add to FC agenda</b>
<b>17</b>	<b>To Receive Questions on Report from the Deputy Clerk</b>  The Chair thanked DC for the report provided in advance of meeting and for actions completed since last meeting. Councillors reviewed the items listed resulting in the following actions for Officers to progress:  Seagull Policy Statement – It was resolved to adopt the policy statement	

	<p>provided to Councillors and to accept the recommendations for signage and leaflets to be produced in early 2023. Proposed by Cllr Gregory, seconded by Cllr Wild. All in favour.</p>	<p><b>KV – publish on website and C/F signage to March 23.</b></p>
<p><b>18</b></p>	<p><b>To Resolve Maintenance Schedule plan, priorities and resourcing in line with budget constraints and the Asset Maintenance Report provided to Looe Town Council</b></p> <p>The Deputy Clerk distributed hard copies of the Asset Maintenance Schedule following initial work completed by the sub-group set up to develop a plan of priorities and resourcing of the required tasks. She outlined employment arrangements being proposed to Staffing Committee on 2 November which would support completion of the required works within the suggested timescale. DC confirmed that the proposal was to complete Priority 1 (red) tasks by 31.3.23 and Priority 2 (amber) in the following financial year.</p> <p>Councillors questioned several elements including funds needed to pay for 2022/23 works and recognised the need to factor the costs of Priority 2 items into budgets for 2023/24.</p> <p>Questions were raised about letting arrangements and usage of the Seafront store and West Looe Downs store, and it was agreed that this would be discussed in more detail at next SAM meeting. The Deputy Clerk was also asked to check ownership of the seating area above the Hannafore toilet building.</p> <p>It was <b>resolved</b> to progress with maintenance tasks identified as Priority 1 on the Maintenance Schedule and in line with usual procurement rules where external contractors would be needed. Proposed by Cllr Barker, seconded by Cllr Gregory. All in favour.</p>	<p><b>DC - add to Agenda</b></p> <p><b>DC contact Cornwall Council</b></p> <p><b>DC and TP progress with tasks and quotes</b></p>
<p><b>19</b></p>	<p><b>To Resolve the removal of the Coca-Cola legacy Table Tennis table and the re-siting of chess table to a more suitable place in Looe</b></p> <p>The Deputy Clerk confirmed that, following decision at the last SAM Committee meeting to offer table tennis table for use at local holiday parks, it had been discovered that the table was not fit for use. Given potential health &amp; safety risks, two quotes had been acquired and a local contractor appointed to dismantle and remove it following e-mail correspondence with members of this Committee. It was <b>resolved</b> to ratify the decision to dispose of the Coca-Cola legacy table tennis table. Proposed by Cllr Gregory, seconded by Cllr Wild. All in favour.</p> <p>The Deputy Clerk referred to a subsequent request from East Looe Town Trust to relocate the Coca-Cola legacy chess table from the Rose Garden to a more suitable location and explained the history of current site</p>	

	being chosen when LTC were based adjacently. It was agreed that DC would initially approach a local business to enquire about their willingness to lend chess equipment and, if not agreeable to them, would ask local school if they would like the table.	<b>DC contact business owner/school</b>
<b>20</b>	<b>To Resolve to progress with the installation of additional memorial benches at Hannafore, subject to updated costs and review of demand</b> The Deputy Clerk confirmed devolution of the benches at Hannafore from Cornwall Council and drew attention to the work of previous DC about adding more benches. Discussion ensued with regard to demand, costs, maintenance agreements and resourcing of associated work. It was agreed to investigate alternative memorial arrangements for the area through contact with Cornwall Council and a review of available options. It was further agreed to add this task to Strategic Priority List	<b>DC discuss with CC, identify options, add to P&amp;S agenda</b>
<b>21</b>	<b>To Review Current Budget, Earmarked Reserves, Year-End and CIL</b> The RFO presented background information which had been made available to Committee members and explained that she had contacted Cornwall Council with regard to a public works loan. It was agreed to: <ul style="list-style-type: none"> <li>• Assume no car park levy income would be received as CC were seeking a common policy across the County.</li> <li>• Contact Saville's about Allotment Society request to reduce land held.</li> <li>• Maintain charge for patient car park pass at same level as current year.</li> <li>• Increase contribution for safety footwear for Cleaning Operatives to £50 pp with condition that steel toecaps must be worn;</li> <li>• Account for maintenance costs through Repairs &amp; Maintenance budget and then fund from reserves at year end.</li> </ul>	<b>DC contact Saville's</b>  <b>DC ensure Cleaners have safety boots</b>  <b>RFO accounts</b>
<b>22</b>	<b>To Review charges introduced at Millpool toilets, income generated, and feedback received, and to Resolve a recommendation to Full Council about future charges for public conveniences in Looe</b>  The Chair thanked DC for her update report on toilet charges, income and feedback received and it was agreed to: <ul style="list-style-type: none"> <li>• Review level of charges at financial year end.</li> <li>• Improve signage about fee and method of payment at Millpool.</li> <li>• Review costs and options at next SAM meeting for introducing a fee at Seafront Toilets.</li> </ul>	<b>- DC to add to agenda</b> <b>- DC/TP work on signs</b> <b>- DC contact provider and add to agenda</b>

23	<b>To Receive an Update on the progress of the Accessibility Audit in Looe</b> No report available	
24	<b>Other urgent business as determined by the Chairman (for information only)</b> No matters.	
25	<b>Exclusion of members of the press and public to resolve that, under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for any items that involve the likely disclosure of confidential information</b> No matters.	
	<b>Date of next meeting: 5<sup>th</sup> December 2022</b>	

The Meeting closed at 7.55pm

Signed.....

Date.....