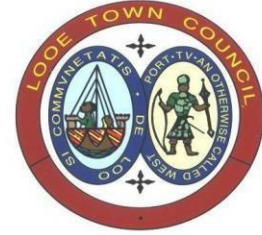


**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE Services and Asset Management Committee

On Monday 10th July 2023 at 6pm

PRESENT: Chairman: Councillor Martin Gregory (MG)
Councillors: Simon Barker (SB), Chris Harwood (CH), James Lundy (JL), Jasper Graham-Jones (JGJ) and Jon Holmes (JH)

IN ATTENDANCE: Karen Vaughan – Deputy Clerk (DC)
Lynda Powell – Town Clerk (TC)
Trevor Pond – Cleaning & Maintenance Supervisor (CMS)

	Welcome	ACTIONS
1.	<p>To Receive and Accept Apologies</p> <p>Apologies were received and accepted from Cllr Edwina Hannaford</p> <p>Cllr Chris Harwood, Cllr Jasper Graham-Jones and Cllr Jon Holmes were co-opted to the Committee for this meeting.</p>	
2.	<p>To Receive Declarations of Interest</p> <p>No declarations of interest were made.</p>	
3.	<p>To Receive Questions from Members of the Public</p> <p>No members of the public were present.</p>	
4.	<p>To Resolve to Approve the Minutes of the Previous Meeting Held on 12th April 2023</p> <p>A query was raised about the accuracy of minutes and it was agreed that the Deputy Clerk would review these and re-produce for approval at next SAM Committee meeting.</p>	DC reproduce minutes
5.	<p>To Receive Questions on Report from the Deputy Clerk</p> <p>DC explained key points of report and a number of actions were agreed as follows:</p> <p>5.3-Asset Valuation – Questions were raised about the cost of this piece of work and why it was necessary. It was agreed that DC would review Council resolutions and work with Cllr Lundy to</p>	DC/JL consider

	<p>identify alternative possible providers of the reports. It was resolved that SAM Committee would then recommend to Full Council having considered the needs and potential suppliers. Proposed by Cllr Gregory, seconded by Cllr Holmes. All in favour.</p> <p>5.4-Patients' Car Park – It was noted that no further information had been received from Cornwall Council with regard to LTC lease of the site. Councillors discussed the request from Old Bridge Surgery to allow patient parking from 7am and resolved not to make any changes to existing arrangements. Proposed by Cllr Gregory, seconded by Cllr Holmes. All in favour. It was agreed that DC would notify the surgery and explain that alternative free parking was available for patients nearby before 8am.</p> <p>5.6-Buller Quay Phonebox – Proposed signage was discussed at it was noted that planning permission would be required for any large signs on the exterior.</p>	<p>providers</p> <p>DC add next agenda</p> <p>DC set up meeting</p> <p>DC contact surgery</p>
<p>6.</p>	<p>To Consider options for the provision of transport for use by the Maintenance team and Resolve to procure a suitable vehicle</p> <p>DC presented a report to the Committee, explained research completed by Officers, proposed use of a Council vehicle, and the different options considered. Councillors discussed several issues including practicality of e-bikes; vehicle lease providers; and safety for employees and the public.</p> <p>It was resolved, that:</p> <ul style="list-style-type: none"> -CMS would identify minimum size of vehicle, compare costs and work with DC to arrange a suitable van for a 3-month trial period; -a charger would not be installed by LTC for this short-term assessment and public chargers would be used; -CMS/DC would review suitability during this trial and report back to next SAM committee meeting with recommendations <p>Proposed by Cllr Barker, seconded by Cllr Lundy. All in favour.</p>	<p>CMS/DC arrange trial</p> <p>CMS/DC produce report</p>
<p>7.</p>	<p>To Review Maintenance Schedule plan, progress made and budget requirements</p> <p>Members noted work completed to date and planned work/cost predictions for the 2023/24 Council year.</p> <p>The Chair thanked the Cleaning & Maintenance Supervisor for his considerable achievements and the savings made on behalf of Council.</p> <p>The need for an ongoing maintenance/refurbishment programme was discussed and it was agreed that Cllr Harwood would work with DC and CMS to develop this.</p>	<p>CH/DC/CMS progress</p>

<p>8.</p>	<p>To Review charging arrangements, opening hours and cleaning regimes for public toilets in Looe and Resolve to recommend any changes to Full Council</p> <p>DC explained that the resolution from the previous Committee meeting to install an entry system at Seafront Toilets needed to be considered by Full Council given the level of spend. Some objections were raised to the proposal and it was agreed that Officers would update the report and recommendations in this respect so that the matter could be fully debated and decided by Full Council before the end of 2023 with a view to any changes to facilities being introduced for 2024 holiday season.</p> <p>Toilet opening times were discussed and Councillors agreed that current arrangements were, on the whole, satisfactory. It was recognised that sites were sometimes closed temporarily due to vandalism and the Committee requested improved signage for the buildings in such cases.</p>	<p>DC/TC update report, research other towns' facilities and add to FC agenda</p> <p>DC/CMS update signage</p>
<p>9.</p>	<p>To Receive an update on the provision of a banking hub in Looe</p> <p>Cllr Barker provided a verbal update on progress with the providers of a banking hub for Looe and informed the Committee that a site survey had been completed on the day of meeting with opening of the hub proposed for October 2023. Councillors discussed the need for an application for planning permission; and a meeting with providers to agree contractual arrangements for using the site.</p>	
<p>10.</p>	<p>Other urgent business as determined by the Chairman (for information only)</p> <p>No matters</p>	
<p>11.</p>	<p>Part 2 - Exclusion of members of the press and public.</p> <p>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.</p> <p>No matters</p>	
	<p>Date of next meeting: Monday 9th October</p>	

The Meeting closed at 7.20pm

Signed

Date.....