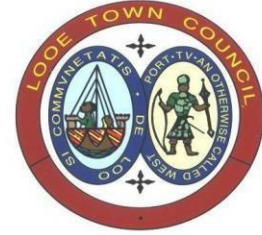


**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE Services, Assets & Community Committee

Meeting held on Monday, 15th January 2024 at 6pm

PRESENT: Cllr Martin Gregory (MG)
Cllr Chris Harwood (CH)
Cllr Jon Holmes (JH)
Cllr Armand Toms (AT)
Cllr Stephen Remington (SR)

IN ATTENDANCE: Karen Vaughan – Deputy Clerk (DC)
Donna Folland – Admin Officer (AO)
Andrew Thompson – Cleaning & Maintenance Supervisor (CMS)

	Welcome	ACTIONS
15.	<p>To Receive and Accept Apologies Apologies for absence were received. It was RESOLVED to accept apologies and the reasons given from Cllr Lundy.</p> <p>Cllr Jasper Graham-Jones was absent from the meeting.</p>	
16.	<p>To Receive Declarations of Interest</p> <p>Cllr Toms declared an interest in matters pertaining to Cornwall Council, Looe Development Trust and Looe Harbour Commissioners.</p>	
17.	<p>To Receive Questions from Members of the Public</p> <p>No members of the public were present.</p>	
18.	<p>To Resolve to approve the Minutes of the previous meeting:</p> <p>It was Resolved to approve the Minutes of previous meetings of: Services & Asset Management Committee held on 17th October 2023.</p> <p>Proposed by Cllr Toms, seconded by Cllr Gregory. Carried 4 for /1 abstained as not present at the meeting.</p>	DC publish minutes.

<p>19.</p>	<p>To Receive questions on report from the Library Supervisor</p> <p>The Chair checked that Councillors had read the written report circulated, recognition was given for the excellent report and significant amount of money raised by the team for Charities. Councillors acknowledged the new Wasson leaflet has been well received within the community and the planned workshops in the warm space are being well attended.</p>	
<p>20.</p>	<p>To Receive questions on report from the Deputy Clerk and resolve any necessary actions to be taken.</p> <p>The Chair thanked DC for an excellent report.</p> <ul style="list-style-type: none"> • The DC confirmed that the works to the Guildhall Toilets are now complete. • DC informed the Committee that the new Electric vehicle should arrive on Thursday 18th January 2024. This will be a great help to the maintenance team with moving heavy items around the town. <p>Councillors raised questions about:</p> <ul style="list-style-type: none"> • The Tregarrick/Goonwartha Dog poo bin -Councillors discussed the increase in fees and frequency of emptying of the bin. It was RESOLVED to not pay Cornwall Council and for the LTC Maintenance Team to check and empty the bin frequently, and to review the need for the bin after six months. Proposed by Cllr Gregory and seconded by Cllr Harwood. All in favour. • It was RESOLVED to contact the provider of the fire alarm system and make arrangements required changes in the Polkirt Arcade unit. Proposed by Cllr Toms, seconded by Cllr Gregory. All in favour. • Councillors discussed the refurbishment of the Seafrost toilets. The DC informed the Committee that there are no comparative providers of toilets similar to the Propellair toilet system. It was RESOLVED to accept the quote from Propellair and their approved installer. Proposed Cllr Gregory and seconded by Cllr Harwood. All in favour. <p>Cllrs discussed the implications of the alternative use of waterless urinals that use a cartridge system. Cleaning, environmental, and financial implications were discussed. It</p>	<p>DC/AT to add to maintenance Schedule</p> <p>DC to contact TFS.</p> <p>DC to seek quotes for installation of Propellair toilets.</p> <p>DC/CMS research alternatives.</p>

	<p>was agreed that DC and CMS would consider water saving alternatives and circulate information to Councillors before the purchase of urinals.</p> <ul style="list-style-type: none"> • Councillors discussed the Land adjacent to the Library. The Committee advised Officers to enquire if the previous Tennant would like use of the land this year. • The Report on the Legionella risk assessment has not been received. DC will follow up. 	<p>DC to contact previous Tennant.</p> <p>DC to follow up report on Legionella risk assessment.</p>
21.	<p>To Review Maintenance Schedule plan, progress made and budget requirements.</p> <p>The DC shared with Councillors the Maintenance Schedule plan in Teams folder. Cllrs acknowledged the document would be helpful in identifying emerging works and aid with future budgeting.</p> <p>Officers informed the committee of the need to ensure the code for the Sea Front toilets is changed monthly and that lockable toilet roll holders have now been installed due to historical theft.</p>	
22.	<p>It was agreed to move the agenda item to Part 2 to maintain commercial confidentiality.</p>	
23.	<p>It was RESOLVED to refer to Cllr Lundy the request concerning signage for the South West Coast Path. Proposed Cllr Gregory seconded by Cllr Toms. All in favour.</p>	<p>DC to refer to Cllr Lundy</p>
24.	<p>Other urgent business as determined by the Chairman (for information only)</p> <p>No matters.</p>	
25.	<p>Part 2 - 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.</p> <ul style="list-style-type: none"> • DC referred to written report provided to Councillors who discussed the requirement of valuations of Building assets 	<p>DC to appoint Kivells for valuation.</p>

	<p>for Insurance purposes. Research has been completed on costs, and providers. Discussion with East Looe Town Trust and Harbour Commissions have established the Companies they have used.</p> <p>It was RESOLVED to appoint Kivells for Valuation. Proposed Cllr Gregory, seconded by Cllr Holmes. All in favour.</p> <ul style="list-style-type: none"> • Cllrs discussed the insurance claim and recommendation from Insurer. They referred to supporting documentation, highways approval of location and whether the Grit bin posed a risk of obstruction. <p>It was RESOLVED to continue to deny liability. Proposed by CLLR Gregory, seconded by Cllr Holmes. All in favour.</p>	<p>DC to contact insurer.</p>
	<p>Date of next meeting: Monday 15th April 2024</p>	

The Meeting closed at 6.52pm

Signed.....

Date.....