

**Minutes of the Assets Management Committee
held on Thursday 21 July 2022 @ 5.45pm**

Present: Cllr Irven (Chair), Cllr Murphy, Cllr Terrett, Cllr Westcott

In attendance: Jo Grellier - Committee Clerk

22/11D **To receive Apologies for Absence** (LGA 1972, section 85 (1))
Cllr Irven (as Chair) proposed that **'Apologies given by Cllr Campbell, Cllr Johnson, and Cllr Whetlor are accepted.'** Seconded by Cllr Westcott. Carried.

22/12D **To receive any Declaration of Interests** under Watchet Town Council's Code of Conduct (adopted on 9 July 2012) issued in accordance with the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 Si No: 146

Cllr/s	Item/reason	Personal or Personal & Prejudicial	Action
Cllr Irven	22/19D (ii) – Chair of Summertime	Personal & Prejudicial	Cllr left the meeting and did not take part in the discussion or voting
Cllr Westcott	22/14D (ii) – Son is senior Youth worker	Personal	Cllr remained in the meeting and took part in the discussion or voting
Cllr Terret	22/16D (i) – Family member on waiting list	Personal	Cllr remained in the meeting and took part in the discussion or voting

22/13D **To receive and sign the minutes of the Asset Management meeting held on 23 June 2022** and adopt the Resolutions and Recommendations contained therein. (LGA 1972, SCH12 Para 41 (1)) (*paperwork issued prior to meeting via Appendix 1*).
Cllr Irven proposed that **'the minutes of the Asset Management Committee meeting held on 23 June 2022 are approved as a true and accurate record.'** Seconded by Cllr Westcott. Carried with one abstention.

22/14D **Watchet Community Centre:**

- (i) **Pitched roof project progress update** – update from Deputy Clerk (*paperwork issued prior to meeting via Appendix 2*). Members noted an increase in costs from the original quotation due to additional works required to prevent the pooling of water on the Watchet Community Centre roof. The invoice does not exceed the previously approved budget for the project.
- (ii) **Youth Provision Quarterly Service Level Agreement meeting minutes** – (*paperwork issued prior to the meeting via Appendix 3*). Minutes of the meeting held on 11 July 2022 to note. Positive meeting. The Youth provision were made aware of the extent of vandalism and graffiti reported in Watchet recently and the measures the Town Council are taking to prevent re-occurrence, and how the youth provision can support the council to help combat the current issues. Members noted.

22/15D **MUGA:**

- (i) **Vandalism update** – Health & Safety update report, (*paperwork issued prior to the meeting via Appendix 4*).
The Deputy Clerk reported that she had conducted a regular inspection of the MUGA this week due to the high risks of vandalism in current months. On inspection it was noted that a further section of the clamp bar which had already been damaged had been snapped off and thrown onto the memorial ground. More bolts have been removed, some still visible within the MUGA grounds, and there are some missing. The original supplier has been contacted. The report was discussed, and members noted. Cllr Murphy

PM

commented that it is very disappointing that the MUGA is being damaged in this way. CCTV will hopefully be a deterrent and Lock-tite will prevent further damage.

22/16D

Allotments:

- (i) **Watchet Town Council Allotment update** – Update report and recommendation from Deputy Clerk (*paperwork issued prior to the meeting via Appendix 5*). The Committee Clerk reported the following:
- There are currently 21 names on the waiting list for an allotment. 11 of these were only interested in the West Street allotments – the other 10 would accept either site.
 - Of the people requesting West Street, 4 have been on the list since 2018 – the earliest one being from March 2018.
 - Number of names that were added to the list in subsequent years and still waiting for an allotment: 2019 – 2, 2020 – 6, 2021 – 6, 2022 – 3
 - The last person to be offered an allotment, which was located at Maglands, was in November 2021 and the tenant had waited 19 months. If the tenant had requested the West Street site however, he would not have been at the top of the list.
 - The common wait time was 3 years, which will now increase due to the loss of the West Street site.
 - There are 6 allotment plots at Maglands Allotments and 1 remaining plot at West Street Allotments. The Tenant of Plot 1A (the last remaining plot) at West Street Allotments has recently passed away. The Allotment policy states that the tenancy terminates on the death of a tenant, therefore reverts to the Council to be allocated to the next person on the list, it does not go to their next of kin, or whoever has been tending it on their behalf.

Cllr Westcott proposed that ***'delegation is given to the Asset co-ordinator to contact those on the waiting list to confirm their continued interest considering the loss of West Street allotments, and the time expired since last added to the list. Due to the severity of the subsidence of the land at the cliff edge on West Street Allotments, plot 1 is not re-allocated and a letter is drafted and sent to the executors of the current tenancy holder to inform them of the decision to close the allotment. That a request is made to contact Watchet Town Council to discuss the removal of possessions from the site, and if Health and Safety restrictions in force at the time can still permit this, depending on the severity of further land slippage, advice will be offered on the safest method. With the addition that WTC research if any additional allotment land is available through Magna, and SW&T are contacted to gain advice on bringing forward the Unitary transfer on Courtlands land.'*** Seconded by Cllr Murphy. Carried.

22/17D

Harbour Road Toilets:

- (i) **Discharge of waste from campervans** – Update from Deputy Clerk
The Deputy Clerk tabled an email sent to SW&T Car Parking department and Environmental Protection Officer on 4 July 2022 alerting them to the issues raised regarding Motorhome waste and the below item on War Memorial restrictions, to gain a response. No response to date. Cllr Irven proposed that ***'contact is made with the Marine Group to explore the possibility of an agreement between the Marine Group and SW&T for the use of the waste disposal facilities they have available in Harbour Road.'*** Seconded by Cllr Westcott. Carried.

22/18D

Watchet War Memorial:

- (i) **Memorial Restrictions** – Update from Deputy Clerk
The Committee noted the tabled email reported above which covered both agenda items.

22/19D

Library:

- (i) **Library booking documentation** – New Booking Policy and Booking forms to be approved (*paperwork issued prior to the meeting via Appendix 6*).
The Committee reviewed the Draft Regular and Casual booking forms and Hire Agreement for approval. A long discussion ensued, and Cllr Murphy proposed ***'the fees are amended to £6 per hour subject to a maximum of £15.00 per morning/afternoon session in recognition that there are admin costs involved and increase the hire deposit to £50.00. Delegation is given to the office staff to amend the wording where appropriate and the EH&S Officer to produce a risk assessment and bring back to the committee for final approval in September.'*** Seconded by Cllr Terrett. Carried.

Having declared a Personal and Prejudicial interest in this item, Cllr Irven withdrew from the meeting at 6.29pm

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- (ii) **Approval of Watchet Summertime Library booking** for August 17th based on pre-submitted materials (*paperwork issued prior to the meeting via Appendix 7*).
Cllr Murphy proposed that **'the booking is approved in accordance with the booking policy amendments approved by the Committee via Appendix 7.'** Seconded by Cllr Terrett. Carried.

Cllr Irven returned to the meeting at 6.30pm

22/20D

Matters to report for the next meeting: – *no decisions made*

- Liaise with Clerk
- Library booking amendments and Risk assessments

Meeting closed at 6.30pm

Signed.....


Date.....
20 SEPT 2022