

**Minutes of the Assets Management Committee  
held on Monday 26 September 2022 @ 6.30pm**

**Present:** Cllr Johnson, Cllr Murphy, Cllr Moss, Cllr Westcott and Cllr Whetlor

**In attendance:** Sarah Reed, Town Clerk

In the absence of Cllr Irven Chair of the Committee, Cllr Murphy presided over the meeting.

22/21D **To receive Apologies for Absence** (LGA 1972, section 85 (1)  
Cllr Murphy proposed that **'Apologies given by Cllr Campbell, Irven, and Terrett are accepted.'** Seconded by Cllr Whetlor. Carried.

22/22D **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. None received.

22/23D **To receive and sign the minutes of the Asset Management meeting held on 21 July 2022** and adopt the Resolutions and Recommendations contained therein. (LGA 1972, SCH12 Para 41 (1)) (*paperwork issued prior to meeting via Appendix 1*).  
Cllr Murphy proposed that **'the minutes of the Asset Management Committee meeting held on 21 July 2022 are approved as a true and accurate record.'** Seconded by Cllr Westcott. Carried.

22/24D

**Watchet Community Centre:**

- (i) **Pitched roof project progress update** – update from the Clerk (*paperwork issued prior to meeting*). The Clerk reported that there was a further update in conjunction with the report from Jo Grellier (attached) Please see the attached invoice from the builders, the pink highlighted costings relate to the following works which are outstanding as follows:  
Cladding - £860  
Flue - £370 (to be deducted) = £1,230  
It transpired that the flue provided by the builders was not a high enough spec to be fitted to the air heater and MBH Industrial Services were instructed to visit the Centre and provide a quotation, please see attached. The Builder has agreed to deduct the cost of the flue he was going to provide from the final invoice.  
Budget - **£25,000**  
Roof cost £21,095  
Building regs £950  
Cladding £860  
New flue £1,669 (as per quotation)  
**£24,574.00**

**Recommendation:**

*The Committee approve the quotation of £1,669 for the new flue and as this project including the new flue is within budget, note the contents of the Clerk's report. Cllr Whetlor proposed that 'the recommendation is approved'.* Seconded by Cllr Westcott. Carried.

- (ii) **Watchet Community Centre/ MUGA Shelter roof reduction-** *report circulated prior to the meeting via Appendix 2* – members discussed the report and Cllr Murphy proposed that the **'recommendation is approved – for the grounds staff to cut back the MUGA roof to the pillar and remove two roof panels to prevent access onto the Watchet Community Centre roof, delegation is given to the Deputy Clerk to order x2 'Fragile Roof' signs for display on the building at a cost of up to £50'.** Seconded by Cllr Moss. Carried.

22/25D

**Allotments:**

(i) **Watchet Town Council Allotment update:**

The Clerk reported that enquiries had been made with SW&T Council regarding an asset transfer of Courtlands, this is ongoing and cannot be progressed presently as SW&T are checking whether former HRA land (the play areas) can be transferred, which they consider is possible. However, transfer of Public Open Space is required to go through a statutory process with a formal advertisement of transfer and this will not start until the Asset Manager (SW&T) has signed off to proceed. The Asset Manager is still hopeful that we will be able to move forward soon but pointed out that the Unitary work on Asset Devolution has set up a pilot scheme for transfers to town and parish councils (in Bridgwater). There is a risk that this may have to run its course before a policy and process is set up for the new Authority.

The enquiry made with Magna – no response to date – members noted the report.

22/26D

**Harbour Road Toilets:**

- (i) **Discharge of waste from campervans** – the Clerk gave the following update- the Marina Operators have been put in contact with SW&T Council via the Assistant Harbour Master and they are liaising on a system whereby the waste disposal system owned by the Marina will be used. WTC has put up signage at the toilets.

Members noted the report and were satisfied that this was a good resolution to this matter.

22/27D

**Library:**

- (i) **Library booking documentation** – New Booking Policy and Booking forms to be approved (*paperwork issued prior to the meeting via Appendix 3*)- the Clerk reported that Cllr Irven, EH&S designated officer had updated the risk assessment including a section where the furniture within the building is moved by Council staff eliminating any risk to the users. Cllr Moss proposed that **'the booking policy and forms are approved'**. Seconded by Cllr Whetlor. Carried.

22/28D

**Cemetery:**

- (i) **Request to site an ashes vault in the Cemetery Memorial Garden** – *report circulated prior to the meeting via Appendix 4*- a brief discussion ensued, and Cllr Johnson proposed that **'the request to site an ashes vault in the Memorial Garden is approved'**. Seconded by Cllr Whetlor. Carried.

22/29D

**Henry Davey Changing Room Facility:**

- (i) **Request to relocate the defibrillator to an outside position** – *report circulated prior to the meeting via Appendix 5* – the Clerk presented a quotation for a cabinet and informed members that a decision was required on the following:

1. Locked cabinet – £495 or
2. Unlocked cabinet - £460
3. Electrical work to heat the cabinet as this is a requirement as the machine has to be at a certain temperature to operate, plus sensor motion Led lighting – approx. £150. After a brief discussion Cllr Whetlor proposed that **'the defibrillator is relocated to an outside wall of the Henry Davey building mounted in a locked heated cabinet including electrical works and motion sensor LED lighting for a budget of up to £650. The football club is asked to confirm that they will continue to maintain the defibrillator'**. Seconded by Cllr Johnson. Carried.

22/30D

**Budget Update:**

- (i) **To note the budget spend to date** – *tabled at the meeting as Appendix 6* – members noted the budget spend.

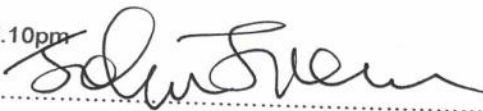
22/31D

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

- Liaise with Clerk

Meeting closed at 7.10pm

Signed.....



Date.....

13 October 2022