

Minutes of the Asset Management Committee
held on Thursday 15 June 2023 @ 6.30pm

Present: Cllr Brake, Cllr Irven (Chair), Cllr Murphy, Cllr Westcott and Cllr Whetlor

In attendance: Sarah Reed, Town Clerk

- 23/78D To elect a Chair of the Committee – Cllr Whetlor proposed that '*Cllr Irven is elected as Chair of the Committee for the 2023-24 period*'. Seconded by Cllr Westcott. Carried.
- 23/79D **To receive Apologies for Absence** (LGA 1972, section 85 (1))
Cllr Irven proposed that '*Apologies given by Cllrs Campbell are accepted.*' Seconded by Cllr Murphy. Carried.
- 23/80D **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 at this point.
- 23/81D **To confirm and sign the minutes of the meeting held on 11 May 2023** 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 meeting held on 11 May 2023 are approved as a true and accurate record.*' Seconded by Cllr Murphy. Carried.
- 23/82D **Watchet Cemetery:**
(i) Request from a Memorial Mason to change regulations in the Cemetery Policy relating to raised headstones – circulated via **Appendix 2**.
Cllr Murphy proposed the following changes to the policy:
If requested, a wedge-style tablet with or without provision for a vase inlet, for burials shall be of durable natural stone, granite, marble or other similar materials, with maximum dimensions of 18" wide x 18" back to front and be 4" deep at the back sloping down to 2" deep at the front. It must be fitted to a concrete foundation of an appropriate size to prevent sinking. Seconded by Cllr Westcott. Carried.
There was a brief discussion about maintenance whereby Cllr Brake proposed the following changes to the policy:
The Ground maintenance staff regularly mow and strim the cemetery to ensure it is kept to a high standard. Care is taken not to damage items placed on the grave but on occasions this is unavoidable. Please follow the above guidance to prevent this. The Council takes no responsibility whatsoever for loss of or damage to items placed on graves. The clearance of grass cuttings that scatter on to a headstone or ornaments after strimming is the responsibility of the Deed holder and/or next of kin. Seconded by Cllr Whetlor. Carried.
(ii) To approve a quotation to paint and decorate the Cemetery toilet – circulated via **Appendix 3** – Cllr Westcott proposed that '*the quotation from a local contractor for £120.00 to decorate the Cemetery toilet is approved*'. Seconded by Cllr Brake. Carried.
- 23/83D **Watchet Library:**
(i) To note for future reference the recommended gas boiler replacement – the Clerk reported that Somerset Council are recommending that when the boiler is replaced at the Watchet Library it is replaced with an Air Source Heat Pump (ASHP) and future installations should be undertaken in conjunction with other measures, primarily insulating the building to a reasonable standard. Members noted this and requested that the information is forwarded to the climate change working group to assist in the drafting of the de-carbonisation action plan.
- 23/84D **Watchet Community Centre:**
(i) Confirmed Summer Activities Programme- the Clerk reported that the summer programme was confirmed as free for children aged 5-11 years, and the following session are offered during the summer school holidays:

Dates - 2023	Times	Activities
25 & 26 July	2- 5pm	Football
1 & 2 August	2- 5pm	Tag Rugby
8 & 9 August	2- 5pm	Dodgeball
15 & 16 August	2- 5pm	Archery
22 & 23 August	2- 5pm	Cricket
29 & 30 August	2- 5pm	Summer Games
Light refreshments included		

Members noted the programme and thanked the Assets Co-ordinator for organising it.

23/85D

Office Equipment:

- (i) To consider the purchase of a paper shredder – quotation circulated via **Appendix 4** – members considered two quotations and after a brief discussion, Cllr Whetlor proposed that the '**Fellowes paper Shredder, 100 sheet auto feed for £202.25 is purchased**'. Seconded by Cllr Brake. Carried.

23/86D

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

Meeting closed at 6.52pm

Signed.....

Date.....
11/7/23