

**Present:** Cllrs Irven (Chair), Whetlor, Murphy, Brake and Richards

## Minutes of Asset Management Committee Meeting held on Thursday 13<sup>TH</sup> May 2026 at 6.30pm

- 25/149D **To elect a Chair of Committee**  
Cllr Whetlor proposed that 'Cllr Irven remains as Chair of the Asset Management Committee for the coming year'. Seconded by Cllr Brake. Carried.
- 25/150D **To Receive Apologies for Absence:** (LGA 1972, section 85 (1))  
Cllr Irven proposed – 'that apologies from Cllr Johnson are accepted'. Seconded by Cllr Whetlor. Carried.
- 25/151D **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: 1464. None. No interest were declared.
- 25/152D **To confirm and sign the Minutes of the meeting held on Thursday 15<sup>th</sup> April 2026 –** (*paperwork circulated to members prior to the meeting via **Appendix 1***) - (LGA 1972, Sch 12 Para 41). Cllr Irven proposed that - '**the minutes of the meeting held on Wednesday 15th April 2026 are a true and accurate record**'. Seconded by Cllr Brake. Carried.
- 25/153D **Committee Clerks Update Report** – Update from Committee Clerk – (*Paperwork circulated to members prior to the meeting via **Appendix 2***).  
Cllr Murphy proposed that – 'the Committee Clerk's report is noted in her absence'. Seconded by Cllr Richards. Carried.
- 25/154D **Somerset Council Asset Transfer & Front Office Purchase** – Update from Cllr Irven & Committee Clerk
- (i) Progress on E.O.I Asset Transfer's: Sea Scouts – *if required* – Cllr Irven updated members that the Solicitors had presented a bill for works, however this would not be paid until completion had taken place.
  - (ii) Progress on Onion Collective Front Office Sale – *if required* – Cllr Irven updated members that all paperwork was with Council's solicitors and a swift competition had been requested.
  - (iii) Update on Watchet CCTV progress – report to be tabled at meeting - *if required*  
Cllr Irven updated members that all required passwords for the system had been received and that he and the Enquiries and Community Vehicle Coordinator had access to the system on their phones and pc's. In addition, the Town Clerk had access to the system feed on his phone. Cllr Irven also confirmed x4 cameras were now present at Watchet Community Centre and that a formal data sharing agreement had been signed with West Somerset Railways. A member questioned if Police services had access to the system and Cllr Irven advised an agreement was needed to allow them full access. He also confirmed the correct cabinet was now in place in Watchet Marina.

- 25/155D **External Tap Request Harbour Road Toilets** – Update from Committee Clerk
- (i) To approve request from Ground staff for the installation of an exterior tap. Cllr Irven proposed that – ***‘the request from the Grounds Person to have an external tap fitted at the Harbour Road Toilet Block at a cost of £150.00, to be taken from the Toilet Maintenance Costs Budget/Cost code 29 budget line which currently stands at £2,183.34, is approved’***. Seconded by Cllr Westcott. Carried.
- 25/156D **Ground Staff Lawn Mower Replacement** – Update from Committee Clerk
- (i) To approve request from Ground Staff for a replacement Lawn Mower. Cllr Richards proposed that – ***‘the request from the Grounds Person to purchase a replacement Husqvarna RM6500V lawnmower at the proposed cost of £612.00 (exc VAT) to be taken from the Asset Management Project Costs- Grounds Maintenance Equipment budget line/ Cost code 9218, currently standing at £1000.00 is approved’***. Seconded by Cllr Westcott. Carried.
- 25/157D **Memorial Headstone Safety Testing** – Update from Committee Clerk
- (i) To approve quotation for full safety audit of memorial headstones at Watchet Town Cemetery. Cllr Whetlor proposed that – ***‘the quotation for the safety audit of memorial headstones at Watchet Cemetery from Contractor 2, at a cost of £695.00 exc VAT to be taken from the Cemetery Headstone budget line, which currently stands at £2,500.00, is approved’***. Seconded by Cllr Westcott. Carried.
- 25/158D **Second Allotment Request Courtlands** – Update by Committee Clerk
- (i) To discuss and approve resident request for second allotment at Courtlands site. A discussion ensued. Cllr Whetlor proposed that – ***‘Item 25/158D is deferred to the Asset Management Committee meeting Wednesday 10<sup>th</sup> June 2026- during which time the Allotments Policy can be reviewed’***. Seconded by Cllr Westcott. Carried.
- 25/159D **Matters for the next meeting** – no discussion or decisions made
- To discuss reporting policy of incidents relating to Council assets to Police
- 7.00pm Meeting closed.