

Minutes of the Assets Committee held on 15th November 2021 via ZOOM

Present Cllrs. G Stephenson; J Kibble; O Lewis.

MINUTE 1 - A/21 – ELECTION OF CHAIR AND SECRETARY

Proposed Cllr Stephenson as Chair 2021/2022 and Cllr Lewis as Secretary 2021/2022

AGREED

MINUTE 2 A/21 – APOLOGIES

Cllr R Harper

MINUTE 3 A/21 – DECLARATIONS OF INTEREST

None

MINUTE 4 A/21 - MINUTES OF THE LAST MEETING

N/A as Assets is a new Committee of MTC

MINUTE 5 A/21 – DEFIBRILATORS

There are known to be two defibrillators in the Ward, but they are poorly sign posted and it is unknown who has access to maintain them. It should be an objective of the Committee to clarify signage and access controls.

Action I – GS to take photos of both defibrillators, and to clarify signage and keys access with the Clerk and Cllr Mills

MINUTE 6 A/21 – MOWING

It was noted that there was a significant environmental aspect to the intensity with which grass areas are mowed, and that thought should be given to mowing frequencies. An objective of the Committee should be to review mowing rotas and to record fully those grassed areas in the Ward which have been, or are, mowed by the Town Council. A map should be created to define the areas and to ensure they are accurate. It was advised it would also be helpful to clarify on this map which hedgerows and/or trees the Town Council has responsibility for.

Action II – OL to obtain current map as used by the Clerk for managing the existing mowing regime.

MINUTE 7 A/21 – ASSET DOCUMENTS

Discussion was undertaken in relation to what use the Committee’s documentation would be and how it could be utilised by Councillors and Council staff. It was agreed that an objective of the Committee should be to have a universal Asset Register, for insurance as well as other purposes.

MINUTE 8 A/21 ARCHIVING

JK commented that she had been liaising successfully with the Old Bell Museum for transfer to Montgomery Civic Society of a number of historic documents held by the Council which would be best placed in an organisation with experience of caring for items of delicate historical provenance.

Action III – JK to update next meeting on progress of transfer of archive documents from Clerk's filing cabinet to the Old Bell and David Thomas

Action IV – GS to clarify process for digitalisation of these documents prior to transfer and which ones are necessary to be done .

MINUTE 9 A/21 – PROCEDURES/CHECKLIST

It was noted that it is very important that the Council has procedures in place for processes the Clerk is to follow, based on the Town Council's newly developed and approved policies put in place over the course of lockdown. Reference was made to collating processes into a Procedures Manual which could be referenced by Councillors, Council Staff and members of the public where necessary.

The importance of having a Risk Assessment folder was also stressed, since this would show the Town Council could prove to its insurers that it was compliant with assessing risks for assets in its ownership.

Action V – RH requested to relay development of risk assessments to the recently appointed Operative.

MINUTE 10 A/21 – INSTITUTE

Discussion was had in relation to the Town Council's role as Custodian Trustees of The Institute building on Arthur Street. GS queried what the role of the Custodian Trustee was and what the obligations of the present management organisation, which is a registered charity, was. It was suggested that Cllr Wendy Beaven be invited to the next Assets Committee meeting to provide an update on the present governance of The Institute.

Action VI – Chair (GS) to invite Cllr Beaven to next Committee meeting

Action VII – OL to research the role/duties of a Custodian Trustee in law

MINUTE 11 A/21 – ALLOTMENTS

It was noted that arrangements for the Council's management of its allotment sites should also be included in a Procedures Manual, for instance in relation to the process for collecting allotment fees and the allocation of an allotment to a new household. Brief discussion took place in relation to the possibility of a proposal from the Assets Committee for a review of allotment fees for financial year 2022-23. An increase of the fee from £10.00 to £15.00 was discussed.

MINUTE 12 A/21 – ANY OTHER BUSINESS

None

MINUTE 13 A/21 – ITEMS FOR NEXT AGENDA

An update will be due for all of the agenda items listed above.

Next Meeting 10th January 2022, 19:00-20:00