

NORTHSTOWE TOWN COUNCIL - Asset and Asset Transfer Committee

Minutes of the Asset and Asset Transfer Committee meeting held on 20th October 2021, 8PM at The Wing, Pathfinder School, Northstowe

Members: Cllr Pokala (Chair), Cllr Panvekar (Vice-Chair), Cllr Benedicic, Cllr Castelino, Cllr Littlemore, Cllr Gamon.

Quorum: 4 Members.

Present: Cllr Panvekar, Cllr Benedicic, Cllr Castelino, Cllr Littlemore, Cllr Gamon.
One member of the public.

Apologies: Cllr Pokala.

Meeting started at 8:01pm.
Cllr Panvekar took the Chair.

05/21-22 To receive apologies for absence

Apologies were received from Cllr Pokala and were accepted.

06/21-22 Declarations of interest

None were declared.

07/21-22 Public participation

- a) The meeting was adjourned to allow members of the public to address the meeting in relation to the business to be transacted at that meeting.
- b) The member of the public wishing to speak identified himself as the Northstowe Town Council's Mayor. In relation to item 09/21-22 on the agenda he informed the Committee that there are the following Northstowe Town Council Assets at his home address that he wishes the Committee to know about:
 - There is one speed sign, currently located on Station Road, for which he has a battery and the battery charging equipment at his home. He provided further information, that all of this equipment had originally been purchased for Northstowe Town (when still forming part of Longstanton Parish Council) through A14 grant funding.
 - A Star as part of Christmas tree decorations, used at last year's Christmas tree.The Mayor continued, recommending that the Committee is to consider where these items are to be stored more appropriately.
- c) The meeting was reconvened.

08/21-22 Minutes of the meeting of 07th July 2021

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED with four members voting for and one abstaining, to approve the minutes of the meeting of 7th July 2021 as a true record of that meeting.**

09/21-22 Asset Register

- 1) *To receive information from the Clerk on plans for updating the current Asset Register.*
The Chair invited the Clerk to provide further details. The Clerk informed the Committee Members that an Asset Register is usually updated on an annual basis, to be carried out as part of the annual round of updates of Policies, Protocols and other key Council documents and which normally takes place in May, for approval at the Annual General Meeting of the Town Council [as per the Town Council's Standing Order 5 (j) (xiii)]. It is generally

recommended to update an Asset Register more than once a year, if there are substantial changes or other reasons for doing so.

The Clerk continued that the current Asset Register was approved by the Town Council at the 20th May 2021 Full Council meeting (this can be found in the following information pack of that meeting under agenda item 7/21-22; see [Meetings, Agendas & Minutes - Northstowe Town Council](#)). However, the current Asset Register lacks the following key information: Date of purchase; reference to minutes (where relevant); purchase price; insurance replacement value; current location. In addition, following the Clerk's request towards this, the Town Council's insurance company had confirmed that they do not have a copy of the Asset Register and that they wish to have an updated Asset Register sent to them, to ascertain that the current insurance value is accurate.

The Clerk was asked whether there is sufficient storage space for the Town Council's Assets. He responded that the majority of the items (e.g., Christmas decorations) are currently located in The Wing, but that this is not necessarily an option in the longer term. He, furthermore, mentioned that, in addition to the items referred to by the member of the public earlier on, a number of items linked to litter picking are currently housed at a private home by a member of the Northstowe Pathfinder Church; the Clerk has been asked whether a more permanent solution for those items can be found as well.

The Clerk was tasked to discuss with the relevant people, in particular with relevant Officers at South Cambridgeshire District Council, and the Pathfinder Church, to understand options for storage of Town Council Assets in the short- to medium term.

In a discussion that ensued the following points were raised by Councillors:

- Considering the situation that The Wing will at some point in the future be fully used by the Pathfinder School, a more permanent storage solution needs to also be looked at. Renting a storage cabin was suggested as one potential solution, for which budget may need to be set aside in next year's budget allocation. Making sure that there will be adequate storage space in future Town Council accommodation was also identified as a key consideration to be taken into account.
- The need to develop further policies and protocols was also discussed, for instance creating in/out logging forms for items removed from storage for usage by the Council or its partners.

1) *To decide on ongoing support for and use by Pathfinder Church of Northstowe Town Council's litter pick equipment, allowing for regular Litter pick events in Northstowe.*

The Chair invited the Clerk to provide further details. The Clerk informed the Committee Members that the Pathfinder Church recently provided him with a detailed inventory of the Northstowe Town Council Assets they have been using and are looking after; these include grabbers; hoops; pairs of gloves; and vests.

It was proposed by Cllr Benedicic, seconded by Cllr Gamon and **RESOLVED unanimously that the Pathfinder Church can continue making use of the Northstowe Town Council's litter pick equipment, to enable their monthly community litter-picking events.**

The Clerk was tasked to discuss with the Pathfinder Church representative the development of a Loan Agreement, and discuss alternative storage solutions with them as well.

10/21-22 Budget Financial year 2022-23

1) *To receive information from the Clerk on the timeline for budget development.*

The Clerk provided an update on the timeline for budget development for the Council, and the Committee's role in this.

2) *Councillors to discuss budget needs for the Assets and Asset Transfer Committee.*

In the discussion that ensued, the following key budget items were identified:

- Costs for storage of Assets, for at least 6 months, to ensure a back-up plan in case of The Wing as a place for storage during the next financial year;
- Costs for noticeboard(s);
- Budget for maintenance and/or replacement of assets;
- Legal costs and costs for licensing or similar expenditure, for potential asset transfers to take place during the next financial year (considered important budget item in case this was going to be needed, although Members considered significant assets transferring to the Town Council during the next 18 months a low probability).

The Clerk was tasked to include the above items in proposals to go to the Finance and Governance Committee.

11/21-22 Dates of next meetings

Full Council meeting

Wed 27th October at 7 PM

Assets and Asset Transfer Committee

Wed 8th December at 8 PM

For all Council and Committee meetings, see www.northstowetowncouncil.gov.uk
Noted.

Meeting closed at 8:42pm

Signed.....
Chairman of the Assets and Asset Transfer Committee

Date.....