**Minutes of the Assets Management Committee Meeting**

**Held at the Civic Hall, Uppermill on Monday 10th June 2024**

There were present: , Cllr G Sheldon (Chairman), Cllr B Beeley, Cllr L Thompson, Cllr K Phillips,

Cllr P Gaul, Mrs K Allott – Clerk to the Council, Mr K Parker – Site Manager.

**730. Apologies for Absence –** Cllr K Dawson, Cllr L Dawson.

 **Absent -** Cllr D Wall

**731. Declarations of Interest –** None declared.

**732. Minutes of meeting held 18th March 2024**

The minutes were accepted as a true record and signed by Cllr Sheldon. Proposed Cllr Beeley, seconded Cllr Gaul.

**733. Property & Maintenance**

**Damaged drain in car park – update**

The Site Manager explained that when the contractor came to do the repair and sealing work, they found a blockage (running trap) which was not picked up as it wasn’t visible at the time of the CCTV survey due to excess water build up.

The revised quotes to repair this as well as complete the repair and sealing work have now been received. It was agreed these would now be sent to our Insurer.

 **Ballroom Monodraft ventilation system**

The Site Manager advised that this has not been recently serviced and isn’t working. It is needed as the heat in the ballroom during events can be very uncomfortable, ventilation is required. The Clerk advised a quote has been received by the installation company to service it at a cost of £1600 plus vat. Any works identified to replace faulty equipment are not included in the service quote. After discussion the service was agreed. Proposed Cllr Beeley, seconded Cllr Thompson, carried.

**734. Health & Safety**

**Car park wall update -quotes/tenders received**

The Clerk confirmed that the replacement wall design report from the Structural Engineer had been sent out to contractors recommended by the Structural Engineer. These quotes were shared with Councillors. The insurer had asked for three quotes and after some discussion Councillors agreed on the three they wished to be put forward with their recommendations. The Clerk will now action this.

**Car park unofficial pathway**

A resident had complained about people crossing over her land to access the car park and was asking again that SPC reinstate the low fence across the top of the car park. Health and safety is a concern, and after some discussion, the Committee confirmed its earlier decision that they would not replace the fence as it was felt it would only move the problem further down. But SPC would be willing to put some shale down to make this cut through safer, if the resident would agree to it.

 **Fire escape**

The Site Manager explained the fire risk assessor advised this needed upgrading to the required standard due to changes in legislation. And based on the age of the fire escape and his visual inspection, and the concern it may fail in the case of an emergency evacuation, he was recommending it be inspected and/or replaced. The Clerk shared a quote received for sandblasting (£850 plus vat) along with scaffolding (£625 plus vat) to enable a full inspection. She also shared an initial quote to replace it to current British standards (£11-13k plus vat) but a full site visit would be required to confirm these prices.

After some discussion it was agreed that a complete replacement quote be requested and in the meantime the fire risk assessor would be contacted for his advice on the number of fire escapes and positions of said fire escapes the building actually needs.

**Safety ladder for safe access to loft space**

The Site Manager advised that our current ladder to access the loft space does not conform to the updated working at heights regulations, it needs to have a cage around it.

The Clerk advised 2 quotes received so far:

 £2368 plus vat – supply only – plus £775 *(post meeting note plus £300 to move hatch- £1075*) plus vat to fit. Total £3143 *(£3443)* plus vat

£3850 plus vat -includes installation.

There was some discussion around this and it was agreed the Site Manager would contact the company (local) with the more expensive quote to see if there could be a reduction on their quote. If it comes in around £3500 councillors agree for the work to be carried out.

**FRA work update**

**Ballroom Curtains**

At the last Assets meeting the Site Manager was asked to get a quote to replace the aging curtains which are not fire retardant, with new curtains or blinds which will conform to British Standards. Black out curtains £5355 plus vat, blackout blinds £2995 plus vat. The Site Manager advised he was having difficulty obtaining additional quotes due to the height of the ballroom windows – other companies would not quote. There was some discussion around acoustics and energy loss and it was agreed that Councillors would agree to only one quotation being received in this instance. It was agreed to go ahead with the curtains at £5355 plus vat – colour still to be agreed). Proposed Cllr Philips, seconded Cllr Beeley.

**Smoke detection on top floor**

The Clerk advised the invoice for this work carried out was still in dispute. A meeting was held last week and it was agreed an event would be recreated with heat and haze to ascertain why the new smoke detection was triggered. The manufacturer as well as the installer would be present. The Site Manager also advised that once the monodraft ventilation system was serviced and back in use, it should help to dissipate excess heat and haze.

**Replacement Winch on stage lighting bar**

The Site Manager advised the installer had experienced a couple of issues but was expecting to have the work completed within the next week or so.

**Bottom hall and kitchen ceiling**

The Clerk confirmed that t the last meeting of the Finance Committee it was agreed for the report to be prepared by Structural Engineer. We are still waiting his report; once received, the Clerk will send it to the Committee.

**Legionella testing**

The Clerk advised that we wished to engage Puretech –a highly recommended local company - to carry out monthly water checks and ensure we meet our legal obligations. The Site Manager explained why a professional company needed to be used, specialist equipment is required. Their quote is £50 per month. Councillors agreed. Proposed Cllr Phillips, seconded Cllr Beeley.

**Event Insurance claim**

The Clerk advised that following an event 16th March, a claim had been received; all the details and statements have now been shared with our insurer.

**735. Cemetery**

**Unsafe headstones**

The Clerk advised that only a few of these unsafe graves had been repaired by the owners. As many of them were very old, we have been unable to contact relatives. All more recent headstones were now installed with a ground anchor system and she had been assured by the Inspector that these would not become loose. It was agreed the Clerk would get a quote from a couple of memorial masons to repair those still unsafe and share this information at the next meeting.

**736. Dawson’s Field**

**Drainage**

The Clerk advised that the water flooding had got worse recently. It may just be because of the excess rainfall this year, however, she suggested we firstly contact United Utilities to ensure there isn’t a collapsed or damaged water main underneath the field. A member of the Scouthead and Austerlands Committee had sent in an initial quote from a local company to repair the damaged drains. It was decided we would wait for the UU response before we go any further.

Funding streams were discussed if repairs to the drainage needed were not the responsibility of United Utilities.

**737. Allotments – improve access - update**

The Site Manager advised thatPennine Landscaping are providing an initial quotation – hardcore, hand rail etc, but the price was dependent on access to the allotment. The C|erk advised we have been given permission from Limekiln café for a parking spot and access to the towpath, and she was in the process of getting permission from the Canal and Rivers Trust to use the towpath to transport a small digger, materials etc. Once this has been agreed, the contractor can send in his quote so a decision can be made.

**738. Diggle Community Association Land Adoption request**

The Clerk advised that it was requested that a proposal to enable gardening/community projects on land at the start of the canal, be added to the SPC’s next agenda to look into a land lease transfer.

The Clerk advised that OMBC advice was that a land lease transfer wasn’t recommended as it can be a very complex and long process.

However, the OMBC Environmental Manager has confirmed they do some grounds maintenance which is mainly cut back of shrubs/herbicide treatments at this site, and as long as the car park/spaces are not affected as it’s a well-used site the DCA could do some growing projects, perhaps link in with Incredible Edibles. OMBC are happy to meet with DCA to discuss ideas and link in with their Community Growing Project Co-ordinator.

Councillor Gaul expressed an interest in visiting the allotments and cemetery. It was agreed the Clerk and Site Manager would send out a couple of dates and times for a site visit in July.

**Date of Next meeting – Monday 9th September 2024 at 10.30am**