**Minutes of the Assets Management Committee Meeting**

**Held at the Civic Hall, Uppermill on Monday 13th January 2025**

There were present: Cllr G Sheldon (Chairman), Cllr B Beeley, Cllr P Gaul, Cllr K Phillips,

Cllr L Thompson, Cllr D Wall.

Mrs K Allott – Clerk to the Council, Mr K Parker.

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

**Absent -** Cllr A Wrigley.

**777. Declarations of Interest -** Mr Parker informed councillors that one of the contractors approached for quotations is a close family member. As he is not a councillor, no declaration of interest is required, but he must not be involved in the decision-making process when contracts and awarded.

**778**. **Minutes of meeting held 18 November 2024**

The minutes were accepted as a true record and signed at the meeting by the Chairman.

Proposed Cllr Wall, seconded Cllr Phillips.

**779. Matters Arising**

Cllr Sheldon updated the meeting on the decision by the Finance Committee to utilise part of the earmarked cemetery reserves gained this year to support the 2025-26 budget proposal. There was some discussion around this, Cllr Beeley believed the initial decision to earmark cemetery reserves was taken approx. 2010/11.

It was agreed to add this to the agenda of the next meeting for further discussion.

Cllr Sheldon also advised that the decision had been taken to remove the £10,000 budget proposal to replace the flooring in the bar and stairs, but that this could be addressed later in the budget year if savings had been made elsewhere.

**780. Health & Safety update**

The Clerk advised that completion of the car park wall rebuild was on target for completion end January, weather dependent. She advised that the committee needed to agree on the additional work for a crash barrier and a galvanised fence. This is required for health & safety compliance, as currently there is only a kerb on the plans. The contractor originally quoted £2925 plus vat for Armco safety barriers and he has been approached for a quotation for the fence, he will keep the cost down as much as possible. There was some discussion around this, regarding budgetary concerns. Cllr Wall advised it is imperative that the Assets Committee ensure essential work is carried out in a timely fashion. There was consideration given to either delaying or a staged installation of the video entry system to release the funding required for this.

After discussion it was agreed this work needed completing whilst the contractors were still on site and to give the contractor the go ahead to install the safety barrier and fence. This would then be reported to the Finance Committee. Proposed Cllr Beeley, seconded Cllr Wall, carried.

The Clerk updated the meeting on the outstanding insurance claim from the band contest held on Dawson’s Field in May 2022. At the time, when the accident occurred, there was no inspection, hand over procedures or risk assessments in place. This has been rectified. Our insurers are recommending the claim is split 50/50 with the band contest insurers. Cllrs agreed this was a reasonable course of action.

The Clerk advised that the two other insurance claims resulting from accidents at two events at the Civic Hall are ongoing and there are no further updates to report at this time.

The clerk advised that it had recently been identified that PAT testing had not taken place on the stage lighting bar and stage lights when this was last carried out in April last year. It was agreed these would be added to the list, plus a full visual audit of all sockets will be notified to the PAT tester, when they return in April. Action – Site Manager.

The Site Manager, who is the newly appointed DPS of the Civic Hall, shared his concerns that he understands we are not fully compliant with the premises licence conditions and these were discussed. The Clerk advised that she had already consulted Cllr Sheldon, as Chairman of Assets, and he was in agreement that she arrange a meeting with the Oldham Licencing Officer for their support and guidance in this. This meeting has been arranged for Friday 17th January. Some of the remedial work that may be required to ensure we are compliant could be costly.

After further discussion councillors agreed that the Committee would await the feedback from this meeting before any decisions are made and it will be added to the agenda for the next meeting. Proposed Cllr Beeley, seconded Cllr Phillips, carried.

Cllr Thompson requested a list of priorities and non-priorities for the Assets Management Committee to consider. The Clerk replied this had already been supplied in minute form for the next financial year, however she and the Site Manager had already began compiling a 3 year property and maintenance schedule.

Cllr Wall commented that the Assets Management Committee must make the Finance Committee and all Councillors aware that the maintenance costs of this aging building will only increase over time.

**781. Property & Maintenance update**

The Clerk advised that Lanes Group would return to complete the work required on the damaged car park drain once the contractor had completed the re build of the retaining wall. It was looking likely this would now be February.

The Clerk advised that the disabled lift had been out of action since early December. The Committee had previously authorised the service contractor to carry out work identified via our insurers’ inspection £610 plus var This work has now been done although the lift will not be back in working order until a part is fitted to repair the zoning ramp, £665 plus vat. Councillors agreed to this additional cost. Proposed Cllr Wall, seconded Cllr Beeley, carried. The clerk will now request this part is ordered and fitted as soon as possible.

The clerk advised the lift maintenance contract is shortly up for renewal and that 2 other companies had been invited to quote.

The lift is now 25 years old, keeps breaking down and is ready for replacement. There was some discussion around this, and Councillors agreed with the Clerk’s recommendation that once this work is carried out, with a guarantee, it should keep it in working order until we are in a position to look at replacing it. She has been advised a hydraulic system is the recommended and cheaper option.

The Clerk advised that the Civic Hall external clock is being repaired on Friday 24th January. There was some discussion regarding making the clock more visible. The Site Manager advised that when it is in working order it has lights on a timer.

The clerk advised we had received quotes for the installation of a video entry system from GTM £8016 plus vat, and Blue Chain Solutions £7496 plus vat. We will also be contacting SES. Although there has been some discussion about reducing this to just one entry point rather than the quoted two. This will be discussed further at the next meeting.

The clerk advised that the smoke detection roof void issue is still ongoing. The invoice is still in dispute and we are looking at moving to another company for these fire & security maintenance contracts.

The clerk advised that we now have a list of OMBC preferred tree consultants and will be arranging a survey of the cemetery and car park trees in the Spring.

The Clerk advised that as contracts come up for renewal, quotes are being obtained. The pest control contract has been renewed with OMBC as we have negotiated 4 visits per year, plus 2 emergency call outs for the same price £360.

The Site Manager advised there are still issues with the ballroom floor. As the varnish has worn down, it will get damaged much easier. It was agreed to continue monitoring.

**782. Civic Hall**

The clerk advised that due to budget and vat pressures, the regular bookings report was not ready to share. It will be added to the agenda for the next meeting.

Cllr Thompson updated the meeting on the findings of the Task & Finish group set up to look into the pros and cons of setting up our own bar. There were VAT implications and staffing implications and it was very likely there would be too any issues to overcome. Cllr Sheldon agreed; and advised this exercise had previously been carried out and came to the same conclusion.

**783. Cemetery**

The clerk advised there had been yet another instance of Fly tipping at the cemetery. We have shared personal details found with the OMBC Environment Team, who have been requested to remove it, and the press have been involved in sharing awareness in the community, we are hoping for a prosecution.

At the last Assets meeting councillors had agreed to two cameras, approx cost £100 each. But on further investigation, the cost of a good quality one which was recommended is £278 incl. batteries, memory card, attachment etc. Only one purchased so far due to the cost implications and it will be installed shortly. Councillors agreed that we would hang fire on the purchase of the second camera and monitor whether we do indeed need a second one. The new gate will also be fitted shortly.

Cllr Phillips asked when the overgrown bushes and shrubs would be cleared in the cemetery. The clerk advised that the Groundsman had planned it to be carried out over the winter months and he should be starting work on it shortly.

**784. Allotments**

The Clerk advised it was inspected 2nd January following the heavy rains as we had been advised it had flooded. There was no damage, flooding occurred on the other side of the riverbank. The handrail is now installed and there are no more incidents of vandalism to report at the moment.

The Japanese knotweed will need treating again in the Spring.

**785. AOB**

None to discuss

**786. items for the next Agenda**

Cemetery reserves

Premises Licence

Health & safety

Property & Maintenance

Civic Hall – regular bookings

Cemetery

Allotment

**Date of next meeting – Monday 17th February 2025 at 10.30am**

**Monday 14th April 2025 at 10.30am**