**Minutes of the Assets Management Committee Meeting**

**Held at the Civic Hall, Uppermill on Monday 14th April 2025**

There were present: Cllr G Sheldon (Chair), Cllr B Beeley, Cllr L Dawson, Cllr P Gaul, Cllr L Thompson,

Cllr D Wall.

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

**800. Apologies for Absence –**Cllr K Dawson, Cllr K Phillips, Cllr A Wrigley

**801. Declarations of Interest –** None were declared

**802**. **Minutes of meeting held 17th February 2025**

These minutes will be proposed and agreed at the next meeting of the committee.

**803. Matters Arising**

These were covered later in the meeting.

**804. Budget (to consider request from Finance Committee to examine proposed spend)**

The Clerk advised the Finance Committee had requested Assets look at reducing the projected spend on code 311 Renewals & Improvements and this was discussed.

It was agreed to reduce the £5,000 projected spend on refurbishing and replacing tables and chairs to £3,000.

It was agreed the Clerk/Site Manager would invite quotes for a more basic video entry system with just one video entry point on the side door with 2 monitors and one hand held device. Once these quotes have been received we may be able to reduce the £10,000 projected spend to around £6,000.

Proposed Cllr Beeley, seconded Cllr Thompson, carried.

The Clerk advised she had reviewed code 307 routine works – currently £12,000. With the need to engage another company for our Fire & Security SLA, which will be more expensive than our current provider, she doubted a reduction in this code was achievable. She advised this issue would be covered later in the meeting.

The Clerk also advised that code 312 reactive maintenance needs to stay as it is at a budgeted £7k. She expressed concern that due to issues being encountered with the aged building, specifically failing wiring, this code may end up being overspent and would need close monitoring.

**805. Health & Safety update**

The Clerk confirmed that PAT testing had been carried out, but the engineer was not insured to climb ladders to check the ballroom side wall spotlights. The Site Manager had arranged for JWS to quote and carry out this work. One of the stage bar lights had failed so JWS would also quote to repair this.

The Clerk advised the damaged bus shelter at Dobcross was safely barriered off at the moment, with no complaints from residents received. The Bee Network have their own shelter further down the road.

The Clerk advised that the requested 3 quotes had been sent to our insurers but no decision made to date.

Once agreed a permit section 50 from OMBC and traffic management would be required as it’s a very busy part of the highway and needs managing properly.

The bus shelters are insured for only £5k each (based on the cost of rebuilding the last one damaged at Scouthead). So demolishing and rebuilding the wall behind it was discussed again as another option.

After further discussion it was agreed the Clerk would ask our insurers to consider the option of demolition as well as rebuilding and she would invite quotes for this. Proposed Cllr Beeley, seconded Cllr Wall, carried.

The Clerk advised that when all the fire and intruder system were replaced about 4 years ago the Contractor advised the then clerk that they recommended the wiring be replaced as well, but this was not agreed. We are now experiencing more problems, intruder alarm false alarms, cctv camera failures, fire alarm sensor failures. Two companies on visiting us to quote to take over the fire service contract have both advised the wiring will need replacing.

It was agreed that this may not have been picked up at the last Fixed Wiring inspection as only 20% is surveyed at each visit. The Clerk advised she had requested a quote from Link Fire & Security for re wire, and it was discussed.

The Clerk suggested it may be an option to consolidate our current Public Loans board loan to add additional expenditure and spread it out over a longer term to ensure all this health & safety work could be carried out, along with acquiring the means to replace the currently out of action disabled platform lift. This would need discussing at Finance. It was agreed this would be added to the next Finance agenda.

After some further discussion, it was agreed that the clerk would acquire quotes for an intrusive Asset survey (building condition survey) of the building which will report on the age, condition, replacement costs etc.

It was also agreed to invite additional quotes for the replacement of the wiring.

These would be brought to the next meeting. Proposed Cllr Beeley, seconded Cllr Dawson, carried.

**806. Property & Maintenance update**

The Site Manager explained the issues experienced fixing the drain under the carpark entrance. Lanes had sent a team to inspect and now advise that excavation will be required after all and the total cost will

be £11,971.50. Original amount agree by our insurer is£9,343.50. Our Insurer has requested clarification on the additional cost from Lanes before we can proceed further. It was agreed the Clerk would ask the insurer to contact Lanes directly to resolve this issue and hopefully come to an agreement so the work can be completed.

The Site Manager advised there were two other areas on the driveway where the tarmac is sinking, and Lanes have advised this is not due to the drain issue. One quote received to repair for £1480 plus vat. The Clerk advised she has also requested a quote from Lanes who could do this once they complete the drain repair, not yet received, but she would chase it up. Cllr Sheldon suggested that we could monitor these two areas once the drain has repaired as then it may not be such an issue. Councillors agreed.

Maintenance SLAs

The Clerk advised that the relationship with our current Fire & Security Provider had broken down due to issues already shared. So on the last call out when a water tank leaked, affecting the fire alarm system, we called out Link Fire & Security, one of the companies who have quoted for the new contract. They also repaired the issues with the fire sounders and lights, and ensured the fire extinguishers were serviced properly. The price for this reactive work is £828 inclusive.

The Clerk shared the quotes for the Fire & Security contract received and it was discussed.

Current provider £955 per annum, Link £1735 per annum, GTM £2012 per annum, SES - £3175 plus vat. Prime do not offer the full package,

The Clerk advised that Link Fire & Security, based in Littleborough, have taken over a couple of local schools in the area, and we have received testimonials from other satisfied customers. All the quotes were much more than our original provider but it was agreed price is not the only factor, we need competence and value for money. After further discussion it was agreed to give the contract to Link Fire & Security at £1735 per annum. Proposed Cllr Thompson, seconded Cllr Beeley, carried.

The Clerk explained there had been a couple of faulty intruder alarm call outs recently, these will hopefully be resolved once the wiring work has been completed. But in the meantime, we are short staffed for site staff attending site during the night. Councillors agreed for the Clerk to obtain quotes for a key holder monitoring service rather than the current call out contract we have.

An estimate for cemetery maintenance for the year from our current contractor was shared and discussed. The Clerk explained that after exploring other options, she had been unable to obtain additional quotes from the local authority or other companies. It was agreed we are happy with the service he provides and councillors asked the clerk to query a couple of the costings. The Clerk explained this is just an estimate, not an actual SLA, some of the services listed might not be required, plus the proposed work will be agreed by either the Site Manager or herself in advance. Councillors agreed to accept the proposal of £12120 plus vat in principle. Proposed Cllr Thompson, seconded Cllr Wall, carried.

**807. To examine options for funding to replace the disabled lift**

The Clerk advised we have received one quote so far from Ascendant Lifts - £24,200 plus vat for a replacement platform lift. Cllr Sheldon advised he had contacted OMBC to find out whether there could be any funds made available to support and was waiting a response.

The Clerk suggested contacting the Public Loans board with a view to consolidating our existing loan, and exploring the options of lottery funding and disability charities. This was discussed and it was agreed the Clerk would contact LALC for advice on whether Councillors could apply for grants, if this is agreed, then Cllr Beeley agreed to support. It was agreed to add Consolidation of the current loan to the agenda of the next Finance Committee meeting.

**808. Civic Hall**

Regular Booking Charges

The Clerk advised we historically offer reductions in booking charges for regular hirers. The internal auditor had requested that these agreed variations in charges be minuted.

The Clerk shared a report of the current prices paid by regular hirers of the hall. Councillors agreed with these payments as increasing the prices substantially may result in loss of business and they agreed regular bookers should receive a discount. The small standard percentage increase previously agreed by Assets from 1st April 2025 will be added to these bookings and the Clerk will now notify then.

After further discussion Councillors agreed to accept these variations to the standard charges for regular bookings. Proposed Cllr Gaul, seconded Cllr Thompson, carried.

**809. Cemetery**

Earmarked reserves

This was deferred to the next meeting.

**810. Allotments**

The Clerk confirmed that treatment on the Japanese Knotweed, cost £595 has now begun with 2 treatments to date.

The Clerk also advised that the Allotment Committee had successfully applied for hedging from the Woodland Trust, as agreed by Assets and in line with the original planning application approval. It will be a great habitat for wildlife although it will be a few years before it grows to a hedge height. It will be pruned annually once it's grown to keep it at a manageable height.

The Committee have expressed concern about 2 or 3 plots not being maintained correctly. It was agreed the Clerk would write once again to these plot holders.

There was more discussion around the rules and that perhaps they needed updating to include more guidance on cultivation. After further discussion it was agreed Cllr Wall will review these.

**811. AOB**

The Clerk advised the Scouthead & Austerlands Committee had asked permission to erect a flagpole in Dawson’s Field, usually Saddleworth Flag mainly but sometimes the Union Jack in accordance with the UK Flag Protocol. This was agreed as long as it is restricted to these two.

The Clerk also confirmed events booked into Dawson’s Field were a VE Day picnic, Whit Friday, Summer Fair, and two 2 Dog Shows. The Site Manager confirmed we still do the inspections and handovers as per our policies and risk assessments.

The Clerk raised a query on the policy for banners and advertising, which had been put in place some years ago. We had recently been asked to display a Slimming World banner and a Beatles Tribute Night banner. It was discussed and agreed the SW banner could stay up until the end April, but the Beatles poster must not be displayed until 3 weeks before their event. No further banners to be accepted.

**812. items for the next Agenda**

Health & safety

Property & Maintenance

Budget – further consideration to proposed spend

Cemetery & earmarked reserves

Allotment

AOB

**Date of next meeting – Thursday 15th May at 10.30am**