**Minutes of the Assets Management Committee Meeting**

**Held at the Civic Hall, Uppermill on Thursday 15th May 2025**

There were present: Cllr G Sheldon (Chair), Cllr K Phillips, Cllr L Thompson, Cllr A Wrigley

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

**813. Apologies for Absence –** Cllr B Beeley, Cllr K Dawson, Cllr P Gaul, Cllr D Wall.

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

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

The minutes were accepted as a true record and signed at the meeting by the Chairman. Proposed Cllr Phillips, seconded Cllr Thompson, carried.

**816.** **Minutes of meeting held 14th April 2025**

The minutes were accepted as a true record and signed at the meeting by the Chairman. Proposed Cllr Thompson, seconded Cllr Sheldon, carried.

**817. Matters Arising**

These were covered later in the meeting.

**818. Budget – further consideration to proposed spend**

Cllr Sheldon advised the Finance Committee had been advised of a proposed reduction on budget code 311, Renewals & Improvements, of £2,000 for chairs and tables to £3,000. Once the quotes had been finalised for the video entry system more savings to that budget coded were expected.

It was agreed in addition to those companies already contacted to quote for the video entry system, Prime Security would be contacted to quote.

**819. Health & Safety update**

The Clerk advised that our insurers had agreed the go ahead for Swift to carry out the work to rebuild the bus shelter at a cost of £8950 plus vat. She had also requested whether they would cover the traffic management costs, via OMBC Highways – estimated at approx. £600 and was still awaiting their response. In the meantime the OMBC Highways Officer is identifying ownership of the wall, that runs alongside it we understand it is OMBC, and he is supporting us with this. Our insurers are claiming back off the third party. It was agreed once all confirmed that the rebuild would go ahead. Proposed Cllr Thompson, second Cllr Phillips, carried.

**820. Property & Maintenance update**

The Clerk advised that our Insurer had renegotiated with Lanes and they have confirmed to him that the total cost will still be £9343.50.

On that basis he has advised us to go ahead with the work. The car park will need to be closed for 3 days and the provisional dates agreed are 2/3/4 June. He has told us to go ahead.

The two other areas where the tarmacking is sinking on the drive way are not due to the drains issue. Two quotes were received, Lanes £4632 plus vat, Norman Ashworth £1480 plus vat. After some discussion regarding budgets, it was agreed to go ahead with Norman Ashworth.

At the last meeting the Clerk had been requested to obtain surveys for as Assets Management (Building Condition) Survey. She had requested 3:, Rochdale Council still to quote, Allcott Associates £2995 plus vat to include a inspection of all external and internal areas where accessible, which includes a visual surveyor’s report over Plant and the Mechanical & Electrical (M& E).

 Sircle quote is for Building fabric PPM (planned preventative maintenance) £2443 plus vat; and M & E £1890 plus vat.

It was agreed the wiring definitely needs inspecting, although any concerns identified in the 5 yearly fixed wiring report carried out in August 2023 were promptly acted upon and repairs carried out. The next fixed wiring inspection is not due until August 2028.

After some discussion, it was agreed to refer the Assets Management Survey to the joint meeting with Finance to be held in September.

The Site Manager explained about the damp in the balcony and the measures needed to repair it. The Site Manager and Clerk were asked to draw up a list of requirements with estimated costings for the next 12 months ready for this shared meeting.

It was agreed to add to this meeting an agenda item regarding funding/loan consolidation (Public Loans Board).

The issues with the currently out of action disabled lift were discussed. The Clerk advised she had identified a couple of charities which may be able to help us with funding. She advised Councillors could support in applications but they must be sent by the Clerk on behalf of the Civic Hall. They will aim to have more information for the September meeting.

The Clerk advised that Link Fire & Security had now taken on fire alarm and were taking over the intruder alarm and CCTV the following day.

It was agreed that once the faulty wiring had been replaced there would be no need for a key holder call out service as there should not be any false alarms.

The Clerk advised she and the RFO were now looking at energy contracts due for renewal mid-June. It was agreed that once she had all the comparisons, she would email them to Cllr Sheldon, Chair of the Committee. so we can move quickly with this before the current fixed rate ends.

 **Civic Hall**

The Clerk advised the letting agreement with the Yoga Company for sole use of the JHS Suite from 1st September 2025 was almost complete. She has agreed £600 per month for the first 6 months; £650 per month for next 6 months. She advised our Insurers have been notified and have no issues with it.

She asked the Committee to agree to a clause of 2 month’s notice period to be given on either side to end the contract before 31st August 2026. It was agreed to add this clause. Proposed Cllr Wrigley, seconded Cllr Thompson, carried.

Cemeter**y**

It had been agreed to earmark £2,000 of the cemetery income from the budget ending March 25.

An exercise will be carried out over the next few months to project how much funding will be required over the next 20 years to ensure the cemetery is fully maintained in the future

The Clerk advised she had received a request from a family with a relative in the natural burial ground to install a remembrance plaque. It was agreed it was a good idea in principle. The Clerk will contact the family and ask them for their ideas and to send in a design.

**822. Allotments**

The Clerk advised that the Japanese Knotweed is being treated. She advised she had been contacted by the Mersey River Trust who may be able to support with some funding, so she has written to them, awaiting their response.

The Clerk advised she had sent everything over to Cllr Wall so he could make a start on reviewing the allotment contracts and this was discussed.

She advised there were still issues with one plot in particular who following yet another letter from her, have finally made a start on tidying up their plot.

TUPAS was discussed and their requirements are increasing the workload involved for the Clerk.

**823. Dawson’s Field**

The Clerk advised a charity dog show was being held on the Saturday. The Site Manager had inspected the field, 6 small holes identified with cones on. The Committee fill these holes in before the event. Risk assessments and insurance liability copies had been received.

**824. AOB**

Cllr Phillips asked for an update on the overhanging trees at Outram Mews. The Site Manager advised we were having the tree survey carried out 27th May and would be able to share more information then.

**Date of next meeting – Monday 14th July 2025 at 10.30am**