**Minutes of the Assets Management Committee Meeting**

**Held at the Civic Hall, Uppermill on Monday 16th September 2024**

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

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

**750. Apologies for Absence –** Cllr K Dawson, Cllr L Dawson, Cllr D Wall, Cllr P Gaul.

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

**752. Minutes of meeting held 25 July 2024**

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

**753. Budget Setting 2025-6**

The current Asset Management budget, last year’s budget and spend to date had been previously shared and it was discussed. It was agreed to arrange an additional meeting of the Committee solely to discuss the budget setting for 2025-26 due to the additional spend required over recent months. Date to be agreed and shared by the Clerk, RFO to be present.

**754. Property & Maintenance**

Damaged drain in car park –the Site Manager advised that we are still waiting a confirmed date from Lanes for this work to be carried out, but expecting it to be end September/early October. The carpark will need to be closed again for the day while the work is carried out.

The Site Manager shared the quote we have received from JWS Electrics for work that needs doing around the building, £1430 nett, and it was discussed. Councillors agreed to this work being carried out, proposed Cllr Beeley, seconded Cllr Thompson, carried.

**755.** **Health & Safety**

Car park wall update

The Clerk advised she was extending the OMBC temporary closure of the footpath for another 6 months. *(post meeting note this charge is £300).*

The Clerk confirmed that the insurer will not increase the wall rebuild settlement figure of £40,000. She confirmed that all investigative work costs and design reports are being covered in addition to the

 £40,000.

There was some discussion around this and it was resolved to accept this offer. Proposed Cllr Beeley, seconded Cllr Philips, carried. The Clerk will now contact the agreed Contractor and the insurers.

Replacement Fire escape. The Site Manager confirmed this work is booked in for Monday 30th September. The car park will need closing for one day while this work is carried out

Katt ladder for safe access to loft space. The Site Manager confirmed this is being fitted Monday 30th September.

New Ballroom Curtains. The Site Manager confirmed these have now been fitted, an alteration is to be made to the fitting in the balcony to accommodate the new Katt ladder.

Smoke detection replaced on top floor. The Clerk advised this Invoice is still in dispute. The Site Manager advised the issues at the recent event when the alarm was triggered again. The Clerk advised she and the Site Manager were meeting with the alarm company later that day to discuss these issues.

She advised it had now been written into our events risk assessment to isolate the zones prior to haze being discharged and to be switched back on immediately the haze has dissipated, with additional staff, including a senior Site staff member, to be on duty to monitor. This procedure has been shared with the Fire Risk Assessor who has responded that it is acceptable. After discussion it was resolved to accept this amendment to the risk assessment and this procedure. Proposed Cllr Thompson, seconded Cllr Philips, carried.

Balcony Balustrades. The Site Manager advised he had received two quotes to increase the height of the balustrades on the balcony to ensure compliance with health & safety legislation changes; £3,000 nett for metal ones; £1974 nett for wooden ones. After some discussion it was resolved to accept the £1974 net quote. Proposed Cllr Thompson, seconded Cllr Beeley, carried.

Hall Security. The Clerk advised that we need to consider improving safety measures across the building and possibly a secure door access system. Martyn’s Law is imminent and it will have some measured recommendations for small halls.

She advised that the current emergency plan will need some updating to reflect these measures.

There was some discussion around the trial measures being taken, and other actions we could take to make the building more secure for staff and users. It was agreed that the Site Manager would investigate further and get expert advice, ready to feed back at the next meeting.

**756. Cemetery.**

The failed headstones still not repaired by plot owners were discussed. The clerk advised she had taken expert advice which recommended that we leave them staked. There was some discussion around this and Councillors agreed to leave the headstones staked and banded.

**757. Allotments**

The Site Manager advised he had received one quote so far for installing a handrail down the pathway entrance to the allotments £1635 nett. It was suggested he also contact another contractor for an additional quote.

Cllr Sheldon advised he had agreed for knotweed in the allotment plots to be treated. The Clerk to follow this up with the contractor involved.

He also advised he had been in touch with the Canal and Rivers Trust and the Environment Agency regarding the presence of Japanese Knotweed across Saddleworth. After some discussion it was agreed the Clerk would contact OMBC for further advice and support on this.

The meeting with the Allotment committee (TUPAS) was scheduled for 23rd September at 6.30pm.

**758. Events at Civic Hall**

The Clerk confirmed that the request for a task and finish group to look into running the Civic Hall bar was on the agenda for next Full Council as requested.

The Clerk advised that a separate website for events, plus additional advertising for weddings was being considered by the Communications Committee.

**759. Bookings and special payment arrangements for regular bookings**

The Clerk advised that the new Internal Auditor had requested that any reduced charge arrangements agreed for regular bookings be minuted going forward. There was some discussion around this and it was agreed that the Clerk would prepare a report of all regular hire charges and share at the next meeting so it could be discussed fully.

**760. Ballroom Refurbishment**

There was discussion around refurbishing the ballroom, sound and lighting for events, recarpeting the bar and staircase and the council chamber. It was agreed the Site Manager would obtain quotes in the first instance for a new sound and lighting system in the ballroom plus carpeting for the bar and stairs.

**761. AOB**

The Site Manager advised the luncheon club were looking at replacing their commercial dishwasher; which would also be available for all hirers and staff to use. However, the wiring and plumbing needed replacing first. He advised the quote for the rewiring was £140 and the plumbing £365 plus vat. It was resolved to accept these quotes. Proposed Cllr Beeley, seconded Cllr Thomson, carried.

**Date of Next meeting: Extraordinary meeting budget setting – Thursday 24th October at 10.30am**

 **Monday 18th November 2024 at 10.30am**