**Minutes of the Assets Management Committee Meeting**

**Held at the Civic Hall, Uppermill on Monday 17th February 2025**

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

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

In the absence of the Chairman and Vice Chairman, Cllr Thompson chaired the meeting.

**787. Apologies for Absence –** Cllr B Beeley, Cllr P Gaul, Cllr G Sheldon, Cllr K Dawson, Cllr L Dawson.

**Absent -** Cllr D Wall

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

**789**. **Minutes of meeting held 13th January 2025**

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

Proposed Cllr Phillips, seconded Cllr Thompson.

**790. Matters Arising**

Cllr Thompson updated councillors on the discussions at the recent Finance meeting where the Assets overspend on budget code 307 was discussed. She advised there was sufficient money in reserves for this year but next year’s budget will need reviewing to ensure we meet our legal obligations. She advised that Finance Committee would be examining every budget code at their next meeting in March. They had also proposed in the Task & Finish Group that any proposed overspend be reported immediately to the Finance Committee.

**791. Health & Safety update**

The clerk advised the rebuild of the car park wall had been completed 7 Feb and the public footpath had now been reopened. The crash barrier and fence, agreed at last Assets, had been installed at a cost of £5814 incl. This had been notified to the Finance Committee. As this was included in the reserves prediction for this year, it was agreed to pay this additional invoice asap.

The clerk advised we had been notified of another alleged accident at a recent concert. Staff were checking the CCTV and preparing reports as per usual practice. No insurance claim had been received as yet.

The Site Manager advised we needed to be looking at options for a non- slip floor; it was agreed we would continue to monitor the situation.

The clerk advised that two quotes had been received to repair the damaged bus shelter and these would be sent to our insurers. Swift £8950 plus vat, Palm £3675 plus vat.

She advised our insurer is writing to the driver of the car and she was waiting further information.

It was agreed to wait to hear whether the rebuild is covered under 3rd party insurance before any further decisions are taken to either rebuild or demolish.

The health and safety issue of lighting the balcony steps was discussed. The Site Manager was getting quotes for green fire exit signs, that could not be switched off by hirers. Cllr Wrigley suggested in the shorter term, installing rechargeable strip lights. The Site Manager will now investigate this option.

**792. Property & Maintenance update**

The Site Manager explained that the engineers on site to repair the damaged drain had decided that their original plan to remove the tree roots and reline the drain without excavation was not the correct method and wouldn’t be successful. A site meeting is being arranged and the next steps discussed. The clerk will update our insurers on this development.

The Site Manager explained the issues we are facing with the aged disabled lift. Our contractor has advised the platform ramp part £665 (already agreed by Assets) has still not been despatched from the manufacturer. They have also now advised us that the drive nut also needs replacing (cost £2059 plus vat) before the lift can even be tested.

This was discussed. The lift is 25 years old, and obsolete, parts are hard to come by and very expensive, it needs replacing completely with another system. Even if this money is spent getting it working again there is no guarantee that it won’t fail again.

The Clerk advised we still offer disabled access via the ramp to the first floor, and staff would always be available to support visitors in using this.

A replacement hydraulic system has been estimated at approx £15-20k.

After further discussion, Councillors resolved not to have the repairs carried out and when budgets allow, to explore the options to replace. Visitors to the hall would be supported by staff in using the ramp access. Proposed Cllr Phillips, seconded Cllr Thompson, carried.

The Clerk confirmed that when contracts were coming up for renewal they were being reviewed and quotations sought for best value.

The Clerk advised that we would not now need a maintenance contract for the lift, but she would contact Ascendant Lifts to service the dumb waiter system. Councillors agreed.

The Clerk advised that the Site Manager was still gathering the quotations received for the fire and security contract, and that shortly we would be in a position to make the decision. The current contractor is on a 1 month rolling contract. It was agreed Cllr Wrigley would email details of a company called Prime who she recommends so he can approach them for an additional quotation.

The Clerk advised that she had looked into quotations for the Business Waste SLA. OMBC have advised they are aiming to keep prices the same, but will confirm after their budget meeting in March. They are flexible, reliable, and will come back for missed collections. We have no complaints with their service. She had contacted two private companies who have both advised they cannot match OMBC for service and cost. After some discussion, councillors agreed to stay with OMBC. Proposed Cllr Thompson, seconded Cllr Wrigley, carried.

The Clerk advised she was reviewing the Cemetery maintenance SLA. The existing contractor is providing us with a breakdown of work and costings. OMBC have advised they are not in a position to take on additional works, and we are in touch with another contractor recommended by OMBC. The Clerk asked whether councillors had any other suggestions. Cllr Wrigley advised she would look into this and advise.

The Clerk advised she had received a complaint from a hirer about visitors smoking outside the front entrance. Her research shows that other venues have moved their smoking area away from the building. There is no legal requirement to provide smoking shelters. She suggested the fixed ashtrays are removed and visitors could use big OMBC bin. There was some discussion around this, and it was agreed the Civic Hall does not have space to allocate a separate smoking area. It was decided that the fixed ashtray at the front of the building be removed completely, and a bucket of sand placed in a safe place outside of the canopy area. No smoking signage would also be displayed. It was also agreed to relocate the fixed ashtray at the side entrance onto the wall away from the canopy. These measures would be monitored.

**793. Premises Licence**

The Site Manager advised that we had a very productive and supportive meeting with OMBC Licencing Team. All our concerns regarding the health & safety requirements listed under schedule 4 were addressed, and that a Licence minor amendment form submission was all that was needed. This has been actioned and we should receive our new licence within 4-5 weeks.

**794. Concerns over trees adjacent to the allotment**

Cllr Phillips explained she had been contacted by a concerned resident on Outram Mews over overhanging trees on our land adjacent to the allotment. Cllr Sheldon had advised her that OMBC had inspected the trees a couple of years ago and felt that no work was required. After some discussion it was agreed that when we arrange the tree survey in March for the cemetery and car park tree inspection, we will request these are also included. The Clerk advised there was only £1,000 in the budget for this, so the Site Manager would get a quote first before any action was taken.

Cllr Phillips also advised she understood the Parish Council was responsible for the drainage overflow ditch and bridge on this land. It was agreed this needed to be discussed further with the Assets Committee.

**795. Civic Hall**

* **Regular booking charges**

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.

**796. Cemetery**

* **Earmarked reserves**

This was deferred to the next meeting.

**797. Allotments**

Nothing to report.

**798. AOB**

The Clerk shared an email received from Cllr Byrne regarding two benches in Delph in a state of disrepair. These are on unregistered land. After discussion the committee agreed with Cllr Byrne’s suggestion that she contact the Delph Community Group for their input and suggestions of how these benches could be repaired or replaced. It was suggested Borough Councillor budgets could be used to support with this. Cllr Thompson also agreed to discuss this further with Cllr Harkness.

**799. items for the next Agenda**

Health & safety

Property & Maintenance

Civic Hall – regular bookings

Cemetery & reserves

Allotment

AOB

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