**Minutes of the Assets Management Committee Meeting**

**Held at the Civic Hall, Uppermill on Monday 18th November 2024**

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

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

**767. Apologies for Absence –** Cllr K Dawson, Cllr L Dawson, Cllr P Gaul, Cllr A Wrigley.

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

**769**. **Minutes of meeting held 24 October 2024**

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

Proposed Cllr Phillips, seconded Cllr Beeley.

**770. Matters Arising**

Cllr Sheldon advised the meeting that the Finance Committee had expressed concern that the Assets current Repairs Budget had been overspent due to the Health & Safety issues that had been identified and acted upon. It has also requested the proposed budget for 2025-26 be reviewed and that only priorities and health & safety concerns be budgeted for. This will be covered fully under agenda item 773.

Any other matters arising were discussed under the agenda items below.

**771. Health & Safety update**

The Clerk updated the Committee on the progress of the car park wall rebuild. A section 2,11 form was submitted to OMBC to notify the intention to remove the tree, as it is in a conservation area. This was granted and the tree has now been removed.

The contractor is commencing work this week; they anticipate 4-6 weeks for completion, possible delays due to bad weather and Christmas shutdown. Public footpath closure extension granted until 27th February.

The Site Manager advised the handrail would shortly be fitted along the allotment path.

He also advised that the balustrades on the balcony had now been fitted and were being varnished later this week.

**772. Property & Maintenance update**

The Clerk advised that the contractor wished to complete the relining of the drain on Friday 22nd November, but due to the work commencing in the car park, it had been decided to delay the drain work until January, once the car park wall rebuild is complete. Councillors agreed with this.

The Clerk advised that brambles and overgrown shrubs and bushes in the cemetery around the ashes plots needed to be removed over the winter months. Some of these overgrown shrubs and bushes have been planted by families and it was noted that the cemetery rules state that no shrubs of any kind should be planted. Councillors also agreed for 2 security cameras to be installed in the cemetery following the fly tipping and the issues.

After discussion it was agreed that the removal of these shrubs, bushes and brambles should take place. Wherever possible, any shrubs and bushes planted by families will be re planted in a more suitable location in the cemetery. Proposed Cllr Wall, seconded Cllr Thompson, carried.

.

**773. Budget 2025-26 for review**

The Clerk shared the proposed budget sheet or 2025-26. Current budget was discussed and the over spend on code 307 Repairs and Maintenance. All expenditure had been agreed by the Committee previously, knowing it would take us over budget. But the repairs and maintenance were a priority to ensure we complied with health & safety legislation. Cllr Wall stated that liability was the biggest risk if these issues had not been acted upon as we need to provide a safe environment for staff and users of the hall.

As there are a couple of outstanding invoices plus more reactive maintenance will be required, it was agreed Cllr Sheldon will inform Council that it is not yet resolved exactly how much money will need requesting from reserves to cover this necessary expenditure, but that this figure will be available in the New Year.

The 2025-26 budget figures were then discussed. It was agreed to separate code 307 Repairs and Maintenance into 3 separate headings; 307 Routine Service & Inspections, 311 Renewals and improvements, 312 Reactive Maintenance.

The Committee reviewed their initial budget proposal. It was agreed that the following were necessary and needed to be added to the budget:-

Tree survey £1k, ongoing refurbishment/replacement of chairs and tables £5k, Video entry system £10k, Recarpeting of stairs and bar area £10k.

It was decided to put the requirement for a new sound and light system for the ballroom on hold.

Civic Hall income was discussed and agreed to keep at £60k original projection.

The budget amendments now total £44k over these 3 codes, a reduction of £8k on the initial budget proposals, and will be populated by the RFO and shared at the next Finance meeting.

**774. Regular booking hire charges**

This agenda item was deferred to the next meeting

**775. AOB**

None discussed

**Date of next meeting – Monday 13th January 2024 at 10.30am**