**Minutes of the Assets Management Committee Meeting**

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

There were present: Cllr L Dawson, Cllr B Beeley, Cllr L Thompson, Cllr D Wall, Cllr K Phillips, Cllr P Gaul, Mrs K Allott – Clerk to the Council, Mr Kevin Parker – Site Manager.

The meeting was opened and initially chaired by Cllr Beeley. Cllr Beeley introduced our new Site Manager to Councillors.

**722. Apologies for Absence –** Cllr G Sheldon (Chairman).

 **Absent -** Cllr M Birchall

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

**724. Minutes of meeting held 15th January 2024**

After a question from Cllr Beeley regarding the colours of the chair coverings agreed under point 718, was answered by the clerk, the minutes were accepted as a true record and signed by Cllr Beeley.

Cllr Dawson (Vice Chaiman) took over Chairing the meeting.

**725. Civic Hall Hire charges/generating income**

The Finance Committee had requested a response to their concerns on the impact of the decision made at the previous meeting to put the 5% increase in room hire from April 24 on hold for 6 months. The estimated income from 1 April 24 had already been included in the budget predictions.

There was some further discussion around this point and it was agreed that the 5% increase would be implemented for commercial events from 1st April, but there would be no price increases for community events. Proposed Cllr Wall, seconded Cllr Phillips, all in favour.

**726. Property & Maintenance**

**-damaged drain in car park**

The Clerk explained that while the CCTV survey was being carried out to examine the drains underneath the car park wall by the Lane Group (£1014 agreed at full council) she had requested they also examined the drain running underneath the car park entrance. It found that 90% of the drain was blocked by roots from trees in a neighbouring garden.

The Clerk advised she had raised an additional insurance claim with Zurich and the Loss Adjuster visited 5/3/24.

She advised quotes had been received from Lanes to cold cure lining £4710 inclusive and Excavation £6768 inclusive, and Randerson’s had also been asked to quote for excavation. The Site Manager explained about the two different methods and it was agreed the cold cure lining option would be better as there would be less disruption as well as it being cheaper. It was also the best option as roots were unlikely to affect the drain in the future. But the insurers, if the claim is upheld, would decide which action they wished to take.

After some discussion it was agreed the Clerk would send the CCTV survey plus the quotes to the insurers.

**727. Health & Safety**

**-Car park wall update**

The Clerk advised that the trial holes had been dug out and inspected, and the CCTV report sent to the structural engineer who has reviewed these findings and prepared a report which was required by the insurance company, at a cost of £450 plus vat. There was some discussion around this report and it was agreed the Clerk would send the reports and CCTV survey to the insurers, and that once they confirmed the claim is upheld, we can arrange for a replacement wall design report with structural calculations at a charge of £900.00 + VAT to be prepared to enable us to put the work out to tender.

Cllr Wall asked about the temporary closure of the public pathway. The Clerk advised that in April she would need to apply for a further 6 months temporary closure; hopefully by the Autumn the work will have been carried out and it can be reopened.

**-Fire Risk Assessment work update**

The Clerk confirmed that the majority of the areas identified in the report had now been completed by Randerson’s to a good standard, The Site Manager has inspected the work and the invoice has now been paid. The aluminium window frame, which had a long lead time due to not being a standard size, was booked in for fitting Tuesday 2nd April.

**-Smoke detection in ballroom, bar and back corridor**

Councillors confirmed their earlier decision to approve the upgrade of some of the smoke detection to multi sensors to enable haze machines to be used by promoters at events (£870 for the detection and £449 plus vat for the scaffolding hire for the week).

However, the Clerk advised that the fire alarm had been triggered on two consecutive events so the alarm company who installed them had been contacted to inspect; possibly a faulty sensor. The Site Manager advised on both events when the alarm was triggered, the zone had been isolated, but site staff maintained a strong visual presence throughout the rest of the evening until it was switched back on again. Cllr Wall wished it to be minuted that he was reassured by this response.

Cllr Wall also wished for it to be minuted that the quote to replace the smoke detection had been agreed by the committee in good faith following the expert advice received by the contractor, and was concerned the system may not be fit for purpose. The Clerk agreed with Cllr Wall and would report back following her discussions with the alarm company.

**-Curtains in ballroom/downstairs hall/sliding shutters lower hall**

The Clerk advised that while the scaffolding was in place in the ballroom, staff had been able to clean the ceiling and pelmets, cleaning lights and replacing bulbs.

 As the curtains are very old throughout the building, the Fire Risk Assessor was concerned they weren’t fire retardant. The Site Manager has received one quote from a specialist company, Cameo, £4426 inclusive, to treat both the ballroom and lower hall curtains, who will provide fire retardant certification, needed to comply with the Fire risk assessment. After some discussion it was agreed he would get an additional quote to treat them, but also quotes to replace with either new fire retardant curtains or blinds.

**-EVAC Chair**

The Clerk advised the Fire Risk Assessment recommended we purchase an evac chair; staff would need training on its use**.** Prices ranged from £400 upwards and it will need servicing annually.

After some discussion it was agreed the Clerk/Site Manager would purchase an EVAC chair.

The Clerk advised that she and the Site Manager would shortly be inspecting the building again to ensure all FRA recommendations have now been carried out and/or addressed.

**-Disabled lift and dumb waiter system.**

The Clerk explained that Concept Lifts had been engaged to service the lift and dumb waiter twice annually at a cost £300 per annum plus vat.

Concept Lifts have quoted £632 incl to strip down to carry out a Safed test (see quote) and replace the emergency light on the disabled lift. This work needed to be carried out on the recommendation of the insurance company’s last inspection. Councillors agreed for this work to be carried out.

The Clerk advised that a defective LED shaft light in the Dumb Waiter had been replaced by JWS electrician- £120.

**-Winch on stage lighting bar**

The Clerk advised that the recent insurance inspection had identified issues with the winch. It wasn’t unsafe but needed work doing on it.

Two quotes had been received: to fabricate a new winch, £342 plus vat, but no guarantee it would work. To replace the winch and wire - £1222.25 plus vat. Difference £879.75.

There was some discussion around this, the winch was installed a number of years ago, and would need replacing sooner rather than later. It was agreed to engage Edmonson’s to replace the winch and wire £1222.25 plus vat.

**-Downstairs ceiling investigation**

The Clerk and Site Manager advised councillors of concerns of plaster cracking in the kitchen wall and lower hall ceiling, directly underneath the ballroom.

The Structural Engineer was asked to inspect; he advised he wasn’t overly concerned from his visual inspection but recommended carrying out some intrusive investigation to try and make sure there is nothing fundamental causing the cracking to the ceiling and wall.

There was some discussion around this point and it was agreed that the Clerk would request quotes for this investigative work (expected to be less than £1000) and Councillors agreed for it to go ahead.

Cllr Thompson shared her concerns that there had been a lot of recent expenditure on the fabric of the building. Cllr Beeley told the meeting that any work brought to their attention in the past had been acted upon. The Clerk advised that we must keep up to date with changing health & safety legislation, and all the issues identified over the last few months had to be acted upon.

**728. Dawson’s Field**

**-update on disabled access and siting of bin**

The Clerk advised that work had started on the access and it should be completed within a few days.

Once this is complete, Cllr Beeley will contact OMBC re siting of the new smaller bin.

The Clerk advised she had been copied in an email sent to OMBC by Cllr Lancaster regarding possible funding available to improve the drainage on Dawson’s Field. OMBC had responded that when the window for applications opens from the Local Improvement Fund they will let Ward Councillors and the Parish Council know so an application can be submitted.

**729. AOB**

The Clerk reported that some extension leads in the office needed to be phased out due to health & safety concerns. The Site Manager recommended a plug bank system ideally in a central column in between the desks. It was agreed that the Clerk/Site Manager would look into costings for this.

**Date and time of next meeting –** to be arranged in June following the AGM. An extraordinary meeting to be called in the meantime if required.