**Minutes of the Assets Management Committee**

**Held at the Civic Hall, Uppermill on Monday 20th November 2023**

There were present: Cllr G Sheldon (Chairman)

 Cllr B Beeley

 Cllr K Phillips

 Mrs K Allott – Clerk to the Council

Mr J Price - RFO

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

**698.** **Absent -** Cllr M Birchall

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

**700. Minutes of the meeting held 18th September 2023**

The Minutes were agreed as a true record and signed at the meeting by the Chairman.

The Clerk informed councillors that the Site Manager is still absent and has handed in his resignation as from 24th November 2023. We are currently recruiting.

**701.** **Matters Arising**

Cllr Sheldon thanked the Committee and Cllr Beeley for all their support in in the speedy rebuilding of the damaged bus shelter at Scouthead & Austerlands. The Committee had previously agreed to accept the quote from Rowan Ashworth’s to rebuild the shelter - £2470 plus vat. (*post meeting note, work started on the rebuild 21/11/23).*

**702. Budget Proposal 2024-25**

-Car park wall

-FRA recommendations

-Refurbishment of chairs

-Environment survey recommendations

-Cemetery expenditure

-general maintenance

Site Staff Salary increase

The RFO shared budget comparisons to support the decision-making process when deciding on the Asset Management budget for next year. All the headings above were discussed and figures agreed.

It was agreed that if we decide to rebuild the car park wall Assets would need to request funding to be made available from reserves if it isn’t covered under the insurance.

It was also agreed that Assets would request to Finance and Full Council that the urgent works needed following the FRA review, would be covered from reserves.

Cemetery charges were discussed and it was agreed the committee would recommend these would increase by 10% from April 2023.

Hall hire rates were discussed and it was agreed the committee would recommend a 5% increase across the board from April 24.

The RFO will now ensure these figures are ready for the next Finance meeting 23rd November.

**703. Health & Safety**

* **Fire Risk Assessment Review**

The Clerk advised the Committee of areas identified needing action in the FRA review. There are some minor points which the site staff are already remedying, but a couple of areas need urgent attention:

- Lower hall window under the external fire escape had some fire-retardant Perspex fitted but the UPVC frame would not withstand fire.

- Double doors from main entrance to lower hall, although when these were originally fitted they were to the required standard, guidelines have now changed. They are not fire doors and need upgrading.

The Clerk advised she had received one quote and was waiting for the other two to come in It was agreed an extraordinary meeting would be held once all 3 quotes were in so these works could be actioned ASAP.

-Additional emergency lighting to be fitted in kitchen and boiler room .Once the quote from CIA is received, it will be shared at the extraordinary meeting.

The following identified works can be carried out over the next few months:

* Electric cupboard door in ground floor female toilets needs to be replaced with a fire resistant one (currently plywood)

• Door to beer cellar needs to be upgraded to a fire door with strips and seals.

* Recommends purchasing an evac chair in case of fire for disabled
* Suggested looking into getting a lightening strip for the roof.
* **Legionella Assessment**

The Clerk advised that the assessment has identified a few areas that need attention – nothing major. The Water Quality Consultant & Compliance Officer at OMBC has been contacted for his advice on the best and most cost-effective way to manage these and ensure we are fully compliant.

Our new caretaker is doing all the monthly checks and recording them to ensure we are compliant.

* **Car Park Wall**.

The Clerk confirmed that the parking spaces over the wall are now barriered off, and the footpath is barriered off on a 6 month temporary closure.

The Edge Consultancy report refers to the failure appearing “to be foundation rotation failure” but that this conclusion was not a certainty. After a visit from the insurer it is very doubtful that rebuilding the wall will be covered but once the “proximate cause” has been established they may be able to look at it again.

The Clerk advised that 3 contractors had inspected the wall and we were awaiting their quotes. As only one quote had been received to date, it was agreed to defer this item to the next meeting when it when options would be discussed fully.

**704. Dawson’s Field**

After some discussion, it was agreed to give the contract to build the disabled access to field to Pennine Landscapes £2000. Proposed Cllr Beeley, seconded Cllr Phillips, all in favour.

More discussion regarding the siting of a bin outside the field by OMBC. Councillors were not in favour of the suggested place cross the road. It was agreed Cllr Beeley would visit the field and look at other suitable places for it to be sited. She would deal with Glenn dale directly, SPC agreed to cover the estimated cost to site the bin of £70 as long as it is in a suitable place.

The Scouthead & Austerlands Committee have also suggested making some improvement works to the field and have asked whether they could keep the storage container there permanently.

There was some discussion around this and other issues with the field, and the challenges it presents, and it was agreed to defer to the next meeting so it could be discussed fully.

**705. Bus Shelter**

The Clerk advised our insurers have confirmed we do not have impact insurance on our bus shelters or telephone boxes etc. The decision on whether we cover them going forward was deferred to the next meeting due to time restraints.

She advised she had already asked the bus company some time ago whether they would either contribute to repairs or adopt the shelters – and has been chasing a response for some time.

As previously reported, work has now started on rebuilding the shelter.

Councillor Phillips thanked the Clerk for all the work she had put in around Assets Management since she joined SPC. She also thanked the RFO for the all the work done in preparing the budget figures.

 **Date and time of next meeting – Monday 15th January 2024 at 10.30am**