**Minutes of the Assets Management Committee Meeting**

**Held at the Civic Hall, Uppermill on Thursday 25th July 2024**

There were present: Cllr G Sheldon (Chairman), Cllr L Thompson, Cllr K Phillips, Cllr D Wall, Cllr P Gaul, Mrs K Allott – Clerk to the Council, Mr K Parker – Site Manager.

**739. Apologies for Absence –** Cllr B Beeley, Cllr K Dawson, Cllr L Dawson.

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

**741. Minutes of meeting held 10 June 2024**

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

**742. Property & Maintenance**

-damaged drain in car park. The Clerk advised that the revised quote of £9343.50 from Lane Group has been agreed by insurer. They have advised the work will need scheduling in end September due to the delay in getting the permit for the road closure.

**743. Health & Safety**

-Car park wall rebuild. The Clerk advised that the insurers have offered a settlement figure of £40,000 inclusive. This figure does not include the fees and costs from the Engineer and should be compared to the three quotations that were submitted.

There was some discussion around this, councillors expressed their disappointment in this offer and it was agreed the Clerk would write back asking them to reconsider.

- Fire escape. The Site Manager advised the meeting of the quotes received to replace the fire escape. He advised he had only been able to obtain 2 quotes due to the specialist nature of this work.

JRS Fabrications - £13,970 (plus vat), **r**emoval of existing £1160 (plus vat).

DFB Services - £9,000 (plus vat), removal of existing and take away £600 (plus vat)

He also shared a quote received from a local contractor to remove the existing fire escape and brick up, £2.825 (plus vat).

The Clerk confirmed that the fire officer has advised that removal would be an acceptable option but would reduce our maximum capacity in the hall for events by 60 to 390.

The Site Manager recommended replacement of the fire escape and there was some discussion round this.

It was agreed to replace the fire escape, and to award the contract to DFB Services. Proposed Cllr Wall, seconded Cllr Gaul, carried.

-Katt ladder for safe access to loft space.

JRS pulled out of the quotation. Two further quotes were considered, again due to the specialist nature of this work, no further quotations obtained.

1, Total £3443 net*.* But this company were based in Bristol and would sub contact the installation.

2, DFB Services – new ladder with safety hoops £3,900 nett, includes installation and removal. There was some discussion around this and it was agreed the contract would be given to the local company DFB, although the quote was more expensive, it would be less disjointed, would negate any issues and would be easier to project manage. Proposed Cllr Thompson, seconded Cllr Wall, carried.

FRA work update

- Fire retardant curtains ballroom - the Site Manager advised this company had been given the go ahead following the last assets meeting, colour had been chosen by Cllr Beeley, and we expect the curtains to be fitted by the end of August. *(post meeting note, an additional £300 for scaffolding costs, agreed by Clerk).*

-Smoke detection on top floor

The Clerk advised the invoice for this work was still in dispute as detection fitted not fit for purpose. She advised following additional investigation, many halls isolate the detection and ensure staff are constantly monitoring. This method of management has been written into our risk assessment and was carried out at a recent event with no issues. It is switched back on immediately the smoke/haze has dissipated. Cllr Wall wished it to be noted that this control measure written in the plan specifies senior site staff on duty and suggested it be shared with the fire advisor. The Clerk agreed this would be done. Councillors agreed, that now the ventilation system in the ballroom had been repaired and was fully working, they would like the next event to go ahead without isolating the ballroom smoke detection. It was agreed, 4 Site staff including 1 senior) would be on duty at this event and the system would be closely monitored.

Disabled Lift Zurich Inspection. The clerk advised that that during the recent inspection by Zurich (our insurers) some remedial works were required. This will be addressed at the next service in August.

 Bottom hall and kitchen ceiling. The Clerk advised that the report commissioned from the Structural Engineer following his inspection of the ballroom floor/bottom hall ceiling due to concerns over cracking, (previously shared with the Committee) confirmed that here are no obvious signs of deflection of the floor within the ballroom area and that the floor structure in both areas has been checked for load capacity based on the measured section sizes, spacing and spans and appears to be adequate for the required loading and intended use in accordance with BS6399-1 i.e. assembly area with no fixed seating or a dance floor.

**744. Cemetery**

 Cllr Sheldon, wished to apologise on behalf of the Committee for the extremely difficult situation the Clerk experienced when she was asked to speak with the bereaved family who had installed a memorial bench without the formal permission of the Council. Cllr Beeley has informed Councillors at the last full meeting of the Council that in their dealings with the public, they must always follow the Code of Conduct, Standing Orders and Parish Council rules and regulations. They must always ask the advice of the Clerk if they are unsure.

Cllr Sheldon also raised a concern about another wooden bench in a state of disrepair. It was agreed an amendment would be added to the Cemetery Rules to state that unsafe benches or those showing evidence of decay or perishing will prompt its removal by the Council, if necessary without notice.

The unsafe headstones identified in the recent inspection were discussed. A quote had been received from the groundsman and one from a memorial mason, which varied greatly. It was decided the committee will agree in principle to the groundsman’s quote of £500 to repair the remaining 15 unsafe headstones. Proposed Cllr Thompson, seconded Cllr Gaul, carried with 1 abstention. *(post meeting note, due to the large disparity between the two quotes, before going ahead, the Clerk will contact another memorial mason for a further quote and will also ask the grave inspector for his advice.*

Ashes plot - the Clerk advised that the family were unhappy with the £400 refund offered by the Clerk and was seeking further recompense. The Committee agreed that SPC had failed in their duty to the family, but that measures are now in place to ensure a failure like this would not happen again going forward. However, councillors agreed that the Council has a duty to maintain the grave plot for a number of years to come, and decided that the offer of £400 was a fair and reasonable one. The Clerk will now write to the family with this final decision.

**745. Dawson’s Field**

Drainage- the Clerk advised that United Utilities have confirmed they do not have any assets running underneath the field. They do have a mains pipe running across which, having done some recent checks, they have confirmed isn’t leaking and therefore not contributing to the current drainage issues.  They have agreed with the clerk’s opinion that the issues being experienced are due to last year being one of the wettest on record and this pattern has continued into 2024. It was agreed that the Site Manager would continue with the inspection regime and arrange to fill in any holes that occur.

Cllr Sheldon then left the meeting and Cllr Gaul took over as Chair.

**746. Allotments**

Improvement of access update. The Clerk confirmed a quote from Pennine had been received £3300 for block paving, still waiting for hand rail quote. The Site Manager is in the process of obtaining a further quote. The clerk advised that she had been granted permission from Canal & Rivers Trust and Limekiln café for the appointed contractor to access the towpath to carry materials to the allotment.

The Clerk advised that she had been notified that Japanese Knotweed had been identified at the allotment and she was looking into options to get it safely removed.

**747. Events at Civic Hall**

The Clerk asked the committee to reconsider their earlier decision not to allow certain events to take place due to noise concerns for neighbouring properties. She advised that certain measures were now in in place to negate these previous issues and that we weren’t really in a position to refuse these commercial bookings. There was some discussion around this and it was agreed we would accept the booking on the proviso that all the stated conditions are met and it would be revisited after the event.

The Clerk advised that although we had had some cancelled bookings recently, with feedback being down to the economic climate and not down to our charges, we have also received other new bookings and she is actively promoting more weddings at the hall.

The Clerk requested the committee look into the pros and cons of running our own bar at events. It was agreed this would be added to the next Full Council agenda with a request to appoint a task and finish group to explore this further.

**748. Ballroom Refurbishment**

 This item was deferred to the next meeting.

**749. AOB**

The Site Manager advised he had received one quote to date to increase the height of the balustrades on the balcony to ensure compliance with health & safety legislation changes -£3,000 nett. It was agreed he would obtain another 2 quotes to present at the next assets meeting.

The Clerk advised that Cllr Beeley had requested a storage cupboard be moved to the kitchen and then the kitchen will need redecorating. She also advised a skip would be booked shortly for a clear out. The committee agreed to this.

**Date of Next meeting – Monday 16th September 2024 at 10.30 (tbc)**