

Minutes of the Assets Management Committee
Held at the Civic Hall, Uppermill on Monday 20th March 2023

There were present: Cllr. P. Lord (Vice Chairman)
Cllr. B Beeley
Cllr. D. Simpson,
Mr. W. Lawton – Assets Manager
Mrs. K. Allott – Clerk to the Council

647. Apologies for Absence –Cllr G. Sheldon, Cllr. P. Byrne Cllr. M Woodvine, Cllr. L. Dawson

648. Declarations of Interest – None declared.

649. Minutes of the meeting held on 9th January 2023

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

650. Minutes of the Extraordinary Meeting held on 7th March 2023

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

651. Dawson's Field

Following last week's extraordinary meeting. The Clerk advised she has shared the Committee's response with the organiser of the Band Contest; and is waiting a response.

The risk assessment has been amended as agreed at the meeting. Our insurers have advised they have not heard anything else since they denied liability in January but are keeping the file open.

(post meeting note -the Clerk visited the site and fed back to the Committee. Asset's have agreed for our contractor to fill in the holes ASAP, approx. cost £200-£300).

652. Additional lighting – report from OMBC

Cllr Sheldon contacted OMBC lighting, their report came back that they are responsible for Leefield's Close and advised that photometric tests would be carried out. The Clerk contacted OMBC for an update. The photometric testing took place end of February and the report was due 10th March. Once the team have reviewed it they will get in touch with us. *(Post meeting note, OMBC report the initial findings are that the areas tested in Uppermill are compliant with national lighting level standards, our PFI contractual requirements and there are no further actions required. They will provide a more detailed response when they've fully reviewed the testing results).*

653. Quotations for Civic Hall refurbishment

It was agreed at last Assets meeting to concentrate just on the front entrance, stairs and bar this year as this area was the most in need of refurbishment.

The Clerk suggested we just decorate and keep the existing flooring as it is very good quality and has recently been deep cleaned.

The chosen contractor has itemised his quote to decorate just that area – total £6,700. There was some discussion and Asset's agreed to this proposal and will recommend it to the Finance Committee. Once agreed Cllr Byrne and Cllr Simpson will choose a colour scheme to match the existing flooring.

654. Quotes for general maintenance

The Site Manager advised he is in the process of getting quotes for our health & safety priorities & reactive maintenance; replacing guttering/fascia, balcony railings, boiler door, electric hoist.

Waiting for a quote for new LED stage lighting. He will be able to feed back at the next meeting.

655. Hire Fees existing bookings – to note

The new hire charges were recommended by the task and finish group and agreed at full council. The Clerk advised that in general all users have accepted these price increases. However, a couple of regular users would have seen their costs go up considerably as they had been paying such low rates previously. We were concerned that they may look to move away to a cheaper venue and we would lose their business. One regular user's new charges would have increased by 89%. The Clerk advised she has agreed an interim increase to bridge the gap. A similar agreement has been reached with the other regular hirers.

The Clerk advised that users have all been issued with new contracts and are aware these prices will be reviewed in 12 months. The Committee were in agreement and asked that it be reported to the Finance Committee.

Cllr Lord requested that the exercise for pricing for the next financial year is started early pre-Christmas.

656. Proposed Upgrade of IT system

The Clerk advised that she had now received three quotes and she was in the process of putting together a comparison spreadsheet to share with the Committee. She advised that there were two options available; a cloud-based option and a server option and the pros and cons and costs of both options were discussed. This will be discussed further at the next meeting.

657. Allotment proposed extension- update

The Clerk shared the response from the Environment Committee to the proposal. Asset's Councillors said that the health and welfare of residents should be taken into consideration and providing additional allotment spaces would support this. Cllr Beeley advised that SPC had previously undertaken an exercise, with the support of OMBC Parks, to find alternative sites across the borough and there were no suitable plots. It was agreed that the Clerk would request an initial costing from our cemetery contractor. She was also asked to contact the Allotments group regarding the concerns raised following the meeting at the allotments; replacement of the hedge, the gate access and a general tidy up of the areas.

It was agreed that this proposal could not move forward until the SBI survey results were received and estimated costings received.

658. Cemetery Charges Comparisons analysis

The Clerk shared a copy of the comparisons she had done with 6 other Local Authority and Town/Parish Council Cemeteries. After some discussion it was agreed that we were broadly in line and to keep prices the same for the next 12 months, and review it again next year.

Cllr Byrne joined the meeting.

659. Stone Bus Shelters Upkeep & Maintenance - email from Cllr Knotts

The committee agreed that now we do not have funding for a 'Parish man in a van', it made it very difficult for SPC to maintain these. It had been agreed at previous Assets that one of our caretakers would periodically visit and inspect using their car mileage allowance. The clerk would look at quotes for business use car insurance.

Some options were discussed and it was agreed that the Clerk would find out how many of the 7 shelters were actually still being used as bus stops and ask TfGM to maintain/adopt replace these. She was also asked to get a quote for an interim repair of the bus shelters at Austerlands.

660. Lord Rhodes Glass Screen

SPC have been asked whether they wished to have this screen. The museum and library do not have space for it. After some discussion it was agreed that we would be happy to accept it and it would be displayed in the Chairman's Room. The Clerk will make arrangements to have this installed.

661. AOB

shortcut to carpark - as requested at the last meeting, the Clerk advised the householder of the committee's decision that we were not in a position to pay for a new fence, but did agree to continue cutting the grass for the householders.

The resident was unhappy with this decision and the Clerk agreed to feed this back to the Committee. The Committee reiterated that to fence just the top of the carpark would only move the problem further down and funds are not available to fence in the whole car park.

Grass Cutting Civic Hall Carpark– We have received one quote so far and it was agreed the Clerk would get two additional quotes for comparison.

Damaged Wall – cemetery entrance – to note - The groundsman reported last week that the wall had been damaged by a vehicle during the heavy snowfall. As it was Mother's Day weekend coming up, the Clerk asked him to repair it straight away. Approx cost £150-£200. It was repaired on Wednesday.

Health & Safety Inspection

The Clerk requested that Asset's agree to a Health & Safety Audit of the Civic Hall by ELCONS, a specialist in the field, at a cost of £595 plus vat. They will inspect everything we have in place already, and make any recommendations to ensure we are fully compliant with Health & Safety Law. After some discussion the Committee agreed for this to go ahead.

Asbestos Survey – report

The Clerk reported that the risk assessment has now been prepared following the Survey report and an asbestos register is now in place for contractors to sign and be made aware of where the asbestos is.

662. Date and time of next meeting – TBC at the Association of Councillors Meeting.