**Minutes of the Assets Management Committee Meeting**

**Held at the Civic Hall, Uppermill on Monday 14th July 2025**

There were present: Cllr G Sheldon (Chair), C Cllr B Beeley, Cllr K Phillips, Cllr L Thompson, Cllr P Gaul,

Cllr D Wall, Mrs K Allott – Clerk to the Council, Mr K Parker, Site Manager.

**825. Apologies for Absence –**Cllr L Dawson, Cllr A Wrigley

**826. Declarations of Interest –** None were declared

**827.** **Minutes of meeting held 15th May 2025**

The minutes were accepted as a true record and signed at the meeting by the Chairman. Proposed Cllr Phillips, seconded Cllr Thompson, carried.

**828. Matters Arising**

The Clerk updated on the progress on the bus shelter rebuild at Dobcross. OMBC Highways had given the go ahead after their concerns regarding the adjoining wall belonging to them were addressed. The Contractor had applied for a section 50 from Highways and once that was in place work would commence.

Any other matters arising were reported later in the meeting.

**829. Budget**

**Door entry system quotes**

The Clerk confirmed that 3 quotes had been received, and we were still waiting for two others and it was discussed. Concerns were raised regarding the disparity between the 3 quotes, and it was agreed the Clerk would contact the other two companies for their quotes and the reasons for this disparity may become evident. Cllr Thompson also agreed to get the details of the company who installed the system at Greenacres Community Centre and share with the Clerk.

The Clerk was also asked to request the charges for maintenance in year 2 and 3 from the companies who were quoting. Councillors agreed this would be added to the agenda of the next meeting for more discussion and a decision.

**Banner Advertisements – Income generation**

Cllr Gaul suggested that an income generating idea would be to charge hirers to advertise their events at the hall and it was agreed it was a good idea. It was noted that the idea of banners at the hall had been discussed two meetings ago, and Councillors at that meeting had voted against it, although income generating options had not been discussed. So it was agreed this item would be added to the agenda in around four months’ time for future discussion. Proposed Cllr Gaul, seconded Cllr Phillips, carried.

With regards to income generating opportunities the Clerk advised that to date she, along with Cllr Beeley, had been unable to obtain any funding towards the replacement of the disabled lift in the Civic Hall, as Parish Councils do not meet the qualifying criteria. She advised the Communications Committee at their recent meeting, had agreed to her suggestion to write to celebrities in the Saddleworth area for their help and support.

**830. Insurance Claims update**

The Clerk advised that our insurers had settled theinsurance claim at the 2022 band contest on Dawson’s Field, with liability shared between the Parish Council and The Band Contest Organisers. Following this incident, as previously advised to the Committee, measures had been put in place to negate the risks going forward.

She advised our Insurers had denied responsibility on the May concert claim and had closed the case.

The other claim from a February event was still ongoing. She confirmed measures had been put in place following the February event, and agreed with our insurers, to ensure customer safety as much as practicably possible, and to negate liability on future events.

**831. SLAs**

**Energy contracts renewal update**

The Clerk advised that 2 year deals were now in place with EDF supplying our gas and British Gas supplying our electric. British Gas have confirmed the electric being provided was 100% renewable and have issued us with a certificate. It will save an estimated £6900 over the next two years. Due to time pressures, these were agreed by the Chair of Finance and Chair of Assets. Committee agreed. Cllr Sheldon thanked the Clerk and the RFO for all their work in obtaining these very competitive prices.

**Fire & Security contractor additional costs**

The Clerk advised that our new provider, in addition to the SLA costs for the year, had invoiced us for an additional cost of £995 plus vat which included rewiring where required and to ensure our systems were fully up to the correct standards. This additional cost was agreed, proposed Cllr Wall, seconded Cllr Beeley, carried.

**832. Health & Safety update**

**Bus shelter rebuild update**

Already covered under matter arising**.**

**833. Property & Maintenance**

**Tree survey**

The Clerk advised that the first level survey carried out by Mulberry (basic £600 pus vat) only identified trees that urgently needed felling:

1 hawthorn in the carpark was identified and she had applied for a section 211 permission from OMBC as it is in a conservation area.

7 ash trees in the cemetery were identified, but many more are in a state of decline and will all need felling eventually (no TPOs/conservation issues).

Two quotes had been received, one for £1000 plus vat and one for £1400 plus vat.

One contractor has recommended a total clearance which would be cheaper in the long run and this was discussed. The Clerk confirmed vat was reclaimable. It was agreed the Clerk would obtain quotes from both companies for total clearance and send to the Assets Management Committee via email. The quotes would then be taken to the next Finance meeting. Cllr Sheldon advised this needed acting on ASAP due to health & safety concerns.

No concerns were reported on the trees in the allotments and land adjoining; they are all healthy. A resident has raised concerns that 2 of them are too high and asked for them to be cut back. The Site Manager confirmed OMBC tree department advised against cutting them back as it could cause damage to the trees themselves and their structure. Cllr Sheldon agreed to speak to Paul Byrne, OMBC regarding taking off a couple of over hanging branches while leaving the height of the trees intact.

**Drains**

The Site Manager advised that work was completed, but there was an additional cost as they had to dig a larger hole due to discovering a gas main. The Clerk confirmed that she had been informed the additional cost of £467.60 +VAT would be covered by our insurer.

The repair and tarmacking of the carpark entrance is being carried out by Ashworths, previously agreed at Assets, £1480 plus vat. They had also quoted an additional £480 plus vat to retarmac over the existing hole. This was much cheaper than the quote from Lanes and she understood this cost was being covered by our insurers. The Site Manager has also asked Ashworths to quote for remarking the car parking spaces, and we will share with Assets.

**Red phone box, Delph - proposal to repurpose & maintain with Defibrillator**

The Clerk advised she had been approached by Defibrillators Saves Lives, to take over the red phone box on Heights Lane and to install a defibrillator. This was discussed. The Charity had confirmed there would be no cost to the Parish Council. It was agreed the Chair of the Council and the Chair of the Assets Management Committee would be best placed to sign over ownership once it has all been agreed. It was also agreed the Clerk would ask who they are sponsored by. She will also ask whether they would be interested in taking over the box outside Uppermill Museum.

The phone box outside Delph phone box was also discussed. This is owned by BT and has a working phone. Their intention is to dismantle the box. It was agreed the Clerk would notify Delph Community Group of this intention; she would also contact the Charity to see if they wished to engage with BT.

**Civic Hall – beer cellar – for discussion**

The Committee was asked to consider removing the beer cooler in the cellar and the pumps. The Site Manager advised that the system is very old, and the pumps were only used about twice a year, and that other hirers complained, who only sell bottles and cans, that the pumps get in the way. Invictus, who supply the equipment, had offered to take it all away free of charge to refurbish and repurpose. There was some discussion around this and it was agreed the system would be left in situ until it failed, then the decision would be made on whether to have it removed.

The Site Manager was asked whether he could take off a couple of the pumps to allow more space on the bar top, he will investigate this.

**Replacement quote damaged ceiling tiles**

The Site Manager advised the quote received to replace all the damaged ceiling tiles across the building was £718.25 plus vat. There would be spares left over. Vents and pipes would need cutting round so it was not something the site staff would be able to do themselves. It was agreed this quote would be taken to the next Finance meeting as the budget spend to date would be available and a decision made. Proposed Cllr Beeley, seconded Cllr Thompson, carried.

**Electrical Work**

It was agreed that Cllr Sheldon will contact Andy Partington and ask him to inspect the failed lights at the front of the hall building; he expects only the bulbs will need replacing.

The Clerk advised that other small jobs, replacement LED light in the office, LED sensor in the men’s toilets and a faulty plug, would be carried out shortly. Approx cost £150

**834. Allotments**

**Revised tenancy agreements**

Cllr Wall had prepared a report on recommended changes to the tenancy agreements and it was discussed. Once a couple of amendments have been made, the Clerk will send to TUPAS for their input and the final document will be ready for final approval asap. As the new contracts are due 1st September, and time is short, it was agreed these changes would be implemented from 1st January 2026 at the beginning of the next growing season.

Cllr Sheldon thanked Cllr Wall for all his work on this.

**Agree repair of shed**

It was noted this has now been done by TUPAS members, and a bill for materials will shortly be shared with the Clerk.

**Plot update**

The Clerk advised that the issue with the plot not being maintained had now been resolved, and the holder has given notice himself. Cllr Sheldon advised of the recent visit to the allotments and a couple of them were going to be split into 2, given 4 more people on the waiting list the opportunity to take one on. The waiting list was still in the mid 20s with the longest wait from 2022.

**Japanese Knotweed**

The Clerk advised it had been treated twice already, and would be again in September. She also explained about funding available through the Mersey Rivers Trust. A public meeting was being held 21st July. Allotment holders, plus all the community group had been invited to find out more about this. All volunteers would receive full training by a team of environmental experts and equipment provided before they would be allowed to work on specific sites.

**835. Dawson’s Field**

**Car Show**

The Clerk advised that she understood the event had gone well with only a couple of issues. A meeting was being held by the Scouthead & Austerlands Committee to address these so the event would hopefully be able to go ahead again. Cllr Gaul advised he attended, and there was a small issue over traffic management which was resolved, and it was a very successful event. There was some discussion around the Parish Council being promoted for providing the facilities free of charge. It was also discussed whether on paying events such as this one, a donation could be made to the Parish Council to cover the costs of maintaining the field etc. Cllr Gaul and the Clerk will look into this.

**836. Community Toilet Scheme**

The Clerk advised she had received a request from the Clarence in Greenfield to join the scheme and this was discussed. It was agreed that as one was already provided at another public house in Greenfield, the Parish Council at this time, did not have additional funding available to facilitate this. However, they will be looking at reassessing the scheme in the future.

**837. AOB**

Cllr Phillips raised concern that a bench near a family plot was in a state of disrepair, and that it was overgrown by brambles. It was agreed the Site Manager would contact the cemetery groundsman.

Cllr Sheldon thanked the Site Manager, who has tendered his resignation, on behalf of the Committee for his time of employment with us and wished him well in the future.

**Date of next meeting – Thursday 18th September at 7pm (joint with Finance)**