

Civic Hall Management Committee
Wednesday 27th January 2021 at 7.30pm
Meeting held via zoom.



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

Present:

Cllr P Siggers (Chair)
Cllr J Moody (Vice Chair)
Cllr J Durman
Cllr M Mallows (from 7.37pm)

Cllr M McNeill
Cllr P Giesberg
Cllr M Walsh

Non-Committee member present – Cllr M Khan

Officers:

Mrs J Wheeler - Town Clerk
C Lordan – Events and Communications Officer

59. Apologies

None.

60. Declarations of interests

There were no declarations.

61. To approve the Minutes of the meeting held on 25th November 2020

It was proposed by Cllr P Siggers and seconded by Cllr Moody and RESOLVED to approve the minutes of the meeting held on 25th November 2020. The Chair paged through for amendments and questions.

62. To note the Civic Hall accounts for September, October, and November 2020

The accounts were noted. Cllr J Moody queried the direct debits in particular the Barclaycard PDQ machines where savings could be made while the hall is not in need of as many PDQ machines.

63. To review the aged debtors' sheets and to agree credit notes and write offs to recommend to F&GP Committee

It was proposed by Cllr P Siggers and seconded by Cllr Moody and RESOLVED to RECOMMEND to the Finance & General Purposes Committee to write off the following debts:

• AACEROC	£0.80	(Inv No: CH8247 date: 11/12/2018)
• AADW	£33.00	(Inv No: CH9041 date: 24/10/2019)
	£59.40	(Inv No: CH9327 date: 01/02/2020)
	£66.00	(Inv No: CH8821 date: 30/06/2019)
	£33.00	(Inv No: CH8935 date: 19/09/2019)
	£191.40	TOTAL DUE
• AAWN	£187.20	(Inv No: £187.20 date: 24/02/20)

TOTAL PROPOSED WRITE OFFS: £379.40

The reasons for the write-offs were discussed and it was noted that there was uncertainty whether they are debts or just inaccurate records. The Committee agreed that customers cannot re-book with the Civic Hall until their queried debts are cleared and a list of customers on our aged debtors list will be kept.

Cllr M Mallows questioned if a franchise owed money to the hall whether it would be the company name or the specific franchisee name that would be kept on the list. It was considered that normally a franchisee will be responsible for their business.

The Committee also asked the Town Clerk to write off any debt less than £50 unless there was a realistic chance of getting payment.

64. Questions on the minutes or accounts

The Committee noted the minutes and accounts and noted the cost centres on page 41 of the report.

65. To review the terms of reference for the new Property and Facilities Committee

It was AGREED to recommend the draft terms of reference for the new standing committee. Cllr P Siggers suggested including the Fleet Meadow Community Centre. This will go to the next meeting of the Personnel and Administration Committee.

66. To discuss a policy for charging for storage

Cllr P Siggers proposed, Cllr J Moody seconded, and it was RESOLVED to no longer offer the service to new customers going forward. The Committee agreed that offering storage would be too difficult to enforce and ensure the safety of the items left in the Civic Hall.

67. To note the report and progress on the Civic Hall heating

Following the appointment of Controlco to service the Business Management Software that controls the heating system, the Town Clerk circulated the first report from the engineer. The report confirms evidence of settings being manually switched off or over-ridden which would cause overload in the boilers if not properly managed.

ControlCo had now integrated the heating software into our new Windows 10 system. The engineer had this week paid a second visit in a bid to get more familiar with the boilers servicing the Civic Hall.

The Committee noted the actions taken to date by Controlco. It was also understood that now the Civic Hall is part of the Town Council – this has effectively made the future tariff void.

It was proposed by Cllr P Siggers and seconded by Cllr J Moody to ask the Town Clerk to research alternative heating companies for the Civic Hall. Cllr M Walsh noted that an environmentally friendly company should be considered as an option and Cllr J Moody requested that the supplier must allow the Town Council to sell back surplus electricity should the solar project be achieved.

68. To up-date the Committee on the solar roofing quotes

This report had been discussed at the recent meeting of the Finance & General Purposes Committee. The following is an extract from those Minutes:

“The report covered quotes from two companies to install solar panels (photovoltaic) on the Didcot Civic Hall. The best siting for the panels would be on the extension which offers a large, almost flat roof. Up to 68 solar PV panels could be fitted to the roof of the Civic Hall. The more that are installed, the more the Council will save on electricity costs. The panels do generate less electricity over their working lifespan. The industry standard is around twenty years.

*On a forecasted spend on electricity over the next twenty years of £784,818 –
Company A was offering:
60 panels (LG350) for £37,622 (Saving £169,475 over 20 years) OR
60 panels (JA310) for £28,302 (Saving £120,085 over 20 years)*

Company A estimate that carbon emissions in excess of 8900kg could be saved per year.

*Company B was offering:
39 x 350w PV panels for £34,473 inc VAT (£27,578.88 without the VAT)
However further down in the report the number of PV modules was 68 - This was a mistake and was later clarified to be:
68 x 350w PV panels for £35,700 inc VAT (£29,750 without the VAT)*

Both companies used the prescribed Government model for estimating PV generation. The EiE report indicates that in the current financial year, the Civic Hall is estimated to be using 105,260 kWh of electricity. The installation of an LED readout could be mounted on the Civic Hall to show passers-by the total energy generated and the carbon emissions avoided.

There is some availability to S106 funding for this project. Planning permission and Building regulations would also be needed before installation. Cllr J Moody wanted to know about the benefits of battery storage for an export tariff and whether there was an advantage in installing this at the same time assuming that there would be enough electricity to supply the Civic Hall plus sell some back to the network.

This item was due to go to the Civic Hall Management Committee for comment and then more information would be sought.”

The Committee did not have the minutes at the time of this meeting however Cllr J Moody reiterated the importance of finding out more information on the capacity of battery storage for this public building and how this would work with the usage of the building in normal times.

It was AGREED that we had some useful information but the Committee needed to understand the quotes and the figures before making a decision. The Town Clerk was asked to speak to both companies in a bid to further explain both quotes and build more like-for-like comparisons.

69. To update the Committee on potential for electric chargers at the Civic Hall

This item has already been discussed by the Finance and General Purposes Committee.

The Committee noted that District and County were installing charging points around the county where they own car parks. There were many options available including companies that will install and manage the EV charging points thus making it cost-neutral for the Town Council. However there may be a better option to use the EV charging point to generate income for the Town Council.

It was AGREED to work with the Finance and General Purposes Committee who had determined to continue to research the project and review in three-six months time when we may be able to learn more from similar installations in the county.

70. To note the progress report on items not on the agenda

The Committee noted the items on the progress report.

55. Exclusion of the press and public

RESOLVED: pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

56. To note the agreement with the NHS for the COVID vaccination programme

The Committee was asked to note the Licence to Occupy currently being considered by the NHS for the duration of the covid vaccination programme. Cllr M Mallows requested that in section 7.1 (Equality and Diversity) of the contract two protected characteristics are added which are gender reassignment and pregnancy and maternity.

The Town Clerk agreed to speak to the solicitor about adding these to the contract.

The meeting closed at 8.35pm.

Signed _____ Chairman Date _____