

Didcot Town Council

Property and Facilities Management Committee

Wednesday 24th November 2021 at 7.30pm
All Saints Room, Didcot Civic Hall.



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 A Hudson
Cllr M Mallows
Cllr M Walsh
Cllr B Service

Officers:

Mrs J Wheeler - Town Clerk attended via Zoom
Mr N White – Property and Facilities Manager (P&F)
Mr S Mundy – Projects and Services Officer (P&S)

45. Apologies

Apologies were received from Cllr D Rouane and his Substitute Cllr D Chandran.

46. Declarations of interests

There were no declarations.

47. To approve the Minutes of the meeting held on 28th July 2021

The Chair paged through the minutes for any amends or questions.

It was proposed by Cllr P Siggers and seconded by Cllr J Moody and RESOLVED to approve the minutes of the meeting held on 28th July 2021.

48. To approve the Minutes of the meeting held on 22nd September 2021

The Chair paged through the minutes for any amendments or questions.

It was proposed by Cllr P Siggers and seconded by Cllr J Moody and RESOLVED to approve the minutes of the meeting held on 22nd September 2021.

49. To note the financial reports for September 2021

The Chair paged through the financial report for any amendments and questions.

50. Questions on the minutes or accounts

Cllr P Siggers explained an amendment was needed for substitutes list on future agendas as Cllr A Macdonald has now been replaced with Cllr E Hards for future meetings. The P&S Officer noted this.

Cllr M Walsh questioned the spend on code 1121 Telephone and internet on the financial reports. The P&F Manager explained this is due to the Telephone upgrade but would ask the Town Clerk for more information.

51. To consider the 2022/23 budget with October Figures

The Chair paged through the 2022/23 budget report for any amendments and questions.

Cllr M Walsh questioned the figures for line 4043 repairs and maintenance and 4044 Maintenance Contracts on page 7.4. The P&F Manager explained this is based on the Pre Covid 19 budget of 19/20

Cllr P Siggers questioned the figures for the income on pages 7.5 and 7.6. The P&F Manager explained we would look to generate income as per Pre Covid 19 and strive to achieve this.

Cllr E Hards questioned the figures for line 4104 Training/ Professional Dev as different to the budgeted figure on appendix page 1 for line 1108 Training and Conference. A discussion took place, and it was RESOLVED to merge these 2 lines.

It was proposed by Cllr P Siggers and seconded Cllr B Service and RESOLVED TO RECOMMEND to the Finance and General Purposes Committee.

The Chair then paged through the appendix budgeted figures for questions and amendments. None were received.

52. To consider the P&F Manager's Civic Hall Report

The P&F Manager summarised the current usage and the bar takings in the last months.

The P&F Manager explained the need for new tables at the Civic Hall as the current tables are breaking often and need some repair.

Cllr J Moody explained it wasn't recommended we use S106 money for this replacement as ideally it shouldn't be used for wear and tear but capital projects.

It was RESOLVED to add to the budget for 22/23 and to view the tables in question to ensure they are right for the Civic Hall before ordering in the next financial year.

The P&F Manager explained that the current car park lights are failing and not providing adequate lighting to the car park at night and the bollards around the building are starting to fail. The bollards have been looked at and repaired but this was only a short term fix and are again starting to fail and have been vandalised.

It was RESOLVED for the P&F Manager to apply for S106 funding for the car parking lighting replacement.

It was RESOLVED for the repairs to the bollards be done in house using budget in the 22/23 and to move the planters in the garden to the car park entrance to help with securing the car park entrance.

The P&F Manager summarised the issues we are experiencing with the plate heat exchanger where it has been leaking when it turns on and off. If it does fail it could cause major damage to the ceiling and male toilets through water damage.

It was proposed by Cllr P Siggers and seconded by Cllr J Moody to complete the work with company C for £4615+VAT using budget code 4043.

53. To consider the P&F Manager's Civic Hall Proposed Pricing Report

The P&F Manager summarised report and explained it would be best to hold the Civic Hall prices as they are for 2021/22. The prices are on the high side compared to other halls in the area and this will ensure we are competitive.

It was proposed by Cllr P Siggers and seconded by Cllr A Hudson and RESOLVED to approve the hold of the Civic Hall prices for 2022/23.

54. To consider the P&F Manager's Property Facilities Booking Policy

The Committee noted the Property Facilities Booking Policy.

Several amendments to the wording of the policy were suggested. The P&F Manager noted these amendments.

It was RESOLVED to bring this policy back to the next meeting with the required amendments.

55. To consider the P&F Manager's PA Testing Policy

The P&F Manager explained the updated policy and a question was asked how we will check hirers Portable Appliances. The P&F Manager explained we would visually check hirers Portable Appliances when setting up and question anything we are not sure about.

It was proposed by Cllr P Siggers to take this item off for future agendas and to take off the progress report.

56. To consider the P&S Officer's Willowbrook Update Report

The Committee noted the report.

The P&S Officer summarised the work required from the recent building servicing that have taken place over the previous few months. These include Cold Booster Pump service, Fixed Electrical Testing and Sports Hall Equipment Services and the remedials needed to get the centre up to standard.

The P&S Officer explained that the Sports Hall Radiant Heaters require a Gas Safety Certificate, and we will be required to get these serviced now as the centre will use more and heating in the Sports Hall will need to be turned on more often.

It was proposed by Cllr M Walsh and seconded by Cllr P Siggers to complete the following repair works at Willowbrook. These included: -

- Cold Booster Pump overhaul as per quote for **£971**.
- Sports Hall Radiant Heater Service as per quote from Company A for **£818**.
- FET remedials to C2 as per quote from Company A for **£1983**.
- Sports Hall equipment repair - Basketball winch and gas strut for side board £713.06, Beam supply and fit 500m foot and tommy bar £82.25 and new division nets for £2462.05 total cost **£3392.36**.
- Flooring replacement of the Main office/behind the reception desk, Studio 2 corridor all replaced, Function room 2 toilets and Studio 3 (the old gym room) replace the free weight area with laminate flooring as per the rest of the room with Company B as per quote **£3858.48**

The P&S Officer then went on to summarise the need for the tables to be replaced at Willowbrook. It was RESOLVED that when the Civic Hall has the tables replaced some of the tables will be moved to Willowbrook.

It was proposed by Cllr P Siggers and seconded by Cllr B Service and RESOLVED that the P&S Officer can apply for S106 funding for the remaining lights at Willowbrook to be upgraded to LED Lighting.

The P&S Officer then gave an update on the staffing recruitment, bookings, booking system, internet and ICT services and phone services.

57. To agree the Terms and Conditions of the S106 grant funding for the LED Lighting and goals at Willowbrook Leisure Centre

The Committee noted the Terms and Conditions of the S106 grant funding.

It was proposed by Cllr P Siggers and seconded by Cllr A Hudson and RESOLVED to agree to the Terms and Conditions of the S106 grant funding for the LED Lighting and goals at Willowbrook Leisure Centre.

58. To note the P&F Manager's Event Finance Update Report

Cllr P Siggers asked for an update on the Barn Dance totals. The P&F Manager explained the event was a success and is awaiting the final figures from the Events and Communications Officer.

The P&F Manager asked the Councillors to provide any feedback to the Events and Communications Officer so we can see if there any items we can improve upon for future events.

The P&F Manager provided a summary for the Santa Fun Run and Grotto taking place on the 18th December 2021. After the success of the Barn Dance, we are looking to provide more community based activities to get the Town involved.

Cllr E Hards left the meeting at 20.44

59. To note the progress report on items not on this agenda

The Committee noted the progress report.

Cllr P Siggers asked for an update on the Solar Panels for the Civic Hall, Willowbrook, and the Outdoors Services Building. The P&F Manager explained the contracts finder portal closes on the 24th November and would review the tenders and bring to the next Property and Facilities Committee meeting.

The Committee thanked the P&F Manager and the P&S Officer for their hard work on this.

Meeting closed at 20.46.

Signed _____ Chairman Date _____