

Didcot Town Council

Property and Facilities Management Committee (acting as a working group) Wednesday 28th July 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 D Rouane
Cllr A Hudson
Cllr B Service
Cllr M Walsh

Also present: 4 Members of public

Officers:

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

18. Apologies

Apologies were received from Cllr M Mallows

19. Declarations of interests

There were no declarations.

20. To approve the Minutes of the meeting held on 26th May 2021

It was proposed by Cllr P Siggers and seconded by Cllr J Moody and RESOLVED to approve the minutes of the meeting held on 26th May 2021. The Chair paged through for amendments and questions.

21. To note the financial reports for June 2021

The Chair paged through for amendments and questions.

Cllr J Moody requested to add the date on top of the financial report for all future reports.

The financial report was noted.

22. Questions on the minutes or accounts

No further questions were noted.

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

Asbestos Management - The Property and Facilities Manager summarised the report that proposed to have the Asbestos Management survey be completed in the older part of the building to assess if there is any Asbestos in the building. No report can be found from the survey completed in 2002.

It was proposed by Cllr P Siggers and seconded by Cllr D Rouane and RESOLVED by the Committee to complete the works as quoted by Company A (£550).

Electrical Works - The Property and Facilities Manager summarised the works required to fix a range of electrical items within the Civic Hall. These include replacing 3x failed window actuators, 4x 24w foyer ceiling lights include 2x emergency lights, integrate RF switch to operate the Hall wall lights, replace 2x toilet wall fans, and replace a corridor light with a LED tube.

It was proposed by Cllr P Siggers and seconded by Cllr J Moody and RESOLVED by the Committee to complete the works as quoted (£1105.75).

Broadway Road Wall – The Property and Facilities Manager summarised the works required to make the wall outside of the Civic Hall building safe and repair the loose bricks found on a recent site investigation.

It was proposed by Cllr P Siggers and seconded by Cllr A Hudson and RESOLVED by the Committee to complete the work requested by Company A (£1200).

Internal Door Repairs – The Property and Facilities Manager summarised the works required to fix/adjust the internal doors within the Civic Hall to meet the Fire Safety standard.

It was proposed by Cllr P Siggers and seconded by Cllr J Moody and RESOLVED by the Committee to complete the required works as quoted (£220 per day).

Air Handling Service – The Property and Facilities Manager summarised the works required to ensure all air handling within the Civic Hall is working correctly and ensuring we are provide a working ventilation system to our users and meet Covid-19 requirements. This service will include servicing 3x Air Handling units and provide a comprehensive report on completion.

It was proposed by Cllr P Siggers and seconded by Cllr M Walsh and RESOLVED by the Committee that the works requested be completed for £345.

Bar Service Provision – The Property and Facilities Manager summarised a proposal for future bar service to look to supply locally sourced beers behind the bar, so we support local businesses.

Cllr J Moody has requested all local breweries be reviewed and the Property and Facilities AGREED all local breweries will be reviewed.

It was proposed by Cllr P Siggers and seconded by Cllr B Service and RESOLVED by the Committee to go ahead with the proposal.

Catering Provision Bookings – It was AGREED that larger functions were likely to have their own caterers. Cllr B Service suggested to have a list of preferred companies be put in place and they will know the standard needed for the Civic Hall.

It was proposed by Cllr P Siggers and seconded by Cllr B Service and RESOLVED by the Committee to create a list of approved suppliers and reword the provision for larger events.

First Aid provision was noted by the Committee.

24. To consider the P&F Manager's Solar PV Project Report

The Committee noted the report. The report detailed the projects to add solar panels to Willowbrook Leisure Centre, Didcot Civic Hall and Outdoor Service buildings and the costings for these projects.

It was proposed by Cllr P Siggers and seconded by Cllr B Service and was RESOLVED that the Willowbrook Leisure Centre, Didcot Civic Hall, and The Outdoor Service Building Solar Panel projects go onto contract finder portal. If a company requests to complete all together this can be reviewed at the time of tender.

25. To note the DTC Property booking policy

The booking policy was noted, and it was AGREED to bring this back to the next meeting.

Cllr J Moody requested that several amendments need to be made to the policy. The Property and Facilities Manager noted these amendments.

26. To note the PA testing policy

The Committee noted the PA (Portable Appliances) testing policy.

Cllr J Moody requested hirers' equipment should show evidence of in date PA testing if bringing items into the Civic Hall. This amendment to be added to the policy.

The PA testing policy was noted, and it was AGREED to bring back to the next meeting.

27. To note the updated Civic Hall room capacities

The updated Civic Hall room capacities were noted. These are listed below.

Main Hall – 94
Ladygrove Room – 40
Northbourne Room – 24
All Saints Room – 22
Park Room – 12
Orchard Room - 2

28. To consider the P&S Officer's Willowbrook Repairs Report

The Committee noted the report. This set out the all the works required to get Willowbrook to a high standard and support the rehire and useability of the building and ensure the Council has completed its duty of care and legal compliance. The report detailed the red list which highlighted the urgent Health and Safety requirements, major projects (Solar Panels and Lighting upgrade) and the blue areas which are items which are smaller projects for Willowbrook Leisure Centre.

It was proposed by Cllr P Siggers and seconded by Cllr B Service and RESOLVED by the Committee that the items on the red list and bottom 3 on the blue list to be completed.

Red List items AGREED to be RESOLVED: 3 years Fixed Electrical Testing (£1855), Emergency Lighting Servicing (£175), External Door Repairs (£800), Fire Alarm Servicing (£465), Additional Beacons for centre (£1499), Air Conditioning Servicing (£400), Intruder Servicing (£250), Intruder and Fire Alarm Monitoring (£620), Rear Store Door Replacement (£3000), Sports Hall Equipment Servicing (£400), Internal Door Repairs (£250), Moveable Wall Servicing (£300) and Replacement Goals (£1041).

Blue List items AGREED to be RESOLVED: Repair Plumbing (£250), Electrical Repairs from Fixed Electrical Test (£250) and Deep Clean of Kitchens (£400).

29. To consider the P&S Officer's Willowbrook Lighting Report

The Committee noted the report. The report detailed the works required and the costings to upgrade the lighting within the Sports Hall only, General Lighting only and

for the Whole Building Lighting upgrade. It was AGREED that completing the whole building lighting upgrade would require the works to go on the contracts finder portal and increase the time to complete the works. The Sports Hall Lighting upgrade was AGREED as the priority and to complete as soon as possible. The Committee also AGREED this could affect the consultant's ability to complete their work on Willowbrook.

It was proposed by Cllr P Siggers and seconded by Cllr B Service and RESOLVED TO RECOMMEND completion of the Sports Hall lighting upgrade as soon as possible. The Officers would recommend the company for approval at full Council.

30. To note the updated report on the Edmonds Park Pavilion planning application

The Committee noted the report.

A meeting will be held of the Pavilion and Splash Park Working Group to review the planning application.

Cllr A Hudson updated the group to state the work had started on the demolition of the old Pavilion on Monday 26th July 2021.

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

The Committee noted the progress report.

Cllr P Siggers asked if we had any movement on the hiring of staff? The Property and Facilities Manager updated the Committee on the current response to the advertisements.

32. EXCLUSION OF THE PRESS AND PUBLIC:

Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the Committee will be asked 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.

33. To review End of Month (EOM) debtors report for June

The Committee noted the EOM debtors report for June.

It was proposed by Cllr P Siggers and seconded by Cllr B Service and RESOLVED by the Committee to approve the request for credit notes to be issued for the outstanding debt presented by the Property and Facilities Manager.

The meeting closed at 20.58pm.

Signed _____ Chairman

Date _____