**Minutes of the Assets Management Committee**

**Held at the Civic Hall, Uppermill on Monday 10th July 2023**

There were present: Cllr G Sheldon (Chairman)

Cllr B. Beeley

Cllr M. Birchall

Cllr L. Dawson

Cllr D Wall

Mrs K. Allott – Clerk to the Council

**672. Apologies for Absence –**Cllr P Gaul, Cllr G Talboys-Smith, Mr W Lawton – Assets Manager

**673. Declarations of Interest –** None declared.

**674. Minutes of the meeting held on 19th April 2023**

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

**675.** **Matters Arising**

Delph notice board, Councillors were under the impression this had been completed but Cllr Birchall doesn’t believe it has. It was agreed the Clerk would contact Mr Begley for an update.

**676. Civic Hall Décor and update**

The Clerk advised new councillors that the redecoration quote given by Craig Lees (£6700) has been agreed by the Finance Committee. The old Asset’s Committee had planned to choose the colours scheme but that didn’t happen before they left office. It was agreed that Cllr Beeley and Cllr Birchall would help choose the colour scheme and the Clerk will book Craig in for the work to be completed, ideally during August.

**677. Dawson’s Field wall repair/disabled access**

Rebuilding the wall damaged by the accident as discussed. Two quotes received, one for less than £500, one for £600.

The Clerk also suggested to committee that we add a disabled/pram access to the existing entrance to make the field accessible for all. One quote received so far for £2k, waiting an additional quote. Cllr Sheldon also to approach another company for a quote on this.

Cllr Sheldon agreed to ask about pupils on the dry-stone walling course whether they could rebuild the damaged wall for us. *(post meeting note, they can’t help us out until September at the earliest so Cllr Sheldon advised the Clerk to go ahead with the less than £500 quote).*

A decision on the disabled access will be discussed again when more quotes are received.

The Clerk advised councillors that some trees had been planted by the S & A Committee along the bottom wall and these would need to removed and re sited. She has spoken to them and they are planning on re planting on the top of the field. She has asked that any plans they have for the field to always check with the Parish Council first for permission,

**678. Fixed Wiring Inspection**

The Clerk advised this was due this year (every five years) so she instructed a company to carry it out. Waiting for the official report but a couple of minor things that will need looking at. He said the building is in very good condition for one of this size and age.

**679. Car park wall**

OMBC Highways advised a low-grade crash barrier to stop a car out of control from crashing through and would also stop weight of cars on wall as would push them back slightly - still room to park, waiting quote from OMBC plus another building company. Cllr Sheldon to contact Palm Construction to arrange another quote.

The path is currently barriered off for safety reasons and It was agreed the clerk would contact the OMBC footpath officer for guidance on closing off the path and to reroute it through the carpark.

**680. Health & Safety Inspection and Report**

The Clerk advised that this had been carried out end May 2023 by ELCONS. The report came as a Traffic light system for actions. The Audit confirmed that we have good systems already in place with just a few small recommendations to act on; some of these had already been actioned.

The Clerk to look into the fitting of a proper fire escape push bar release to be fitted on the main front doors – currently they are left unlocked whenever we have visitors in the building.

**681. Allotment Extension Proposal**

Agreed at last full council that Assets and Environment committee would meet to discuss their proposals. The survey has been carried out and it is not classed as an SBI (Site of Biological Importance). A proposed date of 31st July at 6pm was discussed. Clerk to email both Committees.

**682. Allotment TUPAS membership update**

The Clerk expressed concern that their insurance liability ends 31st August so they need to have something in place by then. SPC have their money in our bank ready to transfer back to the next treasurer of TUPAS. Cllr Beeley advised she will speak to the Chairman of TUPAS and asked the Clerk to forward on his contact details,

**683. General Maintenance**

In the absence of the Site Manager, the clerk advised she had asked the cemetery contractor to inspect Dawson’s Field, the notice boards, bus shelters and phone boxes this time. The field is fine, a couple of the phone boxes need re painting and the notice boards varnishing. He will be sending in quotes for this work to be carried out, ideally it needs to be done in the summer months.

The clerk also advised she was still waiting a reply from First Buses over the letter she wrote to them end April asking for their support towards maintaining/adoption of the bus shelters. An email reminder was sent last week.

**684. AOB**

The Clerk advised that we only had 4 ashes plots left in our cemetery. After some discussion it was agreed the Clerk and Chair of Assets would arrange to meet with the contractor to discuss a suitable area to be developed

**685. Date and time of next meeting – Monday 18th September 2023 at 10.30am**