**Minutes of the Assets Management Committee**

**Held at the Civic Hall, Uppermill on Monday 18th September 2023**

There were present: Cllr G Sheldon (Chairman)

Cllr B Beeley

Cllr D Wall

Mrs K Allott – Clerk to the Council

**686. Apologies for Absence –**Cllr P Gaul, Cllr M Birchall, Cllr L Dawson, Mr W Lawton – Assets Manager

Cllr G Talboys-Smith (resigned).

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

**688. Minutes of the meeting held on 10th July 2023**

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

The Clerk informed councillors that we are still without a Site Manager due to sickness absence, but she was hoping we will have more information on his return to work by the end of September.

**689.** **Matters Arising**

Regarding Delph notice board, Cllr Beeley asked for an update. The Clerk confirmed that she had instructed our Contractor to remove, repair and re site it as requested. Cost £450 plus vat. The residents were very pleased with it.

Regarding the Allotments; Cllr Beeley advised Councillors about the meeting held with the Chairman of TUPAS and the Clerk and that another meeting was being arranged at the allotments site.

The Clerk confirmed their insurance cover was now in place.

Cllr Sheldon raised concern about the proposed development on the field adjacent to the allotments suggested by the Environment committee, and asked that it be minuted that the Assets Management Committee be consulted on any proposals or suggestions as it is their overall responsibility.

**690. Civic Hall Décor and update**

The Clerk advised that the work is now completed, it looks very fresh and clean. Just need some artwork and nice mirrors. There was some discussion around artwork to be displayed. Cllr Wall to contact Saddleworth Picture Framing Gallery and Cllr Beeley to contact the curator of Saddleworth Museum.

**691. Health & Safety**

The clerk confirmed the emergency exit push bar at the main entrance had been installed and repairs had been carried out to the fire doors in the bar and out onto the ramp.

The clerk advised she had booked a Fire Risk Assessment Review (recommended every 12 months to 2 years) scheduled 25th Sept £400.

The Clerk advised about the complaints from hirers/promoters she had received regarding the current rules that they cannot use smoke machines in the ballroom and they have said we would lose business as other venues do allow their use. She advised the smoke detection in the ballroom and bar could be disabled for an event but she expressed concern over the risks involved in doing this.

Councillors agreed her reservations were valid and asked her to get expert advice when the FRA is being carried out before any decision is made.

The Clerk advised that Rowan Ashworth (Civil Engineers) had recommended a structural engineer survey be carried out on the car park retaining wall. She has instructed Edge Structural Design who have been out for an initial inspection and is waiting for a detailed report on the options available. They have advised that if a full structural survey is required it would be around £750-£1250. OMBC have quoted £900 for this. It was agreed if the full survey costs are £1000 or less the clerk has the authority to agree to this being carried out. If the charges are more than this, an extraordinary meeting of Assets Management Committee will be called to discuss.

Councillors agreed not to cordon off the 6 car parking spaces along the wall until this report and recommendations had been received.

Councillors agreed for the clerk to go ahead with requesting the 6 month temporary closure of the footpath that runs alongside this wall for health & safety reasons. The Clerk advised she had been informed by OMBC that a permanent closure would not be acceptable as the only other route would be through the car park, but it allow some time to enable us to look into all the options.

The Clerk advised she wanted to book a Legionella Risk Assessment via IWS Water Hygiene Management. Cost £335. She advised we are considered low risk as we don’t have any water tanks but it is a legal requirement in public buildings to have an assessment to identify any areas of concern. She advised that our new caretaker is now conducting all the weekly/monthly checks required. After some discussion this was agreed.

The clerk advised she had booked Premier Cleaning to carry out a deep clean of the Civic Hall kitchen extraction system ducting. The hobs, oven and extractor had already been cleaned during the summer. She advised it is a legal requirement to be carried out annually as it is a fire hazard if this work isn’t done. She had agreed a one off charge of £288 to install access doors to the ducting, then a deep clean costing £350.

**692. Civic Hall Damaged Chairs**

The clerk advised that approximately 50 chairs are damaged or torn. She had received two quotes for recovering (between £40-£50 per chair) and quotes for replacing around £50-£60 each (estimated cost £2500. There is currently no money earmarked in the budget for this so after some discussion it was agreed that Cllr Sheldon would bring this up at the next Finance Committee meeting under AOB.

**693. Cemetery**

The clerk advised that 2 dead dangerous trees had been felled and disposed of at a cost of £750 plus vat. She had agreed to this being carried out ASAP as it was a health & safety concern.

The moss on the footpath has all been removed as it was very slippery and dangerous.

She is still waiting for a quote from the contractor to tidy and make good the current ashes plots as they are very untidy and overgrown; best time to complete this work is winter when the growing season is over. Following the visit in July to identify a plot of land to be developed for additional ashes plots, she is still waiting for a quote from the contractor to clear it; again a winter job.

The clerk advised councillors about the email she had received from the Community Payback (Youth Justice) Scheme and it was discussed whether they would be able to help us out with this work. It was decided that they may be more help in other areas around Saddleworth. It was agreed that Cllr Beeley would contact OMBC Betterment Team regarding help in the cemetery.

**694. Dawson’s Field**

The clerk advised she had received two quotes so far for providing disabled access - £1668 plus vat, plus £2000. She did advise that on reading the deeds of the land transfer, it states permission should be sought from OMBC before any structural alterations are made. After some discussion it was agreed Cllr Sheldon would contact OMBC for their permission before we go any further.

The clerk advised councillors about the litter bin issue and shared emails she had received. OMBC have agreed to site one of the large council bins opposite Dawson’s Field if SPC cover the costs. It was agreed Cllr Beeley would inspect the area and feedback to the clerk. If it is suitable the clerk will write to OMBC agreeing to this.

The clerk advised that two more holes in the ground which had appeared following the Village Fete had been filled in by our contractor. She shared her concerns that this is costing SPC a lot of money and asked whether those using the field for events free of charge should be asked to contribute. After some discussion it was agreed that it was SPC’s responsibility although any offers of help from the S & A Committee would be gratefully received.

**695. General Maintenance**

Bus shelters – The Clerk, as requested, wrote to First Bus requesting that they consider either taking over the maintenance of the shelters or replaced them with their own. She was advised TfGM were inspecting the shelters during August and they would report back; despite a follow up letter, no response to date.

The clerk advised of the ongoing maintenance of notice boards and telephone boxes- the contractor is aiming to ensure these are completed before winter sets in.

Cllr Sheldon read out a letter he had received from a resident of Outram Mews with a concern that the trees on our land bordering their gardens are overgrown and dangerous. It was agreed he would contact OMBC Arboricultural Officer for further advice and report back.

1. **AOB**

The Clerk advised she had received a request from Pennine Animal Welfare (PAWS) Delph Charity to hold a fund-raising event and dog show on Dawson’s Field, supported by Scouthead & Austerland’s Committee. It was agreed the field would be offered free of charge for this event. Waiting for confirmation that the event will be held 15th October, weather and conditions permitting.

**Date and time of next meeting – Monday 2th November 2023 at 10.30am**