

Minutes of the Assets Management Committee
Held at the Civic Hall, Uppermill on Monday 14th November 2022

There were present: Cllr. G. Sheldon – Chairman
 Cllr. P. Byrne
 Cllr. B Beeley
 Cllr. L. Dawson
 Mr. J Price – Finance Officer & RFO
 Mrs. K. Allott - Clerk

616. Apologies for Absence –, Cllr. M Woodvine, Cllr. P. Lord, Cllr. D. Simpson, Mr. W. Lawton – Assets Manager

617. Declarations of Interest – None declared.

618. Minutes of the meeting held on 12th September 2022

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

619. Dawson’s Field – update

The Clerk advised that all the required information had been forwarded to our Insurers, Zurich, in the middle of October. We had not received any further correspondence from them and were waiting to find out their response. There was some further discussion regarding liability, but the Insurers will make that decision and we will wait to hear from them in due course. In the meantime, the Clerk has acted on the recommendation from Cllr Sheldon that disclaimer notices be displayed. We have also ordered disclaimer notices for the car park and cemetery. Although these signs wouldn’t mitigate against our liability they may prevent a claim being made in the first place.

The Clerk advised, she had prepared a Parish risk assessment for Dawson’s Field (although Cllr Knotts had emailed to say he would be happy to prepare this), plus the land opposite The Three Crowns, bus shelters, phone boxes and cemetery.

620. Complaint from resident regarding shortcut to carpark

A resident had complained to Cllr Sheldon about members of the public using a cut through to our car park as it is her land. It is a muddy track and could get slippery and dangerous. A strip of grass adjoining the carpark belongs to all the houses on Leefield Close, not SPC. We, however do cut the grass and do not charge the residents.

The Clerk advised she had already advised the resident to contact OMBC to see if they would be willing to adopt the strip of land and take on liability, as if a member of the public slips and falls in the path, it is her land and she could be liable.

The resident has asked we re erect the fencing that was taken down by the builder Wiggett a few years ago, when the office extension was built to prevent it being used as a cut through. It was agreed the Clerk would get a quote to have this done and feed back at the next meeting. It was also agreed Cllr Sheldon would contact OMBC lighting team about an additional street light as it is very dark in that area, especially near the two sets of steps.

621. Maintenance around the Parish

The Clerk advised that general maintenance of our assets around the Parish isn’t being carried out as efficiently as it should be since we stopped employing our man in a van anymore. There was some discussion around this, about utilising the existing caretaking staff more effectively, contracting some work to the cemetery contractor, leasing another van. It was agreed to utilise existing staff wherever possible and pay them the casual car allowance, and contract out anything that our staff were unable to rectify.

The Clerk asked about responsibility for the defibrillators across the Parish. She was advised SPC are only responsible for the one outside the Civic Hall. She advised that although it is in good order, with full battery strength, new batteries and pads had been ordered for it as there is a worldwide shortage and it may be some time before they are delivered.

The Clerk advised that graves at the cemetery have sunk due to the exceptionally dry spell in Aug/Sept. The contractor has filled these in - less than £500. We have asked him to treat the carpark as it is very slippery with

moss etc and will only get worse now it's getting colder. Waiting for a quote, but it is a health & safety concern and needs doing.

622. Budget Proposal 2023-24 (2022-23 spend to date)

The RFO shared the half yearly budget update and this was discussed. He had prepared the half yearly figures to make comparisons and different budget codes were discussed. Cemetery income isn't ring fenced anymore and councillors agreed it should be. Cllr Beeley said that cemetery income should be spent on the cemetery; and it was requested the RFO look into a cemetery reserve fund.

The RFO advised he would like to keep some reserve for next year when our fixed term energy contract ends in June; costs are going to be far higher. There was some discussion around the water bill and 2 separate meters, the Clerk will ask the Site Manager for more information on this.

There was some discussion around being vat registered.

Cllrs have requested that there is only one budget code used for repairs and maintenance for next budget.

The Clerk shared quotes received so far for the proposed refurbishment of the Civic Hall which was agreed at the last asset's meeting; these figures will be added into the budget for next year and we will then know whether it is a viable option. The initial estimate calculated by Cllr Sheldon was £30,000 based on the quotes received so far.

The RFO advised the budget for next year was a work in progress and he would be able to share more information by email by the end of the month; ready for the Finance meeting 8th December.

Cost incurred from Dawson's Field was discussed. We offer it free of charge for events, we pay for the grass to be cut, and receive no income. Cllr Beeley requested the Clerk writes to the Chairman of Scouthead & Austerlands Community Group and the Band Contest Committee suggesting they pay something towards the upkeep of the field.

623. Civic Hall planned refurbishment

This has been covered in item 622 above

624. General Maintenance

The Clerk highlighted areas which require maintenance, cemetery gates, wooden troughing/fascia around the Civic Hall, balcony railings, car park supporting wall etc. She said this work needed to be done as it was a health & safety concern. There was some discussion around this and it was agreed quotes to be sought for remedial work. All fascias must be wood and not UPVC as we are in a conservation area.

The Clerk expressed her concern about the car park supporting wall which is leaning slightly. The Site Manager has been monitoring it since the issue was raised at a previous Assets meeting. There was some discussion and it was agreed Cllr Byrne would speak to OMBC to see whether they would kindly send down a structural engineer to inspect it.

The RFO expressed concern that he had been asked for the key to the balcony door by a company running the bar for one of the events over the weekend to keep the drinks cool, apparently they have been able to do it previously. It was agreed by everybody that this practice must not continue – the balcony railings may be unsafe and it is a serious health & safety concern. The Clerk to advise all staff this door must be kept locked at all times.

Cllrs decided they did not want to maintain the cemetery gates and that they be taken down completely when they are beyond repair.

625. Additional work on fire alarm/intruder alarm

The Clerk advised that CIA had been in last week to carry out additional work on fire alarm failures, emergency lighting failures, plus replace wiring for 1 cctv camera - £245 plus vat agreed.

She advised we also needed to replace some wiring connecting the intruder alarm as some sensor devices were not working and some replacement wiring to the fire alarm. The old wiring in the building wasn't replaced when we had the new systems fitted to keep costs down, but is now showing wear and tear. Total cost £1154 plus vat. The Clerk advised she had authorised this work to be carried out although above the £500 as it is a health & safety issue and must be rectified. Councillors were in favour of this.

626. Asbestos Survey

The Clerk advised that a survey hasn't been carried out since 2012 according to the records – best practice should be done every 3 years or after any major works have been carried out. She has instructed the survey to be carried out - £495 plus vat.and it has been arranged for 28/11/22. Councillors agreed to this.

627. Allotment proposed extension – update

Cllr Sheldon advised there had been some opposition to this proposal from other committees. Cllr Byrne suggested we rope off an area and ask volunteers to clear the area. Cllr Beeley suggested selling half size plots so more people could be offered a plot. We expect to be able to make 8 additional plots with the space available. The rest of the field would be left as it is to encourage wildlife and fauna and flora. It was agreed that Cllr Byrne would write to the Chair of the Allotment Committee and ask for his ideas on developing the land. The Asset Committee will arrange a site visit in the coming weeks with the Head of Parks & Open Spaces.

628. Any Other Business

The Clerk advised Councillors about an incident the previous week regarding a member of the public who entered the Hall and was wandering around the ballroom and bar, it was only picked up on CCTV by staff in the office. The lady wasn't a risk but it highlighted the need for additional security for staff on site when the building isn't in use for events/groups, as the side door needs to be left open for people to use the community toilets. Lone working is addressed in the staff safety risk assessment, as we cannot always have 2 members of staff on site all the time. There was some discussion around this and suitable measures we could take: a door fitted at the top of the stairs with key code access, video entry system. It was decided that we would put a door bell on the side entrance and keep it locked when staff are on their own in the building. Clerk to look at a ring door bell or something similar. We will then monitor the situation and see if this has addressed the concern.

629. Date and time of next meeting – Monday 16th January 2023 at 10.30am