

**Minutes of the Assets Management Committee
Held at the Civic Hall, Uppermill on Monday 9th January 2023**

There were present: Cllr. G. Sheldon – Chairman

Cllr. B Beeley
Cllr. L. Dawson
Cllr. D. Simpson,
Cllr. P. Lord,
Mr. J Price – Finance Officer & RFO
Mr. W. Lawton – Assets Manager
Mrs. K. Allott – Clerk to the Council

630. Apologies for Absence –Cllr. P. Byrne Cllr. M Woodvine,

631. Declarations of Interest – None declared.

632. Minutes of the meeting held on 14th November 2022

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

633. Shortcut to carpark/quotes for fencing/additional lighting

Mr Lawton shared the quote received for fencing at the top of the car park. A basic 3 rail fence £625; a picket fence £825. There was some discussion around this; the consensus was that by fencing off the top of the car park to prevent pedestrians using it as a path; they would just make another path further down. To fence the whole carpark off was agreed too expensive. Another suggestion was to put some hardcore down on the existing short cut to make it safer, but that would not suit the resident who actually didn't want people walking on her land. Councillors didn't feel that SPC should pay for fencing; we are already paying for the grass to be cut even though it's not our land. The Chairman asked the Clerk to speak to the resident again and advise her that SPC are unable to cover the cost of fencing. Cllr Sheldon agreed to contact OMBC Lighting team regarding the poor lighting at the top of Leafields Close, and the public footpath leading from the top of the Civic Hall car park leading past Lea Cottages, copying in the Clerk. *(post meeting note, emails already sent and OMBC engineer to call down to have a look shortly).*

634. Budget Proposal 2023-24

The RFO shared an update on current budget and the proposal for 2023-24.

There was some discussion around the cemetery charges as they hadn't been looked at for some time. The RFO said other cemeteries are charging much more than us. It was agreed the RFO/Clerk would look into some comparisons and share at the next meeting.

There was some discussion around energy costs and the committee agreed with RFO's estimate of 3 times higher than current budget as a worst case scenario.

Cleaning costs had increased; much of this down to the SLA with Shorrocks we currently have which ends in September. The Clerk advised she will be looking at alternative providers and hopefully from September these costs will reduce.

It was also agreed that when we are no longer in a contract with Shorrocks we will be able to buy our own toilet paper and hand sanitizer dispensers which will save us money over time.

It was agreed to add 10% to the estimate for grass cutting of Dawson's Field.

It was agreed not to increase the charges for the allotments, and to use the income from it for any maintenance required.

Councillors agreed to sign off the budget with these couple of amendments and it will be shared at the Finance meeting on Thursday.

635. Update on 2022-23 budget

Covered in point 634 above.

636. Quotations for Civic Hall refurbishment

Quotes have been received and these were discussed; the consensus was it would be too expensive to do all the work this year so it was agreed to recommend to the Finance Committee that the decorating and flooring is carried out on the main entrance, front stairs and bar area only this year. After some discussion around the budget, the Committee request that this work be funded by the reserve fund.

The Clerk advised the carpets were being professionally cleaned and all woodwork and paint work cleaned down over the next couple of weeks. .

637. Quotes for general maintenance

Money has been budgeted for the health & safety priorities & reactive maintenance; replacing guttering/fascia, balcony railings, boiler door, electric hoist.

Site Manager/Clerk to get quotes for this work and bring to the next meeting.

Waiting for a quote for new LED stage lighting.

638. New phone system/upgrade of IT system

The Clerk advised that a new phone system is required for the office; the existing one is very old and for domestic use with additional handsets, no mute facility, no transfer, answer machine too basic and muffled and unclear. Plus the old analogue lines as they are being discontinued, moving to digital.

The Clerk had received quotes and recommended going with BT. By utilising the BT existing broadband line, we can have a brand new fit for purpose phone system and the costs are similar to what we are paying currently; perhaps even a small saving.

All councillors agreed to this.

The Clerk also advised Councillors that she would like them to agree to looking into the cost of upgrading our ICT system. It is at least 10 years old and nearing the end of its lifespan, it fails on occasions and caused a big problem last May/June.

If councillors agree, she will get some quotes. Councillors agreed, and Cllr Sheldon suggested he also get in touch with his ICT contact Stuart Brownlow at OMBC - for advice and support.

639. Allotment proposed extension- update

Waiting for the better weather to arrange a visit for councillors to site.

640. AOB

Cllr Knotts attended the meeting to discuss the request from the last meeting that Scouthead & Austerlands Committee and the Band Contest Committee contribute toward the upkeep of Dawson's Field. The Clerk also shared the email responses she had received from both groups. Cllr Knotts explained why they would not be able to support and also listed what contributions they have already made over the years. After some discussion it was agreed that hosting the events on Dawson's Field encourages residents to join in with community events. Councillors agreed not to proceed any further with this request. The Chairman asked the Clerk to respond to the Band Contest people with this decision.

Cllr Knotts also advised that the wall built around the field had been damaged. He stated there was no danger of the wall collapsing; just looks unsightly. He agreed to email a photo of the damage to the Clerk who would then get in touch with Highways requesting repair.

641. Date and time of next meeting – Monday 20th March 2023 @ 10.30am