

Notice of a meeting of the

Property & Facilities Committee

30th November 2022 at 7:30 pm

All Saints Room, Didcot Civic Hall



All members of the Properties & Facilities Committee are summoned to attend this meeting for the transaction of the business on the agenda.

Admission of the public and media

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960.

Reports and minutes

We add reports and minutes to our website.

Recording, photographs and filming

The press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such members of the public may be recorded or photographed during the meeting. We ask that anyone wishing to record or photograph the meeting notifies the Property & Facilities Manager before the start of the meeting.

Public participation

The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30-32 on a matter before the Committee).

Please note that participants may be required to wear a mask in the public areas. Please do not attend the meeting if you feel unwell.

At the relevant time during the meeting, the Chair will invite members of the public to present their questions and statements. To contact the Projects and Services Officer, please email – smundy@didcot.gov.uk

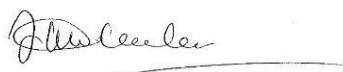
Agenda | 1

Agenda

1. To receive apologies
2. To receive declarations of interests.
Members are reminded to declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's code of conduct.
3. To agree the Minutes of the Property and Facilities Committee held on 28th September 2022 as a true record – **see attached minutes.**
4. To note the financial summary for October 2022 – **see attached paper**
5. Questions on the minutes or the accounts.
6. To note the Properties Report and consider the recommendations relating to:
 -
 - 6.4 – Installing a sink and tap at Willowbrook within reception
 - 6.5 – General repairs at Willowbrook
 - 6.6 – Improvements to the ladies' toilet flushers
 - 6.7 – DTC CCTV upgrade and requirements
 - 6.8 - Kitchen extract system clean
 - 6.9 – Willowbrook Cricket Matting
 - 6.10 – Bike shelter for Willowbrook
 - 6.11 – Bike shelter and rack for Didcot Civic Hall

see attached report

7. To consider the Property and Facilities tariff charges for 2023-2024 and the corkage policy – **see attached**
8. To note Civic Hall outstanding payments – **see attached**
9. To consider the proposed storage policy – **see attached**
10. To consider the Property and Facilities Manager Edmonds and Loyds storage container report – **see attached**
11. To consider the proposed bouncy castle policy – **see attached**
12. To note the progress report on items not on this agenda – **see attached**



Janet Wheeler
Town Clerk
Date: - 24/11/2022

Agenda | 2

Voting Committee members:

Cllr J Moody (Chair)
Cllr A Macdonald (Vice Chair)
Cllr M Khan
Cllr B Service
Cllr V Havel
Cllr A Hudson
Cllr M Mallows

Nominated Substitute Members

Cllr C Wilson
Cllr M Walsh
Cllr D Macdonald
Cllr A Dearlove

Didcot Town Council

Property and Facilities Committee Wednesday 28th September 2022 at 7.30pm All Saints Room, Didcot Civic Hall.



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

Present:

Cllr J Moody (Chair)
Cllr A Hudson
Cllr M Khan
Cllr A Dearlove
Cllr V Havel
Cllr A Macdonald
Cllr M Mallows

Officers:

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

21. Apologies

Apologies were tendered by Cllr B Service.
Cllr A Dearlove substituted.

22. Declarations of interests

No declarations were received.

23. To approve the Minutes of the meeting held on 27th July 2022

The Committee considered the draft minutes.

It was proposed by Cllr J Moody, seconded by Cllr M Khan, and **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting and noted them as such.

24. To note the financial summary for August 2022

The Committee noted the financial summary for August 2022.

25. Questions on the minutes or accounts

A discussion took place regarding the car park at the Civic Hall, and it was **AGREED** to monitor the car park usage and ensure this is robust enough, so we have good data to assess the situation to bring to the next Committee meeting in November.

26. To consider the Properties Report

The Committee considered the report.

Bar Takings and Usage

The Committee noted the bar takings and usage for the Civic Hall.

To note the Civic Hall works update

The Committee noted the works that has been completed since the last Committee meeting.

To note the replacement glasswasher purchase at Didcot Civic Hall

The Committee noted the requirements for the replacement of the glasswasher at the Civic Hall due to the current glasswasher becoming unrepairable.

It was proposed by Cllr J Moody, seconded by Cllr A Macdonald, and **RESOLVED** to approve the purchase of the replacement glasswasher from **MCFT** for **£2080.23**.

To note the replacement projector and amp in the All Saints room

The Committee noted the requirements for a replacement projector and amp with the All Saints room due to both the previous protector and amp failing. The All Saints room has the most usage of all the rooms within the Civic Hall and can not be without.

It was proposed by Cllr J Moody, seconded by Cllr A Macdonald, and **RESOLVED** to **APPROVE** the purchases replacement projector and amp from **Control Sound** for **£1200**.

To consider the Office Photocopier contract

The Committee considered the report from the P&F Manager.

It was proposed by Cllr J Moody, seconded by Cllr A Hudson, and **RESOLVED** to accept the quote from **Company B Ricoh**, for a quarterly rent of £135.82.

To consider the insulation improvement at Didcot Civic Hall

The Committee considered the report for improving the insulation within the Civic Hall. At present the areas presented do not have insulation

- Above the Bar
- Above the Northbourne room
- Above the kitchen
- Above the Main Hall storage area
- Above the office

It was proposed by Cllr J Moody, seconded by Cllr M Khan, and **RESOLVED** to accept the quote from Company A **Polar Facility Management** for **£4558.71** using budget code 1173 Green Projects.

To note and consider the energy saving action plan

The Committee noted the energy saving action plan provided by the P&S Officer. The action plan included all DTC current sites and how the DTC can look at improving the sites.

The Committee noted it was good we have something in place to work towards.

To consider the additional outside lighting

The Committee considered the proposal. The P&F Manager explained the reason for the additional lighting which will improve the lighting for the disabled parking users and improve the safety of the path leading to the Civic Hall which can be dark at night.

It was proposed by Cllr J Moody, seconded by Cllr M Mallows, and **RESOLVED** to accept the quote from **Scoop Electrical services** for **£1146+VAT** using budget code 4043 repairs and maintenance.

To consider the new catering services quote

The Committee considered the catering service quote which included services the ovens and deep cleaning of the extraction fans.

It was proposed by Cllr J Moody, seconded by Cllr M Khan, and **RESOLVED** to proceed the annual service for all the Didcot Civic Hall catering equipment and a gas safety check from **MCFT** for **£835** using budget code 4044 maintenance contracts.

To note Willowbrook update

The Committee noted the Willowbrook update.

A discussion took place on how DTC can improve the occupancy at Willowbrook and what is the current target for the usage. It was AGREED to improve usage to 35% and above.

The P&S Officer explained that St Johns Ambulance are now hiring the Function room most weeks and using Willowbrook as a trial site.

A discussion took place on how we can secure this booking long term. The P&S Officer explained there are items that St Johns Ambulance instructors have asked for such as a microwave and fridge as well as comfortable chairs. They have also asked for a better WIFI connection and possible key and alarm code so they can access the room without DTC staff unlocking the building.

Cllr J Moody asked that these items are brought to the next F&GP Committee meeting in October.

To consider replacing the rear store doors at Willowbrook Leisure Centre

The Committee considered the proposal from the P&S Officer to replace the rear store doors with either a roller shutter or a steel door as the current door is rotting away.

It was proposed by Cllr J Moody, seconded by Cllr A Macdonald, and **RESOLVED** to accept the quote from **Sprint Doors Systems** for **£2500 +VAT** for a new roller shutter door. It was agreed to proceed with adding a plug socket into the outside store from **Scoop Electrical Services** for **£352.05+VAT** so the door can be operated.

27. To consider the Property and Facilities Manager's 2023 – 24 pricing report

The Committee considered the report.

23/24 Pricing

The P&F Manager outlined DTC proposed pricing 23/24 for Didcot Civic Hall and Willowbrook. These prices included a new midnight to 8am and a slight increase in overall hall hire.

It was proposed by Cllr J Moody, seconded by Cllr M Khan, and **RESOLVED** to accept the prices from the P&F Manager for 23/24 subject to one amended on the Willowbrook prices to state the times of the off and on peak times.

VAT Status

The Committee considered the proposal, and a discussion took place on how the Council will likely deal with the changing in VAT status. The Committee discussed 3 options including absorbing the cost fully so no change the hirer, split the cost 50/50 or to charge the full additional cost to the customer.

It was proposed by Cllr J Moody, seconded by Cllr A Macdonald, and **RESOLVED to RECOMMEND** to Full Council to charge the additional cost the customer at full VAT rate.

Security

The Committee considered the proposal, and a discussion took place regarding how best to move this forward.

It was proposed by Cllr J Moody, seconded by Cllr A Hudson, and **RESOLVED to RECOMMEND** to Full Council to adopt the policy subject to amended wording as stated within the Committee meeting to remove the option for customers to bring their own security.

Corkage

A discussion took place regarding previous bookings that have hired the Civic Hall that brought in their own alcohol which resulted in the DTC staff being put into potentially unsafe position to remove the alcohol that hasn't been accounted for. Staff do not feel safe in doing this and feel it is better to offer the bar service and order in specific drinks if needed which can be invoiced or sold at the bar.

It was proposed by Cllr J Moody, seconded by Cllr M Khan, and **RESOLVED to RECOMMEND** to Full Council to remove the corkage option from hall hire as of 28th September 2022 and to update the booking form to state this.

28. To consider the Property and Facilities Manager's Fleet Meadow Trust report

The Committee noted the works required to improve Fleet Meadow and to work with the current association to get this works started.

It was proposed by Cllr J Moody, seconded by Cllr A Macdonald, and **RESOLVED** to accept the prices put forward by the P&F Manager for Fleet Meadow Community Centre for the 2023/24.

29. To consider and adopt the lost property policy

The Committee considered the policy.

It was proposed by Cllr J Moody, seconded by Cllr Hudson, and **RESOLVED to RECOMMEND** to Full Council to adopt the lost property policy.

30. To consider and adopt the DTC Loyds Pavilion and Edmonds Park cabins usage policy

The Committee considered the policy.

It was proposed by Cllr J Moody, seconded by Cllr M Khan, and **RESOLVED to RECOMMEND** to Full Council to adopt the policy with a line added to state that hirers can only access within their booking period as stated within their booking form.

31. To consider and adopt the DTC cash up procedure

The Committee considered the policy.

It was proposed by Cllr J Moody, seconded by Cllr A Hudson, and **RESOLVED** to adopt the cash up procedure.

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

The Committee noted the progress report.

Cllr J Moody has asked the following items be brought to the next meeting.

- Cycle racks at Didcot Civic Hall
- Water cooler at Willowbrook
- Fencing around the cabins at Edmonds Park

33. Exclusion of the press and public

It was **RESOLVED** to 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.

34. To consider the Property and Facilities Manager's Willowbrook tender summary and report from the Leisure Consultant

The Committee considered the reports, and a discussion took place on how best to act upon the report provide by Mulhall Leisure Consultants. Several options were presented.

It was proposed by Cllr J Moody, seconded by Cllr M Khan, and **RESOLVED to RECOMMEND** to Full Council for DTC to continue to run Willowbrook in the short to medium term and after the elections which take place in May to begin looking at restarting the tender process using Mulhall Leisure Consultants.

Meeting closed at 21:26

Signed _____ Chairman Date _____

Financial Summary

Agenda items 4

Oct-22		Income			Expenditure	
Budget Code	Description	Annual Budget	YTD Income	% of Budget	Annual Budget	YTD Expenditure
Civic Hall						
1000	Main Hall	£ 30,000.00	£ 28,043.00	93.48%		
1001	Northbourne Room	£ 5,000.00	£ 7,400.00	148.00%		
1002	Ladygrove Room	£ 20,000.00	£ 16,556.00	82.78%		
1003	All Saints Room	£ 8,000.00	£ 5,980.00	74.75%		
1004	Park Room	£ 8,000.00	£ 4,460.00	55.75%		
1005	Weddings		£ 500.00	#DIV/0!		
1006	Tickets/Event Income	£ -		N/A		
1011	Millbrook/Orchard Room	£ 2,000.00	£ 937.00	46.85%		
1020	Other Income	£ -	£ 1,213.00	#DIV/0!		
4012	Water				£ 6,000.00	£ 11,547.00
4014	Light and Heat				£ 38,000.00	£ 8,000.00
4015	Cleaning				£ 25,000.00	£ 16,200.00
4016	Uniform				£ 1,000.00	£ 250.00
4018	Waste Disposal				£ 3,000.00	£ 1,879.00
4043	Repairs and Maintenance				£ 15,000.00	£ 30,053.00
4044	Maintenance Contracts				£ 15,000.00	£ 12,077.00
Central Administration						
1121	Telephone and Internet				£ 4,000.00	£ 1,559.00
1127	Alarm Maintenance				£ 160.00	
1173	Green Projects				£ 10,000.00	£ 2,951.00
Capital and Projects						
1940	Building Maintenance				£ 10,000.00	£ -
1947	Office Equipment and Furniture				£ 1,000.00	£ -
Community Centre Support						
1769	Willowbrook Income	£ 40,000.00	£ 25,707.00	64.27%		
32581	Grant Received		£ 15,299.00			
32587	CIL S106 income		£ 405.00			
1710	Willowbrook Business Rates				£0.00	£ 29,286.00
1764	Consultancy				£ 10,000.00	£ 10,000.00
1766	Utilities				£ 25,000.00	£ 28,984.00
1767	Willowbrook Site Maintenance				£ 10,000.00	£ 30,631.00
Totals		£ 73,000.00	£ 65,089.00	89.16%	£ 127,000.00	£ 151,180.00

Didcot Town Council

Property and Facilities Committee

Properties Report

28th November 2022



Report author: Nick White and Stuart Mundy

The below have been ordered in priority, based on legal requirements and H&S concerns.

1. To note the Civic Hall bar takings and usage

Bar

September Takings: **£1066**

October Takings: **£1106**

Civic Hall Usage

September Utilisation: **31.65%** for all spaces, **MH 40.41%**

October Utilisation: **26.70%** for all spaces, **MH 26.695 %** (Half Term)

April to End of October Average **23.97%** all Spaces, **MH 38.72%**

2. To note the Civic Hall works update

The following items have been completed since the last Committee meeting at the Civic Hall on 28th September 2022

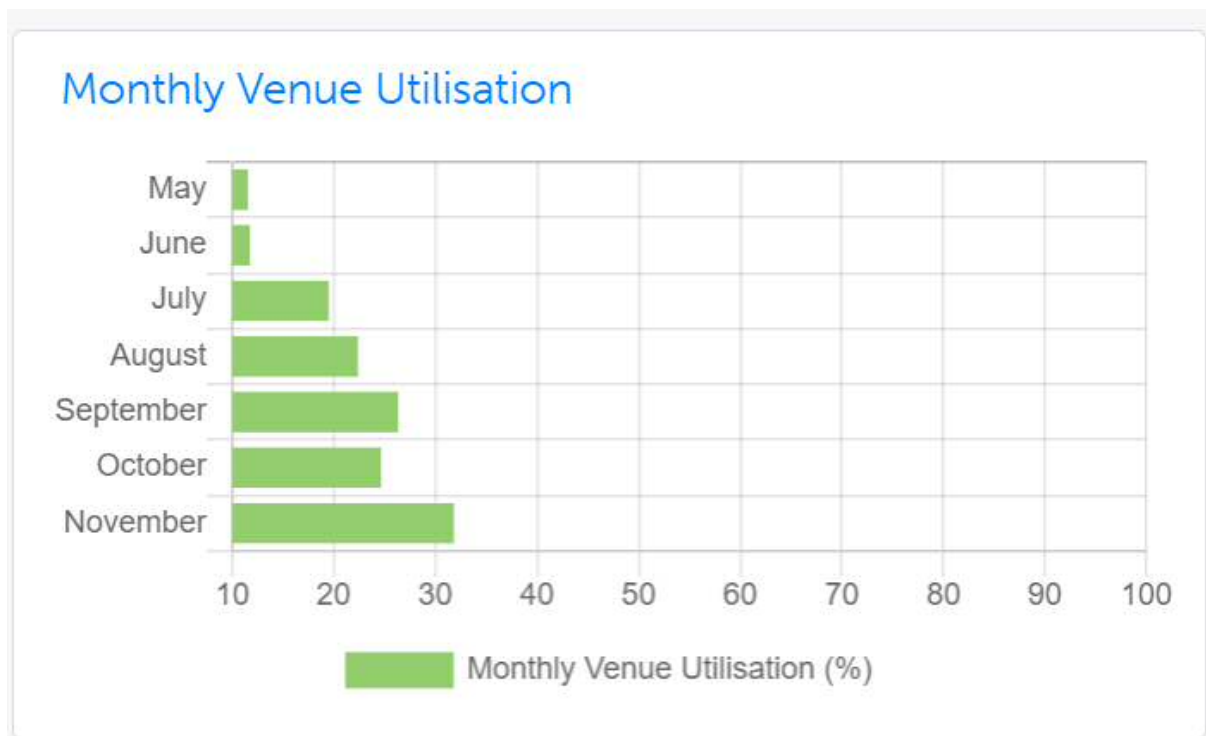
- Glasswasher has been installed and working well
- The All-Saints projector and amp have been installed
- Additional lighting to the outside of the Civic Hall on the wall
- PIR has been added to the corridor to Northbourne
- Main hall sound system and conference rack serviced.
- Civic Hall Solar Panel install completed

The following has a PO sent and awaiting install

- Photocopier has been ordered awaiting delivery
- Insulation has been ordered and awaiting install to all areas
- Catering equipment service

3. To note the Willowbrook update

Please see picture of the current utilisation at Willowbrook



Willowbrook usage has seen an increase in November as we have now taken on additional bookings on a Monday and a Thursday night. These are for football and netball.

New bookings taken

- North Moreton FC
- Boundary Park Netball
- Ladygrove School are now booked in on Thursdays until Spring
- Sport in mind – increased sessions
- Badminton booking every Friday evening

The online booking system has also generated more bookings, but we still need to increase this function.

St John Ambulance (SJA) have continued to hire the function room, and this is still working well for both DTC and SJA and have spoken to the area manager. He is keen for Didcot to continue as a full SJA venue. At present it is between the Wantage venue and Willowbrook. SJA are keeping an eye on numbers and are keeping me informed.

I have also spoken about what else we can provide to secure this booking. They have all they need at present.

September – 7 bookings

October – 7 bookings

November – 13 bookings

December – 6 bookings

Total income £4768.50

We have the following already booked in until February when the 6months trial periods ends.

January – 8 bookings

February – 9 bookings

Total income due for future is £2456.50

4. To consider installing a sink and tap at Willowbrook within reception

There is a need for a providing drinking water for our customers and staff at Willowbrook without using the kitchen. On review of Willowbrook we exisiting pipework for a Direct Feed (Mains) water cooler by the kitchen. We have asked if we can attach a sink onto the exisiting unit by the kitchen in the reception area with a large bottle tap only. By providing this sink and bottle tap to the unit we reduce the risk of customers going into the kitchen to fill up there water bottles.

We have considered a water cooler but felt the overall cost including sanisting and changing the filter would cost more than fitting a permanent sink and tap.

Company A	£588+VAT
Company B	£520+VAT
Company C	£430+VAT

Recommedation

The officers are seeking approval from the Committee to proceed with Company B. This will support the need of providing drinking water for the customers at Willowbrook.

5. To consider general repairs at Willowbrook

From the Willowbrook Fire Risk Assessment taken place in November 2020 some doors have been noted as a fire risk. Many doors are not closing properly, and 1 door has split due to usage. To comply with the Fire regulations, we need to bring these doors up to the correct standard by replacing hinges and some of the fire seals. The door guards are also in a poor state of repairs and require replacing.

From the LED lighting change, we also required the ceilings in the changing rooms, function room and outdoor changing rooms to be painted due to the different size of lighting fitting which have been fitted.

We have contacted 2 local handmen to provide quotes for the above works.

Company A

DESCRIPTION	AMOUNT
WILLOWBROOK LEISURE CENTRE	0.00
Repairs to fire doors & Ceilings	
Materials; Hinges, Closures, Finger guards & Painting materials. fire door ass. Fire door Blanks x2 shoot guards x2 shoot end guide x2, repair outside fire door in main hall (screws showing through).	1,120.00
Labour	2,350.00
Total	£3,470.00

Company B

Area	Item	Labour	Materials	Total
Various	Fingerguards for internal doors (allowed for 15)	£ 168.78	£ 500.00	£ 668.78
Main Office	Door catching on new flooring	£ 56.26	£ -	£ 56.26
Disabled WC	Door catching on frame - 2 engineers required due to weight of door, fill hole from old lock with fire rated wood filler	£ 112.52	£ 31.00	£ 143.52
Kitchen	Make good ceiling around new lights and adjust door closer	£ 84.39	£ 10.00	£ 94.39
Café	Make good ceiling around new lights	£ 56.26	£ 7.50	£ 63.76
Mens Changing Room	Make good ceiling around new lights and replace door hinges	£ 84.39	£ 30.00	£ 114.39
Disabed Shower	Make good ceiling around new lights and replace door hinges	£ 56.26	£ 25.00	£ 81.26
Main Gym	Make good ceiling around new lights	£ 84.39	£ 15.00	£ 99.39
Main Gym	Adjust fire exit door onto field as daylight can be seen and it doesn't seem very secure, fit new hinges	£ 168.78	£ 15.00	£ 183.78
Ladies Changing Room	Make good ceiling around new lights and replace door hinges and adjust door closer	£ 84.39	£ 30.00	£ 114.39
Sports Hall Entrance Door Hinges	Replace 9no hinges	£ 112.52	£ 45.00	£ 157.52
Sports Hall	Replace damage door opposite Studio 2 - matched as close as possible, this one has 4 small windows instead of 3 and is FD30	£ 225.04	£ 475.00	£ 700.04
Corridor	Replace hinges	£ 112.52	£ 30.00	£ 142.52
Corridor	Replace closer in end door by function room - dorma concealed closer (like for like replacement)	£ 84.39	£ 215.00	£ 299.39
Function Room	Make good ceiling around new lights	£ 168.78	£ 45.00	£ 213.78
Kitchen	Replace 3no georgian wire glass panels and trim - no material cost if we re-use the ones from the other door being replaced	£ 56.26	£ 351.00	£ 407.26
Studio	Repair 2no store doors - replace the LHS door on each side and cover with MDF	£ 450.08	£ 500.00	£ 950.08
Outdoor Change	Make good ceiling around new lights	£ 225.04	£ 45.00	£ 270.04
Stationary Cupboard	Apply fire rated foam / sealant to the opening where the cables come through the ceiling providing a minimum fire rating of 30 mins	£ 56.26	£ 40.00	£ 96.26
Sports Hall	Replace push bar on double exit doors - once we know the existing manufacturer we might be able to replace individual parts so this cost would be worse case scenario	£ 112.52	£ 135.00	£ 247.52
Sports Hall	Replace damaged pull handle on store door	£ 56.26	£ 20.00	£ 76.26
TOTAL (excl. VAT)				£5,180.59

Recommendations

The officers are seeking approval from the Committee to go ahead with the quote from Company A. We would also like delegated powers to ask the chosen contractor to add stronger hinges and star keys to all doors which currently cannot be locked within the building.

Budget code: - 1767 Willowbrook Site Maintenance.

Financial Implications

It's our legal responsibility to ensure fire doors are kept in safe and working order.

- If the worst-case scenario happens and the building has a fire, we could lose a majority of the building due to the gaps in doors or seals failed.

Legal implications

From the Fire Risk Assessment these doors need to be up to standard and since Grenfell Tower fire doors are under one of the main parts of this report for action points. We may need to look at adding a fire door inspection to our PPM for an annual inspection to ensure all doors within the DTC building profile are up to standard and checked by an approved contractor.

6. To consider improvements to the ladies' toilets- Flushers

Background

We have had to have a drain clearing company out 3 times in the past 6 months to the ladies' toilets due to blockages etc. It appears the cause is that the cisterns are mounted too low, meaning that the flush capacity isn't powerful enough to always clear the blockages, the flush pipe is also a tight 90 bend. This problem has developed as over the years as the piping becomes more calcified and it will continue to get worse.

The average callout price for the drain clearers is £100+vat

Actions

The first plan of action is to raise the cistern heights by approximately 3-4 inches and allowing the fitment of smoother bend. The combined additional fall height and smoother bend will allow for a more powerful flush and the waste to be removed more efficiently.

The cost for these works is.

Please find below our costs to adjust the cisterns to all ladies WC's:

Item	Cost
Labour	£450.00
Materials	£300.00
TOTAL	£750.00

Recommendation.

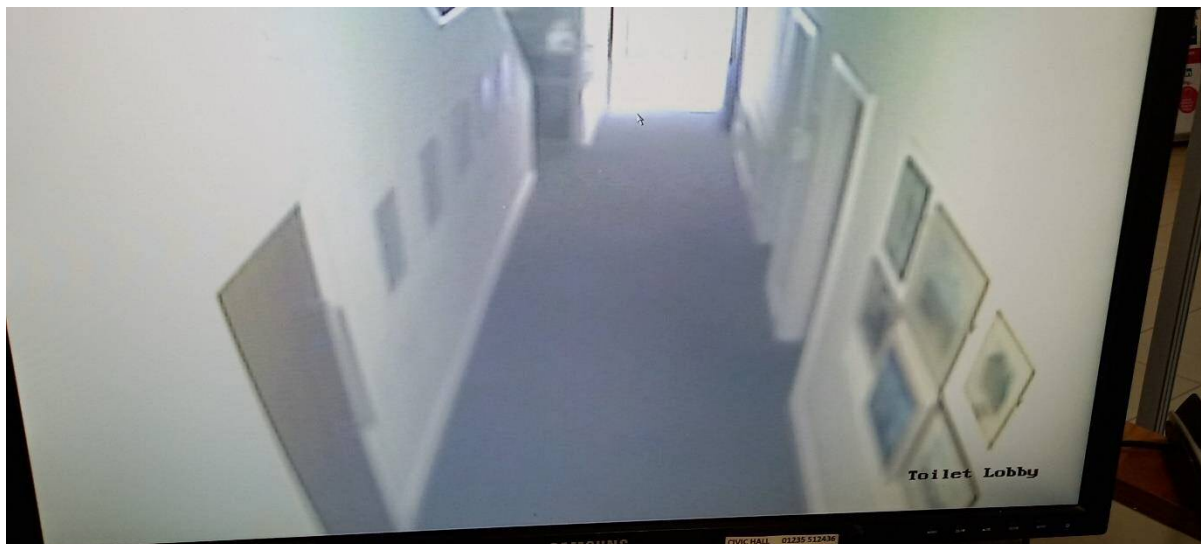
The officers are seeking approval from the Committee to proceed with these works asap from budget code 4043

7. To consider the DTC CCTV requirements - Upgrades and Repairs

The council would like to improve the safety of staff and protection of its properties by the installation of new CCTV systems and repair of existing CCTV at the Civic Hall.

Civic Hall CCTV Repair

The Civic Hall System is an older Analogue system, which is fine but there are several cameras that need replacing.





Quote Summary

Company A	£1124.95
Company B	£1405.00

Quote Details

Company A

CCTV Repair - Civic Hall	Quantity	UNIT	TOTAL
5MP Varifocal Turret Camera (analogue)	3	£ 73.65	£ 220.95
Camera backbox	3	£ 18.00	£ 54.00
Installation setup and configuration	1	£ 455.00	£ 455.00
Cherry picker hire for above	1	£ 395.00	£ 395.00
Total (excluding VAT)			£ 1,124.95

Company B

DIDCOT CIVIC HALL – CCTV REPLACEMENT CAMERA

To replace the three cameras as indicated

- Three Hik vision turbo analogue addressable cameras
- Three camera back boxes
- One mobile elevated platform
- Set up / commissioning

Total cost of the above listed, supplied & installed:

£1,405.00+VAT

Willowbrook CCTV Install

There Currently is no system in place here, it will cover the entrance, Bike racks, Reception, and the Function Room entrance. Initially only 4 Cameras but will be expandable up to 8 Cameras if need in the future.

Quote Summary

Company A	£2520.96
Company B	£2160.00

Quote Detail

Company A

Willowbrook Leisure Centre - 4 Camera System	Quantity	UNIT	TOTAL
Fixed turret camara (IP) in corner above reception	1	£ 115.74	£ 115.74
Fixed turret camara (IP) outside office covering bike rack	1	£ 115.74	£ 115.74
Fixed turret camara (IP) outside main entrance	1	£ 115.74	£ 115.74
Fixed turret camara (IP) outside covering duction room door	1	£ 115.74	£ 115.74
Camera backbox	4	£ 18.00	£ 72.00
CCTV recorder for up to 8 cameras and 30 days motion activated recording	1	£ 478.50	£ 478.50
22" screen for above	1	£ 180.00	£ 180.00
Cat5 cable, containment and materials	2	£ 95.00	£ 190.00
A3 warning sign	2	£ -	£ -
Installation, cabling, setup and configuration	2.5	£ 455.00	£ 1,137.50
Total (excluding VAT)			£ 2,520.96

Company B

WILLOW BROOK LEISURE CENTRE – NEW CCTV SYSTEM

To supply, commission and install

- Four IP POE MP low light turret camera fixed lens 2.8mm lens
- Four camera back boxes
- One NVR 8 channel
- One two terabyte memory
- One LED HD 22inch monitor
- One HDMI Lead
- One CCTV signage
- One installation
- One materials (fixing, cable etc)
- One set up & commissioning

Total cost of the above listed, supplied & installed:

£2,160.00+VAT

Outdoor Services Building

This is to protect the Outdoor Services Team, equipment and the buildings.

Quote Summary

Company A	£1751.98
Company B	£1260.00

Quote Detail

Company A

Outdoor services building - 2 Camera System	Quantity	UNIT	TOTAL
Fixed turret camera (IP) to cover front of building (ext)	1	£ 115.74	£ 115.74
Fixed turret camera (IP) located above lockers (int)	1	£ 115.74	£ 115.74
Camera backbox	2	£ 18.00	£ 36.00
CCTV recorder for up to 4 cameras and 30 days motion activated recording	1	£ 432.00	£ 432.00
22" screen for above	1	£ 180.00	£ 180.00
Corner shelf as discussed	1	£ 95.00	£ 95.00
Cat5 cable, containment and materials	1	£ 95.00	£ 95.00
A3 warning sign	1	£ -	£ -
Installation, cabling, setup and configuration	1.5	£ 455.00	£ 682.50
Total (excluding VAT)			£ 1,751.98

Company B

OUTDOOR SERVICES – NEW CCTV SYSTEM

- Two IP POE low light turret camera fixed lens 2.8mm lens
- Two camera back boxes
- One NVR 8 channel
- One two terabyte memory
- One LED HD 22inch monitor
- One HDMI Lead
- One CCTV signage
- One materials (fixing, cable etc)
- Set up & commissioning

Total cost of the above listed, supplied & installed: £1,260.00+VAT

Recommendation

The officer recommendation is to go with Company **A** for the Civic Hall from 4043 and Company **B** for the Outdoor Services Building 3155 and Willowbrook leisure Centre 1767.

8. To consider the kitchen extract system clean at Civic Hall

Background

There is a legal requirement under the Workplace Regulations 1992, Gas Safety Regulations 1998 and the Health and Safety at Work Act 1974 to provide adequate and safe ventilation in workplaces and kitchens. This includes managing the fire risk of the system. Meaning there is a requirement to keep the system clean and free of combustible material, this is called the BESA TR19 standards.

The Kitchen hasn't really been used in the past 18 months for large scale commercial catering, but there is no recording cleaning completed.

Action Required.

We need to clean the system at appropriate periods to comply with these regulations.

Each quote will provide:

- Before and after photos
- A Schematic of the system
- Test locations
- TR19 Certificate.

Company	Cost (ex Vat)
Company A	£792.00
Company B	No Quote Returned
Company C	No Quote Returned

Recommendation

The officers are seeking approval from the Committee to proceed with Company A. This will ensure that we comply with the laws and regulations as above and complete an item from the Fire Risk Assessment.

9. To consider purchasing a new cricket mat at Willowbrook

We have a new booking starting in February at Willowbrook that requires the use of the cricket netting and matting within the sports hall. At present we only have one cricket mat and require two.

Please see quotes below for a purchase of a new cricket mat

Company A -

Stock Code	Description	Qty	Unit	Unit Price	Total
CRK/009/MAT	CRICKET MAT - CARPET SURFACE 9M LONG	1.00	EACH	611.75	611.75

Company B –

Item Name	Price	Qty	Item Total	Select Y / N
Supply only green cricket matting standard backing 9 mtr	£855.00	1	£855.00	
Carriage	£45.00	1	£0.00	

We are requiring a 9m mat to allow a regular booking to take place at the Willowbrook Leisure Centre.

Recommendations

The officers are seeking approval from the Committee to proceed with an order through Company A for £611.75 using budget code 1767 Willowbrook maintenance.

10. To consider bike shelter for Willowbrook

There is a need to cover the cycle racks at Willowbrook. The bike rack is open to the elements, and this will put people off cycling to the site, if they know their bikes will get wet. We want to encourage more people to cycle to DTC facilities by providing a shelter. DTC want to show our sustainable approach to the climate, and this will only strengthen this.

The Projects and Services Officer has looked around the web to see the best options. The 2 options below will provide the adequate shelter to the bikes.

Option 1 - Newcastle Junior Cycle Shelter



Cost £1361+VAT for a 4100mm shelter

Features

- Robust Modular Construction Featuring Load Bearing Purlins
- Welded End Frames and Purlin Section Made From Heavy-Duty Box Section Assembled with Anti-Tamper High Strength Bolts
- Anti-Climb End Frames
- Adjustable Baseplates
- Hot Dipped Galvanized to BS EN ISO 1461:2009
- 5mm Clear View PETg UV Roof Cladding
- Breeam Compliant Configurations

Guarantees, Warranties, Design-Life and Life-Expectancies

- 25 year structural guarantee*
- 34 year (min) life expectancy for Hot Dip Galvanizing
- 8-10 year life expectancy on standard powder coatings
- 10-15 year life expectancy on Duplex (Zinc Coated) powder coatings
- 10 years' manufacturers guarantees* on cladding material(s)
- 10 years' warranty* on material (only)
- 12 months' warranty* on parts & labour

**Maintenance and other qualifying criteria apply*

We will ask the Outdoor Team to install but if we require installation this will be an added cost.

Option 2 - Littleborough Cycle Shelter



Cost £1672+VAT for 4100mm shelter

Features

- Polycarbonate End Panels Included.
- Robust modular construction featuring load bearing purlins.
- Welded end frames and purlin section made from heavy-duty box section assembled with anti-tamper high strength bolts.
- Anti-climb end frames.
- Adjustable base plates.
- Hot dipped galvanized to BS EN ISO 1461:2009
- 4mm ClearView PETg UV roof and side cladding (5mm also available)
- Breeam Compliant Configurations

Guarantees, Warranties, Design-Life and Life-Expectancies

- 25 year structural guarantee*
- 34 year (min) life expectancy for Hot Dip Galvanizing
- 8-10 year life expectancy on standard powder coatings
- 10-15 year life expectancy on Duplex (Zinc Coated) powder coatings
- 10 years' manufacturers guarantees* on cladding material(s)
- 10 years' warranty* on material (only)
- 12 months' warranty* on parts & labour

**Maintenance and other qualifying criteria apply*

We will ask the Outdoor Team to install but if we require installation this will be an added cost.

Recommendation

The officers are seeking approval from the Committee to purchase option 1. From Budget Code 1173 Green projects

11. To Consider providing a new shelter bike rack at Didcot Civic Hall

We have looked at options for a bike shelter for the Civic Hall and we do not think we can fit a shelter in the space provided for the current bike racks unless we bespoke something against the wall to the Council Offices. This may not look great and have researched options for taking up a car park space.

At present if it rains all bikes will get wet and this will could stop potential users of the Civic Hall that would like to use a sustainable method of transport from accessing the facilities. By providing shelter we hope to attract more users in a sustainable way to use the facilities.

The officers have included the following options for Councillors discussions.

Option 1 Blok A – Cycle Shelter



Cost with 5 hoops (bike racks) £4,128+VAT

Product Information

Cantilevered modular FSC® (FSC-C122338) timber clad cycle shelter with galvanized steel frames. The Blox A cycle shelter is a timber and steel framed shelter which is available for 10 or 12 cycles. This shelter can also provide a multi purpose solution for different eventualities inclusive of but not limited to hand washing stations and more.

Features

- Modular galvanized shelter frame with Colorcoat roof
- A variety of hardwood and softwood timbers are available
- Open front entrance

Guarantees, Warranties, Design-Life and Life-Expectancies

- 25 year structural guarantee*
- 34 year (min) life expectancy for Hot Dip Galvanizing
- 8-10 year life expectancy on standard powder coatings
- 10-15 year life expectancy on Duplex (Zinc Coated) powder coatings
- 10 years' manufacturers guarantees* on cladding material(s)
- 10 years' warranty* on material (only)
- 12 months' warranty* on parts & labour

**Maintenance and other qualifying criteria apply*

Benefits

- This option provides not only shelter from rain but from wind.
- Sides offer more security

Weaknesses

- Expensive

Option 2 - Sovereign Cycle Shelter



Cost with 5 hoops (bike racks) £2209.09+VAT

Features

- Robust Modular Construction
- Load bearing purlins
- Welded end frames
- Made from heavy-duty mild steel circular section
- Anti-climb end frames
- Adjustable baseplates
- Hot Dipped Galvanized to BS EN ISO 1461:2009
- Weather resistant cladding

Guarantees, Warranties, Design-Life and Life-Expectancies

- 25 year structural guarantee*
- 34 year (min) life expectancy for Hot Dip Galvanizing
- 8-10 year life expectancy on standard powder coatings
- 10-15 year life expectancy on Duplex (Zinc Coated) powder coatings
- 10 years' manufacturers guarantees* on cladding material(s)
- 10 years' warranty* on material (only)
- 12 months' warranty* on parts & labour

**Maintenance and other qualifying criteria apply*

Benefits

- Cheaper option

Weaknesses

- No protection from wind
- Visually doesn't look great

Recommendations

The officers are seeking approval from the Committee to proceed with option 1 using budget code 1173 Green Projects.

Didcot Town Council

Property and Facilities Committee

Pricing Report

28th September 2022

Report author: Nick White



All prices shown are able to have the Council ratified discount scheme applied.

Extract from ratified document.

- 10% for local business when they book more than 6 bookings;
- 15% for local business when they book more than 12 bookings;
- 20% for local community groups (**NON PROFITABLE**);
- 30% for registered charities;
- Town Council **free** usage of the Civic Hall;

Current Prices

Civic Hall (Ex Vat)

ROOM	SIZE	8AM – 6PM RATE	6PM – 12AM RATE	WEEKEND AND BANK HOLIDAY RATE
MAIN HALL	275m ² (Octagon)	£26 p/h	£30 p/h	£42 p/h
LADYGROVE ROOM	115m ² (Rectangular)	£22.50 p/h	£24 p/h	£28 p/h
NORTHBOURNE ROOM	71m ² (Trapezoid)	£20.50 p/h	£21.50 p/h	£26 p/h
ALL SAINTS ROOM	66m ² (Square)	£19.5 p/h	£20.50 p/h	£25 p/h
PARK ROOM	24m ² (Square)	£12 p/h	£13 p/h	£15 p/h
ORCHARD ROOM	6m ² (Square)	£10 p/h	£11 p/h	£13 p/h

Willowbrook

Space	Day Time 8am – 4pm	Evening and Weekend
Main hall	£35	£40
Half hall	£18	£22
Court	£10	£12
Studio 1	£15	£20
Studio 2	£8	£10
Studio 3	£15	£20
Function Space	£15	£20
Kitchen	£5	£10
Whole Centre (exclusive use)	£90	£115

Proposed Prices**Civic Hall Proposed (ex Vat)**

ROOM	SIZE	8AM – 6PM RATE	6PM – 12AM RATE	Midnight – 8am	W/E AND B/H RATE
MAIN HALL	275m ² (Octagon)	£28 p/h	£32 p/h	£90 P/H	£42 p/h
LADYGROVE ROOM	115m ² (Rectangular)	£25 p/h	£28 p/h	£50 p/h	£28 p/h
NORTHBOURNE ROOM	71m ² (Trapezoid)	£22 p/h	£23 p/h	£50 p/h	£26 p/h
ALL SAINTS ROOM	66m ² (Square)	£20 p/h	£21 p/h	£40 p/h	£25 p/h
PARK ROOM	24m ² (Square)	£12 p/h	£13 p/h	£26 p/h	£15 p/h
ORCHARD ROOM	6m ² (Square)	£10 p/h	£11 p/h	£22 p/h	£13 p/h
Event Package, Main Hall, Northbourne, Bar, kitchen		£60 p/h (£11 P/H Saving)	£65 P/H (£10 per hour Saving)	£130 per hour	£75 p/h (£15 per hour saving)

Willowbrook proposed

Space	Day Time 8am – 4pm	Evening and Weekend
Main hall	£40	£50
Half hall	£22	£30
Court	£12	£15
Studio 1	£20	£25
Studio 2	£10	£15
Studio 3	£20	£25
Function Space	£15	£25
Kitchen	£10	£12
Whole Centre (exclusive use)	£125	£150

Recommendation

To agree and implement these price changes from April 1st 2023

Civic Hall – Change in Vat Status

The Civic Hall will very likely be Vatable for all the products and services from April 2023.

With this in mind we need to decide the approach this regarding the prices charged to the customers.

We have 3 options

- 1) Absorb the cost fully
- 2) Split the cost 50/50
- 3) Charge the full additional cost to the customer

Please see the example of the impact of these options on the cost of the Main Hall and Ladygrove Room at the Weekends.

	NEW PRICE (ABSORB COST)	50% VAT	ALL VAT
MAIN HALL	£42ph	£46.20	£50.4
LADYGROVE	£28ph	£30.80	£33.60

Justification

The Civic Hall is getting busier and we held the prices last year to support the community. Unfortunately, with the ever-increasing operating costs it is essential that we try to minimise the impact to the Council.

Recommendation

I believe we should split the cost this year, between ourselves and the customer and next year pass all on to the customer.

Security

Background

We need to ensure under Duty of Care legislation that we are protecting our staff at larger booking from violence and aggression, DTC have had a couple of situations at events when this has occurred.

Proposed

We utilise an approved SIA individual.

We have used one who works locally and does a good job. He costs £20 an hour.

I propose adding the following text to all booking forms:

Didcot Town Council takes the safety and security of it's staff and guests seriously, as a result if the Officers of the council deem that your event requires an SIA approved member of staff to work, you will be notified during the booking process and charged £25 Ex vat per hour for this individual.

Recommendation

That the committee agrees to adopt this policy and wording with immediate effect.

Corkage

Background

Didcot Civic Hall has had an informal policy on corkage that hasn't been written down anywhere or was consistent.

This has continued as we have come out of the Covid Pandemic but has raised numerous issues and places our staff into potential conflict situations with users.

The council has a legal obligation to ensure no one is dangerously intoxicated on site currently as a licenced premise we would struggle to meet its legal obligations around the consumption of alcohol.

Bookers have in the past brought large amounts of bottle fizzy and huge amounts of disposable cups etc and have expected use to get rid of the waste from this. They also expect us to provide the appropriate glasses and plastic cups... Which usually get broken.

Proposal

Add a paragraph in to the booking form that states that we offer no corkage, and no alcohol or soft drinks may be brought on site for consumption for guests. The Exception would be soft drinks for a child's birthday party or water.

Also, if a booking hires an Urn then we will allow them to bring in the items to make hot drinks. We would also retain the right to vary this rule based on the needs of the Centre.

Didcot Town Council operates a strict no external alcohol or drinks policy. We do not offer a Corkage rate for drinks to be brought in.

Anyone found with brought in drinks will be asked to hand over the alcohol which they can collect when they leave or leave the Didcot Town Councils property.

Actions if Agreed

If these are all agreed, then we will send out an updated booking form and Booking policy to all regular bookers so they are aware of the price and policy changes. The Website will also be updated to reflect these changes.

Didcot Town Council

Property and Facilities Committee Outstanding Payments

28th November 2022

Report author: Nick White and Stuart Mundy



Payment Process

We invoice our customers a month or more in advance unless they book at short notice. This means that 95% of all November's outstanding invoices are actually December and beyond bookings

October's invoices are mainly for November and December.

We chase prior to booking for payment, thou organisations such as County and District councils, NHS and many charities will not pay in advance as it breaches their payment guidance.

Outstanding Invoices

The report shows that currently there are **£26051.13** thou this is amount is a specific snapshot and is out of date the moment the report is raised.

The largest amount is **£16109.32** That was raised to cover the OCC Verge cutting contract, this was raised around the day the money was received and doesn't link with the payment as it is on a different income stream, It needs to be credited off as raised in error.

This results in the outstanding Debts at the time the outstanding balances report was run is **£9941.81**. Since this was raised payments have been received and invoices raised.

Individual Suppliers with Outstanding Debt

Supplier	Listed on Reports	Payments Received	Outstanding	Note
Age UK	-£ 18.20		-£ 18.20	Overpaid
Amy Sulliman	£ 739.12	£ 475.88	£ 263.24	NHS Payment Delays
Didcot Community Partnership	£ 120.60		£ 120.60	Chased- Write off- Banned from future use

Agenda item 8

Mini first Aid, Jade Morris	£	61.50		£	61.50	Chased- Write off- Banned from future use	
Kingwood	-£	88.24		-£	88.24	overpaid	
LFA	£	480.00	£	480.00	£	-	Paid
London Jewellery	£	184.50	£	184.50	£	-	Paid
Laura Peacock	£	503.40	£	499.80	£	3.60	Nov invoice for December
Val Kir	£	180.75			£	180.75	Raised in Error - to be credited
Jane hoskins	£	168.00			£	168.00	Nov invoice for December
Oxford Diocese	-£	59.00			-£	59.00	Overpaid
Kay Russell	£	116.10			£	116.10	Nov invoice for December
Oxford Recovery Collage	£	122.84			£	122.84	Booking end of November, Payment Chased
Quakers	£	76.50	£	76.50	£	-	Paid
Railway Correspondence	£	48.75	£	48.75	£	-	Paid
Riverside	£	2,547.80	£	2,547.80	£	-	Paid
Styleacre	£	298.09			£	298.09	investigating
Silverslipper	£	275.34	£	137.67	£	137.67	investigating - pending SO reconciliation
Tissue Viability Service	£	104.85			£	104.85	Payment Pending
Thames Valley Initiative	£	599.61			£	599.61	Chased, Future Booking on hold, payment Due
Solanki Party - Cancelled	-£	9.07			-£	9.07	Difference to be credited off as Error
WI	£	44.40	£	44.40	£	-	Paid
Active Oxfordshire	-£	72.80			-£	72.80	
Adopt Thames Valley	£	486.35			£	486.35	Chased, Resent with new PO, Payment pending
Aureus School	£	391.85	£	391.85	£	-	Paid
Clare Back -OCC	£	837.00			£	837.00	OCC- Slow payment
Didcot Speakers	£	119.29			£	119.29	Chased
Didcot Town Youth	£	240.00	£	240.00	£	-	Paid
Didcot U3A	£	22.08			£	22.08	

Agenda item 8

GLL	£ 194.68		£ 194.68	Chased
GW Railway	£ 54.75		£ 54.75	Due end of month
Joanne Allmod	£ 15.00		£ 15.00	
Latine Pulse	-£ 12.75		-£ 12.75	Overpaid
Lyon Party	£ 134.95		£ 134.95	Party in December, Payment due 8/12
Toni marsh	£ 151.88		£ 151.88	OCC Payment issues
Abingdon mind	£ 30.29		£ 30.29	Chased
OCC Highways	£ 16,109.32		£ 16,109.32	Raised in Error - to be credited
Sen Team OCC	£ 7.10		£ 7.10	
Oxford WI	£ 105.00	£ 105.00	£ -	Paid
Pheonix Drama	£ 6.75	£ 6.75	£ -	Paid
Richard Griffin	£ 60.00	£ 60.00	£ -	Paid
Ryan Bradley	£ 142.85		£ 142.85	OCC Payment Issues
Steve SODC	£ 146.00		£ 146.00	Payment Pending
Child Ed OCC	£ 594.90		£ 594.90	Resent with updated PO, OCC Issues
Megan Phelps	£ 78.00		£ 78.00	Chased
Terrence Higgins	£ 7.00		£ 7.00	
Wynters Wish	£ 182.00		£ 182.00	Payment sent
			£ -	
			£ -	
			£ -	
	£ 26,789.19		£ 21,230.23	

Actual Outstanding debt £21230.23

Debts to be credited £16290.07

Remaining Outstanding **£5000.16**

Payment issues

There are several reasons why the Outstanding Balances report is often behind

- Some payments are by cheque and take a while to show in the account.
- HR Support is every 2-3 weeks so individuals accounts cannot be reconciled very often

There are also difficulties in working with some of the Customers, in the way they process invoices.

For example one customer requires a cost on headed paper with all the bank details to raise a PO, they will not pay without a PO.

Both the NHS and OCC including organisations funded by them will not pay without a PO, but also will not pay in advance, they will only pay in arrears.

Didcot Town Council



Storage Policy

Reviewed by Finance and General Purposes
Reviewed by Properties and Facilities Committee
Ratified by Full Council on
Next review date:

Introduction

There have been several requests to store items at the Civic Hall. This policy is to define what can and cannot be stored at the Civic Hall and the cost for the space associated with it. It also outlines where the responsibility lies for the items stored.

Space Charge

The cost is £10 (+vat where applicable) per storage space/slot per month.

Space size

- Each slot has a maximum dimension of 40cm Wide by 50cm deep and 45cm tall

Prohibited Items

- Electrical Items
- Alcohol
- Food
- Drink
- Batteries
- Fire Works
- Flammable materials and liquids

Container

- Must be an enclosed plastic container
- Clear containers only.

Requirements / Responsibility

- You must provide your own storage boxes.
- You must provide a list of what is stored in your storage boxes
 - One copy taped to box
 - One digital copy provided to the Council offices.
- You must provide you own insurance for the items stored, including liability; a copy must be provided.
 - Didcot Town Council will have no liability, financial or otherwise for any stored items.
- DTC takes no responsibility for items stored on site under this policy.
- If it is discovered that any prohibited items are stored, users will have 24 hours to remove it from site or the storage rights will be removed. 3 strikes and storage rights permanently removed
- Failure to pay in advance will result in items being removed from the Civic Hall and either disposed or given to a Charity Shop. Users will have 24 hours to rectify the outstanding bill and 3 Strikes results in permanent removal of the right of storage.

Policy Review Strategy

This procedure should be reviewed after any legislation change, incident or every 2 years.

Next review date: 27/11/2024

Didcot Town Council

Property and Facilities Committee

Container Report

28th November 2022

Report author: Nick White and Stuart Mundy



The below have been ordered in priority, based on legal requirements and H&S concerns.

1. Background

The Didcot Town Youth and Didcot Casuals football clubs have been storing equipment in the changing and toilet facilities, preventing the space from being used for their intended purposes, or by other community groups and events.

2. Options

There are several options to help the clubs move forward:

- A. The clubs buy their own container and rent the land from us at peppercorn rates (to be confirmed)
- B. The Town Council buy containers and rent them back to the clubs (ROI 4-5 years)

Option A would require the Council to create a short-term licence to occupy agreement for the land (max 2 years).

3. Option B

Option B has two sub options.

1. Buy two used (nearly new) shipping containers
2. Buy two flat pack dedicated storage units

1. Pros and Cons:

Pros

- Extremely strong and secure
- Good longevity
- Cost efficient

Cons

- Difficult to move and relocate
- Difficult to confirm actual condition until onsite
- Not purpose built
- Cannot be installed on to Edmonds until summer due to grass

2. Pros and Cons:

Pros

- Purpose designed
- Great quality
- Easy to erect and relocate

Cons

- More expensive

Option 1 - Costs



Supplier – Per Container	Cost (ex Vat)
Company A	£3480
Company B	£3525
Company C	No price returned

Option 2 - Costs



Purpose built 6m by 2m containers are available by a number of supplier

Supplier – Per Container	Cost (ex Vat)
Company A	£3919.50
Company B (2x3m)	£3354
Company C	£2726

4 Charges for the Space

The Property and Facilities Manager recommends that Didcot Town Council charge £20 per month for both sites for storage. This nominal amount will contribute to the cost of the container.

The clubs would be responsible for ensuring that the container is kept clean and tidy and all items inside are insured at their expense.

5. Recommendation

The recommendation would be that the Town Council buy a standard container for Loyd recreation ground as soon as possible so that it can be located, and the Loyd pavilion cleared of stored items.

The Container for Edmonds Park would be better to wait until the summer and then a vehicle can safely deliver it by going across the grass.

Didcot Town Council



Bouncy Castle and Inflatables Policy V1

Approved by Properties and Facilities Committee on:

Ratified by Full Council on

Next review date:

Introduction

Didcot Town Council has a Duty of Care to its customers, employees, and building. This Policy is to ensure that all bouncy castles that are brought into the site are safe to be used. There are nearly 10,000 reported bouncy castle accidents every year in the UK.

This Policy applies to all individuals, groups or council activities.

1. Bouncy Castle and Inflatable Standards

We require the following for all bouncy castles and inflatables brought on to the site for use.

- Must be PIPA Tag or ADiPS Declaration of Compliance. Proof required.
- Meet BS EN 14960
- Have proof of annual inspection and servicing within the relevant scheme.
- Have appropriate insurance (10million liability) in place. Proof Required.
- Risk Assessments to be provided.

2. Set Up.

- Inside
 - Clear of the ceiling,
 - Appropriately anchored.
 - The fan to be secured against access by children.
 - A safety mat (1.5m) in front of the Bouncy Castle / inflatable access and exits.
 - Must follow the manuals guidance on spacing and setup
 - Must not exceed in height (Main Hall 3m height)
- Outside
 - Clear of the ceiling,
 - Appropriately anchored using large stakes into the soil or 163kg weights on all anchors and guy ropes.
 - The fan to be secured against access by children.
 - A safety mat (1.5m) in front of the Bouncy Castle access and exits
 - Must be secured against the wind
 - Must Follow the manuals guidance on spacing and setup.

3. Use of Bouncy Castle

Didcot Town Council expect the Hirer / Operator of the Bouncy Castle to provide appropriate supervision for the use of the inflatable equipment as per the guidance of the rental company. On top of this Didcot Town Council expects the following.

- Provided risk assessments to be followed.
- The Inflatable must be always supervised by an over 18.
- No climbing up, on or over the sides of the device.

- Safe and sensible use of the inflatable to be enforced.
- Must follow specific Safety guidance from the manual
- Must not exceed the maximum numbers for that inflatable.

4. Non-Compliance

If the information required regarding the inflatable or bouncy castle cannot be provided as stated in this document, then the equipment will not be allowed on site, and it's use prohibited.

If the bouncy castle or inflatable is not set up, used or monitored as per the requirements in this document or the manual then the inflatable

5. Procedure Review Strategy

This policy should be reviewed after any legislation change, incident, or every 2 years.

Next review date: 27/06/2023

DRAFT

PROPERTY & FACILITIES COMMITTEE – PROGRESS REPORT

Agenda item 12

Meeting/minute	Item/topic	Up-date/status	Review date/meeting
Spring 2020	Opting to tax	Advice received from contractor but on hold due to Covid – 19 closing the Civic Hall from March 2020.	Delay until 2022 – the NHS will affect income for this year
26/5/21 Min 15	Willowbrook	Cycle racks – need to review all sites to including Willowbrook and Civic Hall	On Agenda for November 22
22/09/21 Min 40	Willowbrook Report	Internal doors need completing – Have contacted companies and awaiting quotes looking to bring to November Committee meeting	On Agenda for November 22
30/5/22 Min 9	Car Park Planters	Car park planters have been moved. Car Park report created and looking into ANPR (Automatic Number Plate Recognition). Civic Hall staff have been surveying the car park daily and the P&F Manager is working on the data to add to the report.	Aiming for February Committee
30/5/22 Min 10	Sustainability and Carbon Reduction	Action plan for lighting upgrade for the Civic Hall – gaining quotes one quote received and awaiting second. No further update on this	
30/5/22 Min 10	Willowbrook	Look into a mains water cooler -	On Agenda for November 22
30/5/22 Min 10	Pavilion and Splash Park Projects	Organise a meeting of the Pavilion and Splash Park working group	On Hold until planning has been completed
27/7/22 Min 16	Presentation boards	Officers to investigate cost Didcot Success board and Didcot Mayor’s event board. Will send directly to the chair and deputy chair	
27/7/22 Min 16	Disabled Car Parking lighting	Quote found and within report – Awaiting lights to be fully completed. Currently awaiting completion	
27/7/22 Min 16	Edmonds Park Cabins	Improvement to the security of the cabins and investigate fencing panels around the cabins – still ongoing	
27/7/22 Min 17	Willowbrook Plant works	Currently awaiting parts from GS Mechanical. One item is on back order at present all other parts are in.	
28/9/22 Min 26 (M4)	St John Ambulance hire at Willowbrook	6month trial period. At present the area manager has stated they do not require a fridge or WIFI these are items that are add ons for them not essential. All going well	