

## Notice of a meeting of the

### **Property & Facilities Committee**

31<sup>st</sup> January 2024 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 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 Estate Manager, please email – [smundy@didcot.gov.uk](mailto: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 29<sup>th</sup> November 2024 as a true record – **see attached minutes.**
4. Questions on the minutes.
5. To note the properties report including the financial summary and consider the recommendations relating to:
  - 5.6 – an end of project filming for Edmonds Park Pavilion
  - 5.8 – extending the extract duct for the Civic Hall kitchen area
  - 5.9 – plant repairs required at Didcot Civic Hall
  - 5.10 – the updated Civic Hall website
  - 5.12 – remedial action for the ice machine at Civic Hall  
- **see attached paper**
6. To note the Willowbrook report including the financial summary and consider the recommendations to:
  - 6.5 – plant repairs required at Willowbrook  
- **see attached paper**
7. To consider the DTC buildings fire door inspection report – **see attached paper**
8. To consider the Edmonds Park gates report - **see attached paper**
9. To note the progress report on items not on this agenda – **see attached paper**

## **EXCLUSION OF THE PRESS AND PUBLIC**

**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.**

10. To consider the current Riverside Agreement for use of the backstage rooms – **see attached paper**



Janet Wheeler  
Town Clerk  
Date: - 25/01/2024

**Voting Committee members:**

Cllr K Morrison (Chair)  
Cllr H Macdonald (Vice Chair)  
Cllr A Jones  
Cllr Z Mohammed  
Cllr M Khan  
Cllr A Hudson  
Cllr L Hislop

**Nominated Substitute Members**

Cllr D Guerra Aragão  
Cllr G Roberts  
Cllr O Glover  
Cllr C Jennings  
Cllr J Broadbent  
Cllr D Macdonald  
Cllr N Hards

## Didcot Town Council

---



### **Property and Facilities Committee** Wednesday 29<sup>th</sup> November 2023 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 K Morrison (Chair)  
Cllr H Macdonald (Vice Chair)  
Cllr A Jones  
Cllr A Hudson  
Cllr J Broadbent

### **Officers:**

Mrs J Wheeler – Town Clerk  
Mr S Mundy – Estate Manager

### **37. Apologies**

Apologies were tendered from Cllr Z Mohammed and Cllr L Hislop

Cllr J Broadbent substituted for Cllr L Hislop.

Cllr M Khan was absent.

### **38. Declarations of interests**

No declarations were received.

### **39. To approve the Minutes of the meeting held on 27<sup>th</sup> September 2023**

The Chair paged through the minutes for any amendments or questions.

It was proposed by Cllr K Morrison, seconded by Cllr A Hudson, and **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting and noted them as such.

#### **40. Questions on the minutes**

No questions received.

#### **41. To note properties report including the financial summary and consider the recommendations.**

The Committee noted the report.

##### 41.1 To note the Civic Hall bar takings and usage figures

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

The Estate Manager updated the Committee with the latest income figures from the bar over the previous months and explained how the team have been trialling a new beer called Wonkey Donkey, from White Horse Brewery. The Estate Manager also explained that officers and staff at the Civic Hall have worked on ways to ensure stock management is improved due to a large amount of stock going out of date.

The Committee noted the bar income over the past two months had improved.

The Committee noted the usage figures for the Civic Hall and thanked the Estate Manager and team for the work they are doing to ensure customers re-book at the Civic Hall.

The Committee noted the events that have taken place at the Civic Hall since the past meeting.

##### 41.2 To note the Civic Hall financial summary

The Committee noted the Civic Hall financial summary.

##### 41.3 To note the Civic Hall works update

The Committee noted the Civic Hall works update which included: -

- Window actuators have been fixed within the Main Hall.
- Civic Hall roof works have been completed and the slabs have had the coping removed and leak testing in three areas of concern. Some flashing was removed and this has been re installed. New downpipes installed to take water off the higher roof to the lower gutting.
- Lightning Protection service has been completed.
- Automatic door and fire exit doors have been serviced.
- Roller door service has been completed with the Civic Hall and the Outdoor Service Depot.

41.4 To note the current progress on the new Pavilion build

The Committee noted the current progress and the photo's that were provided.

The Estate Manager explained to the Committee that the build was on course to be finished by 12<sup>th</sup> January 2024. The Town Clerk explained there are still concerns over the water supply to the building which will affect the commissioning of the plant.

41.5– To consider the hire fees for Edmonds Park Pavilion for 2024/25

The Committee considered the hire fees presented by the Estate Manager.

It was proposed by Cllr K Morrison and seconded by Cllr A Hudson to proceed with the prices as stated within the report.

The Town Clerk explained to the Committee that a report will go to the Finance and General Purposes Committee to absorb the VAT for the hire fees for the first year for all hirers. From the second year VAT will then be added to the hire fees.

41.6 – To consider the hire fees for the Civic Hall for 2024/25

The Committee considered the hire fees presented by the Estate Manager.

It was proposed by Cllr K Morrison and seconded by Cllr A Jones to proceed with the proposed hire fees as stated in the report.

41.7 – To consider the prices of the welfare unit and Loyd Recreation Pavilion fees for 2024/25

The Committee considered the prices presented by the Estate Manager.

It was proposed by Cllr K Morrison and seconded by Cllr A Hudson to proceed with the proposed hire fees as stated in the report.

41.8 – To note the new pump station contract agreement for the Outdoor Service Depot

The Estate Manager explained to the Committee the need for this contract and that without the contract in place the waste from the Depot will build up and blockages would be formed.

The Committee noted the new Three-year agreement with **All Pump Solutions** for **£900** per annum.

41.9 – To note the updated Display Energy Certificate

The Committee noted the updated Display Energy Certificate (DEC).

The Committee were delighted with the score of a B for the DEC and commended the efforts of the team at the Civic Hall.

41.10 – To note the boiler repair and radiator valve repairs at Didcot Civic Hall

The Committee noted the need for the boiler repair and radiator valve repairs required for the Civic Hall.

The repair to boiler two would be completed by **GS Mechanical** at a cost of **£595.00+VAT**.

The radiators valve repairs would be completed by **GS Mechanical** at a cost of **£485.00+VAT**.

41.11 – To note the building management system (BMS) call out to ensure working correctly

The Committee noted the need for the building management system call out to assist the Estate Manager

The cost of the call out from **BMS Control systems** for **£500** for one day control Technician to attend site and was approved by the Town Clerk.

**42. To note the Willowbrook report including the financial summary and consider recommendations.**

The Committee considered the report.

42.1 – To the note Willowbrook usage figures

The Committee noted the Willowbrook usage figures.

The Estate Manager explained to the Committee the booking between 5 and 9pm are extremely busy at present and that DTC are currently achieving a 36% occupancy.

The Estate Manager also explained that the Drop-in Badminton sessions have achieved 47% in October and that Tuesdays are busier than the Thursday at present.

The Estate Manager explained to the Committee how successful the Phoenix Taekwondo event was on the 19<sup>th</sup> November 2023 and received great comments from the attendees regarding Willowbrook.

42.2 – To note the Willowbrook financial summary

The Committee noted the financial summary.

42.3 – To note works completed at Willowbrook

The Committee noted the works that had been completed since the last Committee meeting which included: -

- The bollard outside of Willowbrook has now been fixed and in working order as per picture below.
- Moveable door service has taken place and completed not remedials works required.
- Insulation works scheduled for 4<sup>th</sup> and 5<sup>th</sup> December. The areas to be completed include the reception area and the function room spaces.
- Lightning Protection service has been completed and no further action required.
- Roller Shutter door service has been completed and no further action required.

42.4 – To note the roof repairs works at Willowbrook

The Committee noted the roof repairs required at Willowbrook.

The Estate Manager explained to the Committee that a several leaks were found along the corridor and within the male changing room causing water marks on the ceiling. This in turn resulted in the formation of a hole in the ceiling.

**Hawkins Group** have been booked in for this works at the cost of **£3621.28+VAT**

42.5 – To consider the hire fees for 2024/25 for Willowbrook

The Committee considered the prices presented by the Estate Manager.

It was proposed by Cllr K Morrison and seconded by Cllr A Hudson to proceed with the proposed hire fees as stated within the report.

42.6 – To note the purchase of an EPOS Now card terminal at Willowbrook

The Committee noted the purchase of the EPOS Now card terminal for Willowbrook.

The prices are noted below: -

Minimum term of 12months

£10per month

£6.58 upfront fee and delivery charge £9.49

There will then be a further £10+VAT per month charge for additional location and £15+VAT for additional software and support.

The Committee noted that the extra income would support the centre and offer an additional service for Willowbrook customers.

### **43. To consider the budget report for 2024/25**

The Committee considered the report.

A discussion took place on the income budget for Willowbrook and it was decided to keep the budget figure of £65,000.



The Town Clerk also updated the Committee on an updated figure for the Business rates at Willowbrook to £10,000. The Town Clerk would confirm with DCK if this figure is correct.

The Estate Manager requested a change to the Committee for the following: -

Budget code: - 1002 Ladygrove room from £35,000 to £30,000 this was due to a large rise compared to the other rooms stated within the report.

No further comments were made on the budget.

**44. To note the progress report on items not on this agenda**

The Committee noted the progress report.

The Town Clerk brought to the attention of the Committee the pending planning application for the Restore building on the New Road Allotments and raised concerns regarding this.

A discussion took place and the members also raised concerns regarding the application. It was AGREED for the Town Clerk to request a meeting with Restore to discuss the plans further.

Meeting closed at 21.02.

Signed \_\_\_\_\_ Chairman Date \_\_\_\_\_

## Didcot Town Council

---

# Property and Facilities Committee

## Properties Report

### 31<sup>st</sup> January 2024



Report author: 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 consider the mark up of items on the bar

---

### Bar

November 2023 Takings: £845.57 including VAT  
 December 2023 Takings: £1935.55 including VAT

November 2022 Takings: £1377.00 including VAT  
 December 2022 Takings: £781.25 including VAT

The Christmas Grotto and children's disco really helped with increasing our bar income in December 2023 as we opened the bar for parents to enjoy a drink while the children danced and met Father Christmas. This figure doesn't including the money invoiced separately for the wedding reception which ordered wines and prosecco for their reception.

Over the Christmas period the officers also tried a festive bar behind the bar which proved popular and we sold all of these.

We are now supplying Thatchers at the bar as Magners has not been selling and would like to try something different for our customers.

## 2. To note the usage figures at Didcot Civic Hall

---

### 2023 Civic Hall usage

November Utilisation: 28.46% for all spaces, 44.64% for the Main Hall  
 December Utilisation: 21.40% for all spaces, 41.64% for the Main Hall

### 2022 Civic Hall usage

November Utilisation: 27.91% for all spaces, 38.39% for the Main Hall  
 December Utilisation: 26.57% for all spaces, 39.52% for the Main Hall

### 3. To note the Civic Hall financial summary

Please see below the financial summary for the Civic Hall as of December 23

Budget Code	Description	Annual Budget	YTD Income	% of Budget	Annual Budget	YTD Expenditure	% of Budget
<b>Civic Hall</b>							
1000	Main Hall	£ 55,000.00	£ 33,701.00	61.27%			
1001	Northbourne Room	£ 12,000.00	£ 8,817.00	73.48%			
1002	Ladygrove Room	£ 25,000.00	£ 22,587.00	90.35%			
1003	All Saints Room	£ 10,000.00	£ 7,770.00	77.70%			
1004	Park Room	£ 8,000.00	£ 5,100.00	63.75%			
1005	Weddings	£ -	£ 592.00	#DIV/0!			
1009	Events Package Income		£ 8,476.00				
1011	Millbrook/Orchard Room	£ 2,000.00	£ 25.00	1.25%			
1020	Other Income	£ 1,000.00	£ 3,287.00	328.70%			
4012	Water				£ 12,000.00	-£ 3,049.00	-25.41%
4014	Light and Heat				£ 40,000.00	£ 21,233.00	53.08%
4015	Cleaning				£ 30,000.00	£ 19,818.00	66.06%
4016	Uniform				£ 1,000.00		0.00%
4018	Waste Disposal				£ 3,500.00	£ 3,083.00	88.09%
4023	Licenses				£ 4,000.00	£ 2,919.00	72.98%
4042	Equipment				£ 10,000.00	£ 1,303.00	13.03%
4043	Repairs and Maintenance				£ 10,000.00	£ 33,135.00	331.35%
4044	Maintenance Contracts				£ 15,000.00	£ 17,705.00	118.03%
4054	Business Rates				£ 50,000.00	-£ 12,096.00	-24.19%
<b>Central Administration</b>							
1121	Telephone and Internet				£ 4,000.00	£ 2,387.00	59.68%
1127	Alarm Maintenance				£ 160.00		0.00%
1173	Green Projects				£ 10,000.00	£ 1,095.00	10.95%
<b>Catering</b>							
1075	Food And Beverage income	£ 3,000.00	£ 8,666.00	288.87%			
1100	Catering Income	£ 6,000.00	£ 6,461.00	107.68%			
3100	F&B Costs				£ 4,500.00	£ 3,894.00	86.53%
4350	Kitchen Maintenance				£ 2,500.00	£ 1,120.00	44.80%
<b>Bar</b>							
1050	Bar Sales	£ 15,000.00	£ 14,183.00	94.55%			
3000	Bar Purchase				£ 7,500.00	£ 7,430.00	99.07%
3020	Bar Sundries				£ 500.00	£ 191.00	38.20%
3154	Bar Maintenance				£ 3,000.00	£ 1,277.00	42.57%
<b>Capital and Projects</b>							
1940	Building Maintenance						
1947	Office Equipment and Furniture				£ 1,000.00	£ 395.00	39.50%
<b>Totals</b>		£ 137,000.00	£ 119,665.00	87.35%	£ 208,660.00	£ 101,840.00	48.81%

Date printed - 04/01/24

Code 1011 – income has been miss coded to 1004 due to an error on the system when inputting the prices last year. This has been rectified for April 24 financial year.

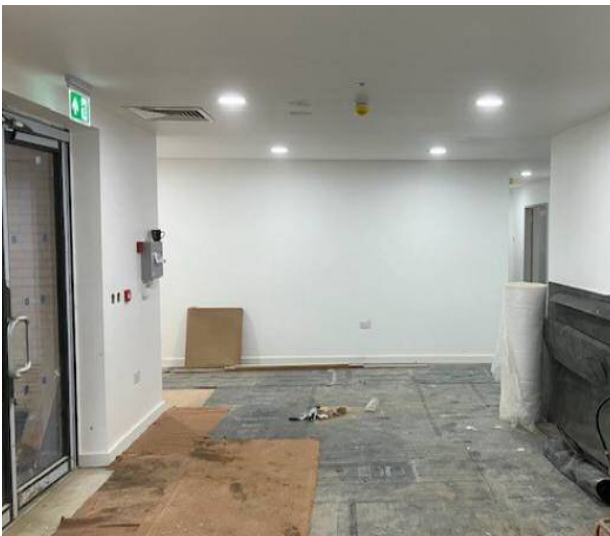
### 4. To note the Civic Hall works update

The following items have been completed since the last Committee meeting at the Civic Hall on 29<sup>th</sup> November 23

- Hawkins have been out to investigate the pipe under the canopy as the contractor fitting the new canopy didn't feel that it had been completely fixed. During the heavy rain there was no new leaks and have contacted the contractor for a date for installation.
- Ice machine cooler has been serviced.
- Evacuation chair has been serviced

## **5. To note the current progress on the new Pavilion build**

Please see attached updated pictures as of the 19<sup>th</sup> January 24.



The build is currently anticipated to be completed 16<sup>th</sup> February 24 which is behind the agreed completion date of 12<sup>th</sup> January 24 due to inclement weather recorded.

To note the neighbour complaint

A number of complaints have been received regarding the lighting at the front of the building by the neighbours and the Town Clerk has been to meet up with the residents. We have asked the builders if these lights at the front of the building can be changed so the lights are not so bright. This is currently with the builders and electricians to source replacements.

To note the potential opening date for the new Pavilion

DTC are looking at an official opening date of 11<sup>th</sup> March 24.

From this DTC will then need to organise an official open day where we invite potential hirers to the building to look around.

To note the booking system requirements

For bookings to take place we require the Bookteq and Lockteq systems. For us to complete these bookings this will be £50.00 a month. We require this and has been requested to be built.

## **6. To consider an end of project filming for Edmonds Park Pavilion**

---

DTC have been approached by a end of project filming company for the build at Edmonds Park. They can offer the following to help promote the building to the Didcot residents

*End of project filming involves one of our team visiting the site with a camera, drone, or both and capturing footage of the building. Often we film internal and external footage using our standard camera, as well as aerial footage using the drone. This is then edited into a film showing the building and associated landscaping in glorious detail. It can be used to promote the new facilities to future users, engage the community or simply record a job well done! You are welcome to add captions describing the facilities or the project for viewers, as well as logos, title pages etc*

The cost for the attached are as below

End of project filming costs £600 for either standard ground filming (internal and external) or drone (aerial) filming. Or £900 if you wanted both ground and aerial filming and these were completed on the same day. The prices include the editing of the footage and production of a film, as described above. Prices are ex-VAT.

DTC needs to showcase the building and this would be a perfect opportunity.

Recommendations

The Estate Manager is seeking approval from the Committee to speak with the company regarding doing a two phase to the filming if the Committee would like to proceed with this. DTC would need to first film the inside. This is due to currently the outside being mud and requires planting to take place and grass sown otherwise will not look great. If the Councillors would like to do aerials filming too this would need to be factored in. The Councillors will also need to consider the future Splash park with this too.

## 7. To note the CCTV service requirement for DTC buildings

---

### Introduction

Within all DTC buildings we now have CCTV and in order to ensure they are working correctly these need to be serviced annually. This is supported within the Building Safety Act 2022 which has come into force.

### Summary of quotes provided

#### CIVIC HALL MAIN BUILDING

- Annual service charge to service your CCTV yearly **£440.00 +VAT**

#### **NO REPLACEMENT PARTS ARE INCLUDED IN SERVICE COSTS**

#### CIVIC HALL BAR AREA

- Annual service charge to service your CCTV yearly **£240.00 +VAT**

#### OUTDOOR SERVICES

- Annual service charge to service your CCTV system yearly **£210.00 +VAT**

The officers have approved these quotes and awaiting dates for the services to be booked in.

## 8. To consider extending the extract duct for the kitchen area

---

From our recent kitchen service one of the ovens had to be disconnected due to high levels of Co2/ CO (carbon monoxide) fumes.

The Estate Manager contacted the company that looks after our ventilation service to see if there was anything we could do to improve the situation. Upon inspection he noted that the air intake and extract are too close to each other and this could be the cause of this issue. The extraction can go straight into the air intake and the extraction fumes can go into the main hall due to where the windows are. This presents a considerable risk.

The contractor believes the most cost effective route is to extend the extract duct to the RH side where is a red brick wall, and then point the duct up to the sky. This will give you 3m of separation and also prevent any chance of CO/CO2 being drawn in if the windows at the top of the pitched roof are open.

There are costs for this would be £1,800+VAT and we would require scaffolding for safe access which will be an additional cost.

## **9. To consider the plant repairs at Didcot Civic Hall**

In December the second service took place and a number of remedials came up that require attention.

The quote below shows the scope of the works required:-

### **Scope of Works**

Boilers require the following parts to get back to full working order:-

#### **Boiler Model – Remeha Quinta Pro 115**

- 1no Air Inlet Damper S101578
- 1no Front Case S101575
- 1no IF-01 PCB S100763

### **Cost**

**£943.66 ex VAT**

Currently boiler two is not working as the PCB board has been taken out to ensure boiler one was working. This would then improve the efficiency of the boilers.

### **Recommendations**

The officers are seeking approval from the Committee to proceed with the quote to bring the plant up to standard under budget code 4043.

## **10. To consider the updated Civic Hall website**

We have investigated if we can create a stand alone website as wanted to be able to improve for our customers. We have found some people struggle to find on the Council website and we are then limited to what we can have on there.

We have ensured that its as easy to find and added lots of pictures. We have also added a forms section for easy of enquiries. This way potential hirers can send a quick email to the Civic Hall website. This way they don't have to write an email. This has worked really well at Fleet Meadow.

The Estate Manager will show the Committee the website on the projector so all the Councillors can see.

The cost to implement for one year is £7.00 no other fees.

The Estate Manager is seeking approval from the Committee pending a few changes to proceed with making the website live.

## 11. To note the quote to repair Broadway Entrance Slave Leaf

---

From the recent visit for the entrance and exit door service it was identified that the door at the Broadway entrance slave leaf has dropped due to a collapsed pivot. As there is a risk of personal injury to users of the door it is recommended the following works are carried out:

Carefully remove the door and remove the broken pivot - which we will dispose of correctly and environmentally for you.

### Supply and install

1 x New Pivot and shoe assembly.

Re hang door, realign with frame. Test locking, clean and leave in working order.

Total amounting to £413.39+VAT

This has been ordered and awaiting a date of repair.

## 12. To consider remedial action for the ice machine for the bar

---

At the recent service it was identified that the ice machine is not working properly and not producing enough ice.

Without ice we can not serve drinks without either buying ice from a shop or creating our own. This will reduce the efficiency of the bar.

We have now been provided with the following quote:

Item #	MCFT ID	Description	Parts	Labour	Total Price
1	2257801	Attendance Fee			GBP 103.90

*Asset Number: 162596 - Type: Ice Maker - Make: Polar - Model: GL192 - Serial: 1k15100103 - Location: Main Kitchen*

2	2257802	To supply and fit 1x Cleaner, 1x Water filter, 2x Water hose	GBP 203.10	GBP 256.80	GBP 459.90
---	---------	--	------------	------------	------------

### Asset's Point of Failure

Water Filter - Check installation date

Hoses - Are they Food Safe (White)

Ice Clarity - Clear/Cloudy

---

**Grand Total**    GBP 563.80



The Estate Manager has asked questions on this quote due to the cost of the labour. The company has come back stating this is a three-hour job to fit and install the parts required so its wont be quick job to fix.

The Estate Manager has also asked for a quote for a new ice maker which at the time of sending the agenda and papers out has not been received.

**Recommendation**

The Estate Manager is seeking approval from the Committee to proceed with the quote using budget code 402/3154 but if the quote for a new ice maker is cheaper to go with this as is an essential part of running the bar.

Didcot Town Council

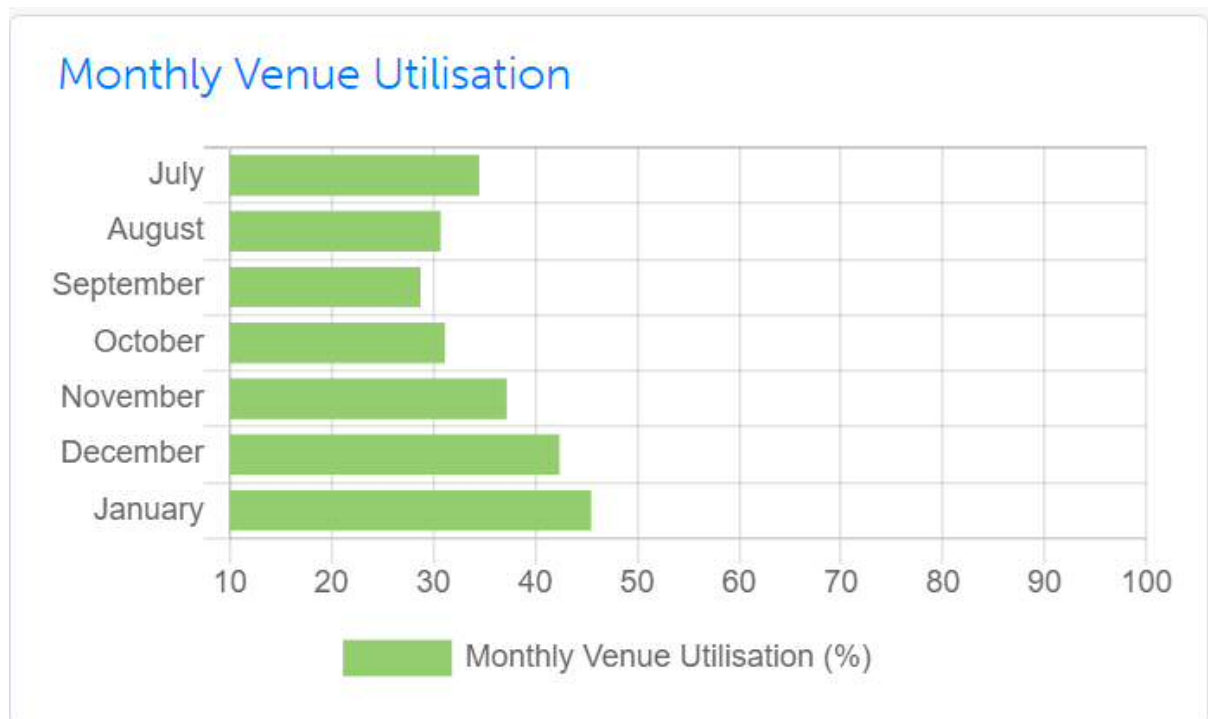
**Property and Facilities Committee**  
**Willowbrook Report**  
**31<sup>st</sup> January 2024**



Report author: Stuart Mundy

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

**1. To note the Willowbrook usage figures**



The evening bookings at Willowbrook have continued to grow in the sports hall. There are currently only Friday nights which we are struggling to fill. All other nights we are booked up from 5 – 9pm which is good work from the team on site. We still need to work on filling the studio spaces in the evenings to grow the utilisation figure further.

The Town Clerk and Estate Manager have met with Newbury College regarding the use of Willowbrook and have a number of options had could be considered moving forward.

St John’s Ambulance have again extended there bookings at Willowbrook to go up to June 2024 and continue to enjoying using the space provided in the function room.

**Drop in badminton update**

November occupancy figures – 56%

December occupancy figures – 63%

Numbers have been steady over the last two months and we will need to look at what further advertising we can complete to get the numbers to increase to above 65% each month. The Estate Manager

**2. To note the Willowbrook financial summary**

---

Please see below financial summary as below.

Willowbrook							
1769	Willowbrook Income	£ 60,000.00	£ 69,377.00	115.63%			
32580	S 106 Devel's cont's Received		£ 1,833.00				
32581	Grant Received						
32587	CIL S106 income	£ 6,000.00					
1701	Salaries Willowbrook				£ 40,000.00	£ 27,903.00	69.76%
1702	Employers NI Willowbrook					£ 9.00	
1703	Employers Superann Willowbrook					£ 252.00	
1710	Willowbrook Business Rates				£ 38,000.00	-£ 8,384.00	-22.06%
1720	Willowbrook Contracts				£ 10,000.00	£ 8,777.00	87.77%
1725	Willowbrook ICT				£ 3,000.00	£ 1,809.00	60.30%
1730	Willowbrook Equipment				£ 5,000.00	£ 1,098.00	21.96%
1764	Consultancy				£ -		
1766	Utilities				£ 40,000.00	£ 39,595.00	98.99%
1767	Willowbrook Site Maintenance				£ -	£ 10,479.00	
	<b>Totals</b>	<b>£ 66,000.00</b>	<b>£ 71,210.00</b>	<b>107.89%</b>	<b>£ 136,000.00</b>	<b>£ 81,538.00</b>	<b>59.95%</b>

Accounts accurate up to 04/01/24

**3. To note works completed at Willowbrook**

---

Since the last meeting held on 29<sup>th</sup> November the following works have been completed:

- Repairs to the roof completed by Hawkins. No new leaks reported.
- Insulation works has started, and reception area completed as this is the most used area. Function room booked in for Friday 26<sup>th</sup> January 24

**4. To note CCTV service requirements for Willowbrook**

---

This is to note the cost for CCTV servicing requirements for Willowbrook. This will then ensure compliance with the Building Safety Act 2022

**WILLIOWBROOK**

- Annual service charge to service your CCTV system yearly **£210.00 +VAT**

The quote has been authorised by the Town Clerk and requires noting within this Committee.

## 5. To consider plant repairs for Willowbrook

---

The following has been recommended for ensuring compliance within the plant at Willowbrook.

Our contractors have quoted for the below scope of work:-

Gas Fired Water Heater 1 has been isolated due a faulty gas valve, requires replacement.	£681.30
All water heaters require replacement sacrificial anodes. (4no in total)	£1,082.00
<b>Job Ref 19578</b>	
Booster Pump requires 2no 24L potable expansion vessels replacing.	£301.00 ex VAT

### Recommendations

The officers are seeking approval from the Committee to go ahead with the quote as attached for £2064.30+VAT. This would be under budget code 1767

## 6. To note the water treatment service agreement at Willowbrook

---

The service agreement for Willowbrook came to an end on the 31<sup>st</sup> December 2023 and the Estate Manager has been working with the company to bring the costs down.

The Estate Manager and one of the Estate Officers have now attended training for complete temperature checks for all sites.

<b>Equipment supplied under Agreement</b>	
Logbook on site	
<b>Services supplied under Agreement</b>	
Quarterly temperature check on calorifiers flow and return	
Quarterly temperature checks on sentinel and specified hot and cold outlets	
Annual external inspection of calorifiers plus blowdown of calorifiers and base temperatures, where possible.	
Annual Cold Water Storage Tank Inspection	
Annual Potable sampling	
Annual Legionella sampling	
Annual TMV Servicing	
<b>Payment</b>	<b>AN INVOICE FOR : £259.00</b>
	(+VAT) Will be issued at the commencement of the Agreement and thereafter quarterly)
<b>This is a 1 year agreement-The total price of the agreement is £1,036.00 p.a (excl. VAT)</b>	

The TMV Service has been added and changed the temperature checks on a quarterly basis which will save £220 a year.

## Didcot Town Council

---

# Property and Facilities Committee

## DTC Building Fire Door Inspection Report

### 31<sup>st</sup> January 2024



Report author: Stuart Mundy

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

### Introduction

1. The Committee is asked to consider authorising an annual service of the fire doors within Willowbrook and Didcot Civic Hall.

### Recommendation

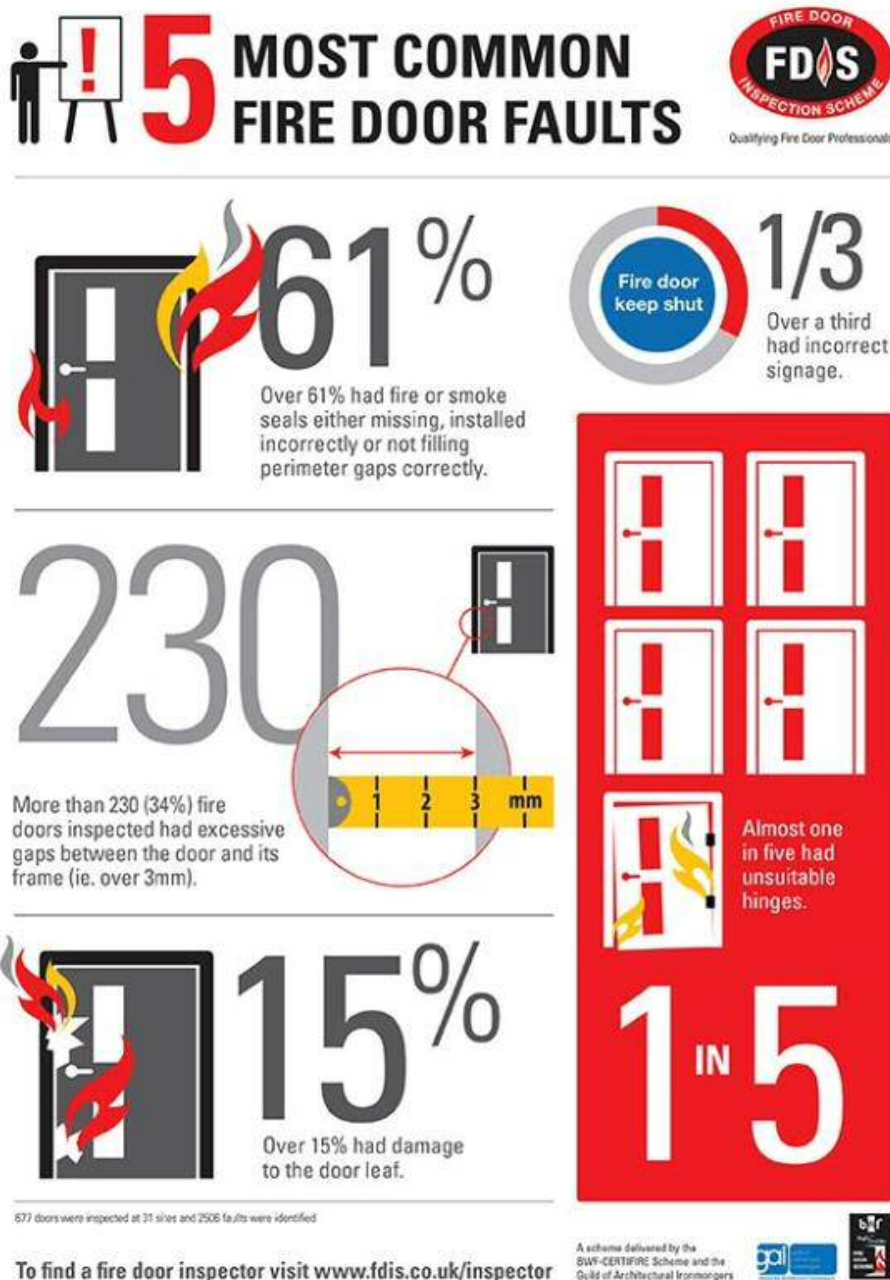
2. The officer recommendation would be proceed with servicing the fire doors annually. A detailed list of quotes is listed within the background section.
3. The Officer is seeking approval from the Committee to proceed with either Company A or C. Both have accreditation for inspecting and maintaining fire doors. They can also install any new doors if required. All companies have been professional and have provide information in a timely manner.

### Background

4. Four companies have quoted for the works. I have asked for an annual service as per conservations with our health and safety consultant. 10% of the architrave will be sampled to ensure that the doors are made of the correct material. Company B would charge extra for the Architrave the others have included this.
5. A report will then be provided with remedials required to doors.

Company	Willowbrook	Didcot Civic Hall	Total
A	£693.00+VAT	£643.00+VAT	£1336.00+VAT
B	£532.20+VAT	£500.50+VAT	£1032.70+VAT
C	£804 50+VAT	£693.50+VAT	£1498.00+VAT
D	£555.00+VAT	£465.00+VAT	£1020.00+VAT

6. Please see below 5 of the most common fire door faults.



7. There are several fire doors within the Didcot Town Council properties. At present we have no external inspection completion for these doors.

8. The staff complete weekly fire door inspections, but the staff are not qualified and have been trained by reviewing videos online on how to inspect a fire door as per the standards set out.

9. Having the door inspected annually will put minds at rest that if there were to be a fire then the doors will act as they should within a fire and help the building be evacuated safely.

10. Doors are marked up as fire doors but there is no certification that the doors are correct within the buildings to either FD30/30s or FD60 standard.

11. Having inspections on a regular basis will provide Councillors and DTC staff with peace of mind and provide reports on the status of all fire doors within Willowbrook and Didcot Civic Hall.

## **Legal Implications**

12. Failure to obey Regulatory Reform (Fire Safety) Order 2005
13. Article 17 of the Regulatory Reform (Fire Safety) Order 2005 (RRO/FSO) makes it a legal requirement to ensure that fire resisting doors and escape doors are correctly installed and adequately maintained in order for them to be fit for purpose.
14. BS 7273-4 applies to the specification, installation and maintenance of fire doors, stating that a fire door should offer a similar level of fire resistance as the fixed elements of a building.
15. BS 5839-1:2013 should be adhered to when installing items such as Door Hold Open Devices to a fire door and is the standard by which such items are deemed to be effective.
16. BS 9999:2008 is the fire safety code of practice for building design, management and use. The standard can be used to review existing buildings, buildings under construction, and extensions or alterations for an existing building. This standard can act as an assessment tool to ensure fire safety strategy remains robust.

## **Financial Implications**

17. If the worst case scenario and a fire takes place if the fire doors are inspected and safe only a small area of the building could be effected by a fire. If the doors are no inspected and are not fit for purpose then the financial costs of losing further areas of buildings could be sufficient to the Council.

## **Risk Implications**

18. At present we do not know the current status of our fire doors and this presents a high risk. By completing a fire door inspection of Willowbrook and Didcot Civic Hall this will decrease the risk to a lower level. DTC need to eliminate hazards within buildings.

## Didcot Town Council

---

# Property and Facilities Committee

## Edmonds Park Gate Report

### 31<sup>st</sup> January 2024



Report author: Stuart Mundy

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

### Introduction

1. The Committee is asked to consider that the Edmonds Park pedestrian gates, and car park gates are left unlocked from the date of the opening of the New Pavilion.

### Recommendation

2. The Estate Manager and Outdoor Services Manager would like the Committee to approve the gates being left unlocked from the date the Pavilion is opened.

### Background

3. Currently all gates are locked in the winter at 6pm during the evenings and weekends and then unlocked in the mornings at 7am. During the summer months its 10pm close and 7am in the mornings.
4. With the new Pavilion opening soon there will be a need to keep the gates open so the public can gain access to the building which will have cyclists, pedestrians and cars all need access to the building.
5. The car park gate will then need to be left open so cars can get out of the car park once the bookings are finished.
6. Edmonds Park is the only park Didcot Town Council owns that is locked at night all other parks are left open such as Ladygrove Park and Smallbone.
7. The park was locked due to Edmonds Park being the central hob for all youths a number of years ago. Now Didcot has grown there are now more parks for youths to socialise.

### Legal Implications

8. There are no legal implications and will help with dog walkers etc gaining access to the park in the mornings as some wait for the gates to be unlocked.



## **Financial Implications**

9. There will be a cost saving to the Council as will not need to pay overtime for the Outdoor Team to close the gates for evenings and weekends.
10. There may be more vandalism within the park as the gates will not be locked around the park which could cause expense to the Council

## **Risk Implications**

11. Anti-social behaviour could increase within the park at night as youths will see the gates are not locked.
12. During the summer months, a member of the Outdoor Team needs to lock the gates up several hours after their shift has finished which could lead to lack of rest between shifts.

**PROPERTY & FACILITIES COMMITTEE – PROGRESS REPORT**

**Agenda item 9**

<b>Meeting/minute</b>	<b>Item/topic</b>	<b>Up-date/status</b>	<b>Review date/meeting</b>
30/5/22 Min 9	Car Park management	Officers have investigated options and met with 3 companies. Awaiting quotes and asking more questions.	
27/7/22 Min 16	Presentation boards	Officers to investigate cost of a Didcot Success board and Didcot Mayor’s event board. Will send directly to the chair and deputy chair – Have investigated the boards and currently on hold	
26/7/23 Min 21.6	Canopy to the right of main entrance	Booked in for 2 <sup>nd</sup> February now leak has stopped	
26/7/23 Min 22.1	Willowbrook	Purpose of Willowbrook. Ideas include Wellness Centre – Decided to keep in house.	
26/7/23 Min 23	Condition survey	Still work in progress	
27/9/23 Min 29.1	Civic Hall website	This is nearing completion making final amendments	31 <sup>st</sup> January 24
27/9/23 Min 29.1	Panic Button	Investigate a way DTC staff can contact police if feeling threatened	
27/9/23 Min 30.1	Starter rates for hirers	Investigate and create report to go to Finance and General Purposes for if there are options to offer starter rates for hirers to help get groups running	
27/9/23 Min 30.5	Insulation at Willowbrook	Reception area has been completed and Function room booked in for Friday 26 <sup>th</sup> January 24	
27/9/23	Future of Ladygrove Tennis courts	Need to order the paint to complete the reline of the courts. Will be completed in the spring	
29/11/23 Min 41.10	Main Hall radiator valves	Currently awaiting a date for this to be completed but since the BMS system is working better there hasn’t been as much as an issue.	
29/11/23 Min 44	Restore	Town Clerk to request a meeting with Restore to discuss the plan for Restore building. The Town Clerk has invited to Finance and General Purposes but no response as of yet.	