

Didcot Town Council



Property and Facilities Committee Wednesday 27th March 2024 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 T Worgan
Cllr O Glover
Cllr L Hislop

Officers:

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

Four members of public were present.

56. Apologies

Apologies were tendered from Cllr A Jones, Cllr Z Mohammed, Cllr M Khan, and Cllr A Hudson

Cllr T Worgan substituted for Cllr Z Mohammed and Cllr O Glover substituted for Cllr A Jones

57. Declarations of interests

No declarations were received.

58. To approve the Minutes of the meeting held on 31st January 24

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

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

59. Questions on the minutes

No questions were received.

60. To receive a presentation from Newbury College for the use of Willowbrook Leisure Centre

Mr L Hunt MBE from Newbury College presented a proposal to the Committee for a potential partnership with Didcot Town Council for the future running of Willowbrook Leisure Centre. Members asked question on the proposal.

The Committee thanked Mr L Hunt MBE for their presentation.

61. To receive a presentation from the Bounce Park for the use of Willowbrook Leisure Centre

Mr G Tucker and Mr D Smee from the Bounce Park presented a proposal to the Committee for the potential full-time use of Willowbrook Leisure Centre. Members asked questions on the proposal.

The Committee thanked both Mr G Tucker and Mr D Smee for their presentation.

62. To note the properties report including the financial summary and consider the recommendations

The Committee noted the report.

62.1 To note the Civic Hall bar takings

The Committee noted the bar takings.

Cllr H Macdonald asked a question regarding the bar being left open after Council meetings. The Estate Manager explained to the Councillors that after the next Full Council meeting a member of the team will show the Councillors wishing to stay how to safely lock up the building.

62.2 To note the usage figures at Didcot Civic Hall

The Committee noted the usage figures for the Didcot Civic Hall.

Mr T Worgan asked if the Estate Manager had plans to offer more events within the Civic Hall such as band nights. The Estate Manager will investigate potential events to so utilise space when there are no other events booked in.

62.3 To note the Civic Hall financial summary

The Committee noted the Civic Hall financial summary.

62.4 To note the Civic Hall works update

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

- Canopy repair - completed with the inclusion of two new lights
- Fire Door inspection - completed, and report received
- Broadway entrance door repair – completed
- Plant room service remedial work - completed.

62.5 To note the new Pavilion report and spends

The Committee noted the report and spends as per the table below:

| Items | Spend |
|--|--------------|
| Tables meeting rooms x8 Tables on wheels same as Civic Hall | £2784+VAT |
| Tables Main Hall x7+trolley (Gopak tables for easy setup and packing away) | £1743.14+VAT |
| Chairs for building x80 | £2882.10+VAT |
| Sofas for foyer | £588 |
| Tub chairs in foyer and 2 small desks for meeting rooms | £342.95 |
| Televisions for Meeting Rooms | £628 |
| Flip chart boards | £216.45 |
| | |
| Fire extinguishers and signage | £1284.38+VAT |
| Health and Safety signage | £158.67+VAT |
| | |
| Room Signage, changing room signage and toilet signs | £251+VAT |

62.6 To note progress on the Splash Park at Edmonds Park

The Committee noted the current progress.

The Estate Manager is investigating costs for the team to book onto courses so DTC can successfully manage the Splash Park.

62.7 – To note changing room two ceiling repairs

The Committee noted the ceiling repairs.

The works have been successfully completed by **Polar FM** at a total cost of **£408.77+VAT**

62.8 – To consider removing the two gas cookers and replacing with induction cookers

The Committee considered the report.

Several questions were raised, and a discussion took place.

No decision could be made within the Committee meeting.

The Committee asked for the Estate Manager to email the members the lifecycle and utility costs for both changing the current gas ovens/ hobs to induction hobs, and electric ovens, and for replacing with new gas ovens and hobs.

A decision could then be made via email.

62.9 – To consider remedial action for the ice machine for the bar

The Committee considered the remedial action and reviewed the new quote from Polar FM.

It was proposed by Cllr K Morrison and seconded by Cllr L Hislop to proceed with the quote from **Polar FM** at a cost of **£314.80+VAT** using budget code 3154 (CH Bar).

62.10 – To consider servicing and potential repairs of the smoke dampers at the Civic Hall

The Committee considered the servicing and potential repairs of the smoke dampers at the Civic Hall.

It was proposed by Cllr K Morrison and seconded by Cllr L Hislop to proceed company A, **Carton Services** for the cost of **£800+VAT**.

62.11 – To note the accident analysis for 23/24

The Committee noted the accident analysis.

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

The Committee considered the report.

63.1 – To the note Willowbrook usage figures

The Committee noted the Willowbrook usage figures.

63.2 – To note the Willowbrook financial summary

The Committee noted the financial summary.

63.3 – To note works completed at Willowbrook

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

- Insulation within the function room space - completed
- Sports Hall service - completed

- Plant room service remedial works - completed.

63.4 – To note the staffing update at Willowbrook Leisure Centre
The Committee noted the staffing update.

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

The Committee noted the progress report.

65. 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.

66. To consider the presentations from Newbury College and the Bounce Park and make recommendations to Full Council

The Committee considered the presentations from Newbury College and the Bounce Park.

Members felt that an informed decision could not be made with the information available, and therefore a recommendation could not be put to Full Council to consider at this stage. The Town Clerk would request additional information which would then be followed up by the Finance and General Purposes Committee on 22nd April 2024.

Meeting closed at 21.38.

Signed _____ Chair Date _____