

Didcot Town Council

Property and Facilities Committee

Wednesday 25th September 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
Cllr H Macdonald
Cllr D Aragão
Cllr A Hudson
Cllr L Hislop
Cllr M Khan

Officers:

Mr S Mundy – Estate Manager
Mr S Hunt – Estate Officer
Ms C Lordan – Events and Communications Officer

24. Apologies

Apologies were tendered from Cllr Z Mohammed and Mrs J Wheeler Town Clerk.

25. Declarations of interests

No declarations were received.

26. To approve the Minutes of the meeting held on 24th July 2024

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

Cllr K Morrison asked for two amendments to the minutes of the meeting held on the Wednesday 24th July 2024. These were to remove last sentence of 20.1 – “*The Estate Manager will task officers to investigate further for future big events, but staffing is always an issue and costs the council to achieve this service.*” and 20.5 due to post

minute noted - "The Town Clerk advises that this training will need to wait until later in the year due to concerns over cash flow."

It was proposed by **Cllr K Morrison**, seconded by **Cllr A Hudson**, and **RESOLVED** to **APPROVE** the minutes once amendments have been made. All members agreed.

27. Questions on the minutes

No questions were received.

28. To review the facilities online advertisement report and consider recommendations from the Events and Communications Officer.

The Committee considered the report.

The Officer clarified that free advertising and promotion (social media, Council website etc.) would always be used and that any paid advertising and promotion would be used and targeted as required.

Cllr K Morrison thanked the Officer and asked for a plan for the remainder of the budget and a steer for the budget for the next financial year

Events and Communications Officer left the meeting at 19:50

29. To review the detailed income and expenditure for Property and Facilities Committee on 31st August 2024

The Committee discussed the income and expenditure reports.

	Civic Hall	Actual current month	Actual Year To Date	Current Annual budget	Variance annual total
	Income	£4,588.00	£56,211.00	£127,500.00	£71,289.00
	Indirect expenditure	£9,828.00	£60,159.00	£198,663.00	£138,504.00
	Net income over Expenditure	(£5,241.00)	(£3,948.00)	(£71,163.00)	(£67,215.00)
	Civic Hall Catering	Actual current month	Actual Year To Date	Current Annual budget	Variance annual total
	Income	£1,975.00	£12,089.00	£16,000.00	£3,911.00
	Direct expenditure	£102.00	£3,360.00	£8,000.00	£4,640.00
	Indirect expenditure	£968.00	£2,018.00	£1,000.00	(£1,018.00)
	Net income over Expenditure	£905.00	£6,711.00	£7,000.00	£289.00
	Willowbrook Leisure Centre	Actual current month	Actual Year To Date	Current Annual budget	Variance annual total
	Income	£7,284.00	£43,128.00	£72,000.00	£28,872.00
	Indirect expenditure	£8,975.00	£30,713.00	£137,254.00	£106,541.00
	Net income over Expenditure	(£1,690.00)	£12,415.00	(£65,254)	(£77,669.00)
	Edmonds Park Pavillion	Actual current month	Actual Year To Date	Current Annual budget	Variance annual total
	Income	£2,033.00	£3,237.00	£0.00	(£3,237.00)
	Indirect expenditure	£2,897.00	£10,428.00	£0.00	(£10,428.00)
	Net income over Expenditure	(£3,213.00)	(8,817.00)	£0.00	£8,817.00

No questions were received.

30. To consider the first round of budget considerations for the 2025-2026 financial year

The Committee discussed various options for consideration.

It was proposed by the Committee to consider the following:

- The Civic Hall Garden requires a plan to make into a usable space that members of public can hire and utilise the outside bar
- Strategy for the use of Didcot Town Council properties
- Review of Willowbrook staffing budget to open for longer hours
- Edmonds Park Pavilion utilisation strategy for 2025

The Committee requested

- A report on the feasibility of re introducing a community gym at Willowbrook Leisure Centre.
- Marketing strategy for promoting and advertising building use.

31. To review the properties report and consider the recommendations

The Committee reviewed the report.

31.1 To review the Civic Hall bar takings on 31st August 2024

The bar takings were:

	Civic Hall Bar	Actual current month	Actual Year To Date	Current Annual budget	Variance annual total
1050	Bar Sales	£840.00	£7,530.00	£15,000.00	£7,470.00
3001	Bar cost of sales	£1,264.00	£5,586.00	£8,000.00	£2,414.00
3003	F&B cost of sales	£0.00	£96.00	£0.00	£300.00
	Indirect expenditure	£96.00	£1,236.00	£3,000.00	£1,764.00
	Net income over expenditure	(£520.00)	(£707.00)	£4,000.00	£3,293.00

31.2 To review the usage figures at Didcot Civic Hall

2024 Civic Hall usage

July Utilisation: 25% for all spaces, 40% for the Main Hall

August Utilisation: 26% for all spaces, 40% for the Main Hall

2023 Civic Hall usage

July Utilisation: 21% for all spaces, 31% for the Main Hall

August Utilisation: 22% for all spaces, 33% for the Main Hall

31.3 Update on the Civic Hall works

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

The following items have been completed since the last Committee meeting at the Civic Hall on 24th July 2024.

- Actuator fixed in the Main Hall for **£268.56+VAT by Scoop Electrical Services**

Outdoor Services building:

- C1 and C2 works completed from FET report

The following maintenance items have been scheduled in over the coming months:

- Roller shutters service (Foyer and Kitchen) - Cost **£220.00+VAT with Sprint Door Systems**
- External door and automatic entrance door service - Cost **£375.00+VAT with BH Doors**
- Air handling and air conditioning 6-month service – Cost **£720.00+VAT with Carlton Services UK Ltd**
- Building management system (BMS) – Cost **£520.00+VAT with BMS systems**
- Fire Warning system and emergency lighting 6-month service

The Estate Manager provided an update to the Committee on leaks within the Civic Hall during the heavy rain on 20th September. Remedial fixes from **Polar FM £1656.27+VAT** has been planned.

Works included: -

- Clear all debris from gutters around the building
- Investigate leak above the reception desk
- Supply and fit new access panel to bar area
- Replace 5no spotlights to LED's in the bar area due to water coming through the current bulbs
- Disposal of waste

31.4 Annual water hygiene monitoring for Outdoor Services Building

The Committee reviewed the report.

It was proposed by **Cllr K Morrison**, seconded by **Cllr H Macdonald** and **RESOLVED** to proceed with the quote from **Rochester Midland Corporation of £818.00+ VAT** using budget code 330 4044 Maintenance Contracts. All members agreed.

31.5 To note the fix of the Outdoor Services Battery storage

The Committee noted the installation of the new batteries on 30th August.

31.6 Updated security requirements and deposit scheme for Didcot Civic Hall

The Committee considered the report.

Cllr D Aragão & Cllr M Khan suggested this should be inclusive in a package rate.
Cllr H Macdonald suggested a deposit as a deterrent of £150

It was proposed by **Cllr K Morrison**, seconded by **Cllr A Hudson** and **RESOLVED** to proceed with Committee recommendations. All members agreed.

The Committee recommendations

- Remove the current statement on the booking form - *“Didcot Town Council takes the safety and security of its staff and guests seriously, and 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 excl. VAT per hour (£30per incl. VAT)** for each required member of staff.”*
- The security cost to be added as part of the room/package hire costs
- To add a damage deposit of £150 which can be returned if no damage the building and if security has not had to get involved with the function.

31.7 Annual catering and bar appliance service for 2024

The committee reviewed the report. The catering quote has been reduced as we no longer require a gas safe certificate, but the refrigeration quote has increased due to not servicing any of our fridges in the past years.

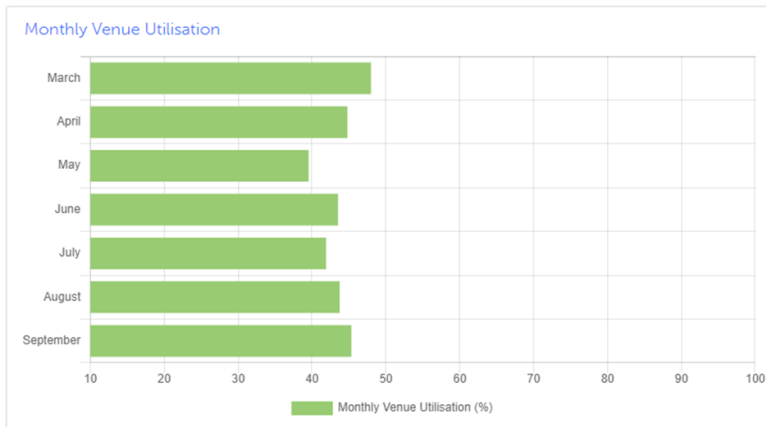
It was proposed by **Cllr K Morrison**, seconded by **Cllr A Hudson** and **RESOLVED** to proceed with annual service of **£1,050+VAT using MCFT** using budget code 403 4044 Maintenance contracts. All members agreed.

32. To review the Willowbrook report including the financial summary and consider recommendations.

The Committee considered the report.

32.1 – To the note Willowbrook usage figures

The Willowbrook usage figures are:



The committee reviewed the usage figures provided and noted the consideration of cancelling Drop-in Badminton on a Thursday evening due to low numbers. The Estate Manager explained we have a large amount of booking enquiries at present and we can look at bringing back in the spring.

32.2 – Update on the works completed at Willowbrook

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

Since the last meeting held on 25th September 2024 the following works have been completed:

- Fixed electrical testing completed and received report, and all is **satisfactory**
- Two fire detectors have been replaced due to becoming faulty. This is due to their age.

The following maintenance items need to be completed over the coming months:

- Roller shutters service (Outside store) – Cost **£120+VAT with Sprint Door Systems**
- Moveable door service (Function room) – Cost **£385+VAT with BH doors**
- 6-month air handling and air conditioning service – Cost **£360+VAT with Carlton Service UK Ltd**
- Fire warning system and emergency lighting 6-month service

32.3 – Servicing the BMS panel at Willowbrook

The Committee considered the report.

It was proposed by **Cllr H Macdonald** and seconded by **Cllr K Morrison** to **proceed** with **BMS Systems at £520.00+VAT**, using budget code 411/4044 Maintenance Contracts. All members agreed.

32.4 To review the change of Sanitary bin and nappy bin contract

The Committee commended the Estate Manager for identifying the saving for this area. They agreed changing the frequency of the collection for weekly to monthly for the sanitary and nappy waste will mean Didcot Town Council save money and getting better value for money.

The Committee noted the **saving of £1986.32** for this year.

The Committee also noted updated cost of this service as **£332.80+VAT per annum** through **Initial Washroom Services**.

33. To review the Edmonds Park Pavilion and Splash Pad report and consider the recommendations

33.1 – To review the Edmonds Park Pavilion booking summary

The Committee noted the update provided.

33.2 – To review the Splash Pad usage

The Committee considered the report and provided feedback to Estate Manager.

A discussion took place regarding signage for above the kiosk. The Committee would like the officer to investigate costs for a sign

Cllr A Hudson would like the Officers to investigate benches closer to the Splash Pad around the kiosk. The Estate Manager agreed to investigate costs.

33.3 – The annual water hygiene monitoring for Edmonds Park Pavilion

The Committee reviewed and considered the quotes noting the importance of maintaining our water hygiene systems.

It was proposed by **Cllr K Morrison** and seconded by **Cllr D Aragão** to proceed with recommendation for **Rochester Midland Corporation £1,124.00+VAT** using budget code 421 4044 maintenance contracts. All members agreed.

34. To consider the waste management for DTC properties

The Committee considered the report.

The Committee thanked the Estate Manager for this excellent report and the need to ensure DTC waste is under control.

Cllr D Aragão suggested that the Waste management report be published on Council website. The Estate Manager agreed to speak with the Events and Communication Officer to publish this.

It was proposed by **Cllr K Morrison** and seconded by **Cllr A Hudson** to proceed with Estate Manager's recommendations and for Officers to go out to tender for waste contract. All members agreed.

Recommendation for Civic Hall –

- Remove old bins and replace with black waste corridor boxes. Civic Hall would require a minimum 5x general waste bins totalling **£125+VAT** from **Grundon Waste Management Limited**.

Recommendations for Willowbrook -

- Purchase recycling and waste corridor bins totalling **£250+VAT** from **Grundon Waste Management Limited**.
- Purchase of caddy bins for the party rooms at Willowbrook for **£5.33** each from Robert Dyas. Total cost **£15.99**
- The Committee agreed to replacing the paper dispensers with six hand dryers for **£682.98+VAT** from **Direct 365**
- The cost from a local electrician wasn't received in time for the meeting and the Estate Manager would communicate this cost to the Committee when received.

35. To review the progress report on items not on this agenda

The Committee noted the progress report.

Meeting closed at 21:07

Signed _____ Chair Date _____