

Didcot Town Council



Property and Facilities Committee Wednesday 1st February 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 J Moody (Chair)
Cllr A Hudson
Cllr M Khan
Cllr V Havel
Cllr B Service

Officers:

Mr N White – Property and Facilities Manager (P&F)
Mr S Mundy – Projects and Services Officer (P&S)

47. Apologies

Apologies were tendered by Cllr A Macdonald (Vice Chair) and Mrs Janet Wheeler (Town Clerk)

Cllr M Mallows was absent.

48. Declarations of interests

No declarations were received.

49. To approve the Minutes of the meeting held on 30th November 2022

The Committee considered the draft minutes.

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

50. To note the financial summary for November 2022

The Committee noted the financial summary for November 2022.

51. Questions on the minutes or accounts

No questions received.

A discussion took place on why the Park room income is lower than the other rooms within the Civic Hall. The Property and Facilities Manager explained that this room is used but for Council meeting with contractors/staff. The Projects and Services Officer explained we have experienced more booking over the past months in this room and trying to fill if other rooms are already in use.

52. 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. These included: -

- Insulation has now been installed in all areas including the Office, Northbourne room, Main Hall storage, above the bar area and above the kitchen. You can feel the difference in these areas.
- Catering Equipment have been serviced.
- Kitchen extract system cleaned.
- CCTV has been repaired and three cameras replaced.
- Ladies' toilet flushers have been raised and now flushing much better.

To note the Willowbrook usage update

The Committee noted the Willowbrook usage and the new bookings that have taken place.

To note the Willowbrook works update

The Committee noted the works completed at Willowbrook since the last Committee meeting. These included: -

- The Outdoor store roller door has been installed.
- Purchased new cricket mat which has arrived.
- CCTV has been installed.
- Door repairs, hinge repairs and repainting of the ceilings where the lights have been upgraded.

- Faulty call point in the outside changing rooms has been changed.

To Consider the Air Handling and air conditioning service contract tender

The Projects and Services Officer explained that we currently do not have a contract for our air handling and air conditioning units which are required to be serviced a minimum of every six months.

The Projects and Services Officer went out to tender and four companies expressed interest in the contract. These four companies then provided quotes for a minor and major service for Didcot Civic Hall and Willowbrook Leisure Centre for a three-year contract.

It was proposed by Cllr J Moody, seconded by Cllr M Khan and **RESOLVED** to proceed with Company A **Carlton Services** for **£2160+VAT** for a three-year period from 1st April 2023 until 31st March 2025

To consider investigating Willowbrook Sports Hall roof leak

The Property and Facilities Manager explained the issues of leaks from the Sports Hall roof which is affecting the bookings when heavy rain is taking place. This specifically affects court one in the corner of the badminton court. The Property and Facilities Manager explained that some work had been completed in May 2021 but this leak has appeared on the other side of the hall which the Projects and Services Officer explained has not been a problem before.

The quote provided will investigate all provide a temporary fix to stop the leak from happening.

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to proceed with the quote provided by **Hawkins Roofing Ltd** for **£2300+VAT**. Cllr J Moody stated the officers can ask for works up to £500 if required and any further repairs needed to communicate via email.

To consider replacing the Fire Panel at Civic Hall

The Property and Facilities Manager explained to the Committee the issues we have been experiencing with the fire alarm panel which is going into fault on a regular basis. This is due to a fault within the panel.

The new panel will have a five-year guarantee and seven years support. The panel will be the latest version of the fire panel as there was an option to replace with the current version. The Committee agreed a new panel of the latest version is what is needed.

It was proposed by Cllr J Moody, seconded by Cllr M Khan, and **RESOLVED** to proceed with quote from **Executive Alarms** for **£2147.00+VAT**.

To Consider installing a bike shelter at Willowbrook – update

The Projects and Services Officer explained that since the last Committee meeting that he had now received a full quote including the handling and offload of the bike shelter. As this is likely to be around 300kg we would require offload as we do not have suitable equipment to do this. The Projects and Services explained that he has worked hard to bring this cost down to a reasonable cost to the Council.

The officers have also received prior authorisation to apply for S106 funding for this project for which will be applied for and has been reserved.

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to proceed quote from **Broxap** of **£1833+VAT**.

To consider external store shutter improvement

The Projects and Services Officer explained to the Committee that some work is needed to tidy up the outside store doors as you can now see insulation where the previous doors had covered as the wooden doors had been on the outside. It was also explained to the Committee that where the new roller shutter has been installed water is going under the door due to the change in location so the works needed will stop this from happening in the future.

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to proceed with quote from **Polar FM** for **£761.08+VAT**.

53. To consider the draft DTC Climate action plan

The Property and Facilities Manager explained the draft DTC climate action plan to the Committee and asked for any comments and feedback.

The Councillors provided feedback to the Property and Facilities Manager which included adding SMART objectives to each item.

The Property and Facilities Manager explained that each strategy raised within the Climate plan will then their own plan and objectives/goals.

The Committee noted the draft DTC Climate action plan.

54. To consider the Projects and Services Officer cleaning tender report

The Projects and Services Officer explained the Committee how he went about the processes behind the tender and the items we are looking for from our next cleaning provider.

The Projects and Services Officer presented the scoring matrix to the Committee of the outcomes of the seven companies that provided tender documents for the cleaning contract at the Didcot Civic Hall.

It was proposed by Cllr B Service, seconded by Cllr J Moody, and **RESOLVED** to **RECOMMEND to Full Council** Company **B Ever Brite Cleaning Services LTD** as the preferred cleaning provider from 1st April 23. This is as per quote for **£25,355.20** for the First year and a 5% increase year on year for years two and three.

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

The Committee noted the progress report.

Meeting closed at 20.42.

Signed _____ Chairman Date _____

DRAFT