

Didcot Town Council



Property and Facilities Committee Wednesday 24th July 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

15. **Apologies**

Apologies were tendered from Cllr Z Mohammed.

16. **Declarations of interests**

No declarations were received.

17. **To approve the Minutes of the meeting held on 29^h May 2024**

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

It was proposed by **Cllr A Hudson**, seconded by **Cllr H Macdonald**, and **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting and note them as such. All members agreed.

18. **Questions on the minutes**

No questions were received.

19. **To review the detailed income and expenditure for Property and Facilities Committee on 30th June 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	£14,520.00	£43,881.00	£127,500.00	£83,619.00
Indirect expenditure	£12,989.00	£37,216.00	£198,663.00	£161,447.00
Net income over Expenditure	£1,531.00	£6,665.00	(£71,163)	(£77,828)
Civic Hall Catering	Actual current month	Actual Year To Date	Current Annual budget	Variance annual total
Income	£555.00	£8,003.00	£16,000.00	£7,997.00
Direct expenditure	£9.00	£2,544.00	£8,000.00	£5,456.00
Indirect expenditure	£0.00	£959.00	£1,000.00	£41.00
Net income over Expenditure	£546.00	£4,500.00	£7,000.00	£2,500.00
Willowbrook Leisure Centre	Actual current month	Actual Year To Date	Current Annual budget	Variance annual total
Income	£9,935.00	£31,128.00	£72,000.00	£40,872.00
Indirect expenditure	£7,573.00	£13,653.00	£137,254.00	£123,601.00
Net income over Expenditure	£2,362.00	£17,475.00	(£65,254)	(£82,729)
Edmonds Park Pavillion	Actual current month	Actual Year To Date	Current Annual budget	Variance annual total
Income	£446.00	£1,220.00	£0.00	(£1,220)
Indirect expenditure	£3,749.00	£5,122.00	£0.00	(£5,122)
Net income over Expenditure	(£3,303)	(3,902)	£0.00	£3,902.00

No questions were received.

20. **To review the properties report and consider the recommendations**

The Committee reviewed the report.

20.1 To review the Civic Hall bar takings on 30th June 2024

The bar takings were:

	Civic Hall Bar	Actual current month	Actual Year To Date	Current Annual budget	Variance annual total
1050	Bar Sales	£431.00	£1,834.00	£15,000.00	£13,166.00
3001	Bar cost of sales	£1,932.00	£2,987.00	£7,500.00	£4,513.00
3003	F&B cost of sales	£0.00	£80.00	£500.00	£420.00
	Indirect expenditure	£374.00	£951.00	£3,000.00	£2,049.00
	Net income over expenditure	(£1,875.00)	(£2,184.00)	£4,000.00	£6,184.00

Cllr M Khan suggested looking into opening the bar for events such as sports. He mentioned that similar venues locally were busy for the European Cup final, and it could be beneficial for the Civic Hall to open for these types of events.

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.

20.2 To review the usage figures at Didcot Civic Hall

The usage figures for the Didcot Civic Hall are:

May Utilisation: 29% for all spaces, 41% for the Main Hall

June Utilisation: 23% for all spaces, 33% for the Main Hall

The Estate Manager explained an article will be going into the 'six' magazines which is distributed over six towns for five months. Towns include Didcot, Wantage and Witney. This was for a fee of **£500+VAT using Fyne Associates** to increase awareness of the facility.

The Committee asked for more social media adverts and more targeted marketing to businesses in Milton Park.

20.3 Update on the Civic Hall works

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

- CCTV servicing completed
- Portable panic alarms have been purchased and in place
- Legionella Risk Assessments have been completed at the Civic Hall, Outdoor Services Depot, Edmonds Park Pavilion and Loyd Recreation Pavilion

Several other urgent works have been required such as:

- Fixing an electrical fault behind the bar which turned all the switches off. This was completed in two visits (cost of original investigation: **£300+VAT**) (cost of fix and second visit: **£564+VAT**) using **budget code 401 4043**

- One blind had fallen and two had broken mechanisms and stuck in place so have been replaced. Total amount paid **£984.67** within two visits. **Budget code used 401 4043**

20.4 To consider updated Lift repair quote

The previous quote from Gartec had been revised from £577.51+VAT as a key part had been missed from the previous quote. The Estate Manager explained what part was missed and that this was key for the lift to continue working correctly.

It was proposed by **Cllr K Morrison**, seconded by **Cllr H Macdonald** and **RESOLVED** to proceed with the quote from **Gartec** of **£1507.94+ VAT** using budget code **401 4043**. All members agreed.

20.5 To consider a quote for the Evacuation Chair training

The Committee considered the report.

The Town Council and staff could potentially need to use the evacuation chair during an emergency. Fire personnel are not meant to help people leave the building; this is down to the team on site. Training is required by the supplier of the evacuation chair. The company provided two options which included an option for operator training or key trainer (Train the Trainer).

It was proposed by **Cllr K Morrison**, seconded by **Cllr M Khan** and **RESOLVED** to proceed with the Officer's recommendation of **Key Trainer (Train the Trainer)** from **Evac+Chair** at cost of **£1039+ VAT**. **All members agreed. To be taken from Cost Centre 100 4009 training and conferences.**

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

20.6 To note the cost of connecting the new ovens to electricity at Civic Hall

The Estate Manager explained to the Committee that the new ovens had arrived and been installed. To get them working an electric supply was needed and three quotes were obtained. All ranged in costs, and it was agreed to go ahead with the quote from **Scoop Electrical Services** for **£803.31+VAT**. **Cost centre 403 / 4045.**

The Estate Manager reported that all ovens are up and running and the first booking to use the ovens would take place on Saturday 27th July 2024

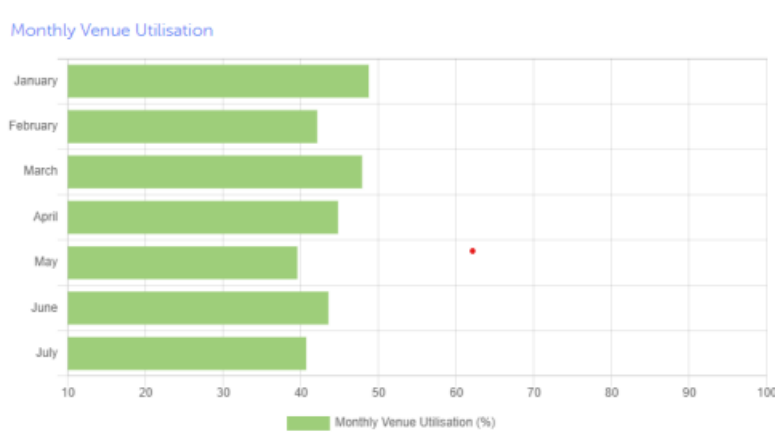
Induction pots and pans are ready for hire if customers do not bring their own.

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

The Committee considered the report.

21.1 – To the note Willowbrook usage figures

The Willowbrook usage figures are:



The Committee discussed increasing the numbers for the Badminton Drop-in sessions on a Thursday. The Committee suggested to look at bring a friend Thursday or a cheaper price. This will be investigated by the Estate Manager.

21.2 – Update on the works completed at Willowbrook

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

- TM44 Air conditioning service completed
- New fire detector ordered due to fault

21.3 – To consider the Fixed Electrical Testing (FET) required at Willowbrook

The Committee considered the report.

The Estate Manager explained to the Committee that the FET must be completed every three years within a leisure centre environment, three quotes had been received to complete the works.

It was proposed by **Cllr M Khan** and seconded by **Cllr L Hislop** to **proceed** with **POLAR FM at £840 +VAT**, using **budget code 'Willowbrook contracts' - 411/4044**.

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

22.1 – To review the Edmonds Park Pavilion booking summary

Several questions were raised by the Committee.

The Estate Manager agreed to investigate costs of a Premises Licence for the new Edmonds Park Community Pavilion so events can be held there in future. Cllr M Khan also asked the Officers to investigate adding more colour inside the building and suggested artworks of Didcot or children's pictures.

Cllr L Hislop tasked the officers to investigate a QR code for the main entrance so residents can make enquiries through this.

22.2 – To review works completed for the Pavilion

The Committee considered the report:

- 4G and routers have been installed within the Pavilion.
- Dual com monitoring system for the fire alarm and intruder alarm has been installed and operational
- Blinds have been installed with both meeting rooms
- Issue with air source heat pumps have been rectified
- Outdoor tap has been installed for **£405.60** as required for watering turfing and flower beds. **Polar FM** completed this work.
- Installation of additional cameras have been installed
- Freezer organised for selling ice creams within the Pavilion
- Turfing has been laid

22.3 – To consider Edmonds Park building signage

The Committee reviewed and considered the quotes noting the importance of signage including internal.

It was proposed by **Cllr A Hudson** and seconded by **Cllr K Morrison** to proceed with **Scorpion Signs** for **£1250 +VAT**. All members agreed.

It was also agreed to **proceed** with the internal signage and directional signage outside the building with Scorpion Signs for **£240+VAT**

22.4 – To consider the progress of the Splash Pad construction

The Committee raised concerns regarding the water situation and the Estate Manager assured the Committee both 'Splash' and Life Build have confirmed we will not run out of water this summer.

The issue with the water regarding Thames Water and Life Build would be rectified once the Splash Pad is closed for the winter where Thames Water will change the metre and Life Build will change the size of the pipe to 50mm supply.

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

The Committee noted the progress report.

Cllr M Khan requested an update on the Mayor’s presentation boards.

The Estate Manager to provide update once the Splash Pad is open.

Meeting closed at 20.44

Signed _____ Chair Date _____