

Didcot Town Council



Property and Facilities Committee

Wednesday 31st January 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 A Jones
Cllr A Hudson
Cllr L Hislop

Officers:

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

Two members of public were present.

45. Apologies

Apologies were tendered from Cllr M Khan

Cllr Z Mohammed was absent.

46. Declarations of interests

No declarations were received.

Standing orders were suspended to let Mr Gareth Tucker the owner of the Bounce Park address the Committee.

Mr Tucker informed members that Bounce Park would be very interested in a long lease/agreement for the full time use of Willowbrook Leisure Centre.

It was proposed that the Estate Manager add this potential proposal to the 27th March agenda so the Committee could then be discussed in more detail.

It was agreed the proposal would be sent to the Estate Manager for circulation.

Standing orders were re-installed.

47. To approve the Minutes of the meeting held on 29th November 2023

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

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

Cllr H Macdonald informed the Estate Manager of a date error on the agenda. This would be amended.

48. Questions on the minutes

No questions received.

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

The Committee noted the report.

49.1 To note the Civic Hall bar takings

The Committee noted the bar takings and new products to sell at the bar.

49.2 To note the usage figures at Didcot Civic Hall

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

49.3 To note the Civic Hall financial summary

The Committee noted the Civic Hall financial summary.

The Town Clerk made the Committee aware of an account error for cost code 1011 "Millbrook/Orchard Room". This was due to an error inputting the new pricing for 2023/2024. The Customer Service Officer had been updated the figures which now now showed the true reflection true reflection. The correct coding has been put in for 1st April 2024 to 31st March 2025

49.4 To note the Civic Hall works update

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

- Hawkins completed repairs on pipe under the canopy.

- Ice Maker has been serviced.
- Evacuation chair has been serviced.

49.5 To note the current progress on the new Pavilion build

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

The Committee noted the current proposed finish date of 16th February which is 5 weeks over schedule.

The Committee noted the neighbour's complaint regarding the lighting on the outside of the building. The Town Clerk and Estate Manager assured the Committee that DTC is working with the builders and electrical contractor to rectify the situation and find a solution.

The Committee noted the potential official opening for the building, the week commencing 11th March 2024.

The Committee noted the booking system requirements for the use of Bookteq and Lockteq for the new pavilion. The cost will be **£50 a month** for the booking system and **£20 a month** for the Lockteq 4G sim card.

49.6 To consider an end of project filming for Edmonds Park Pavilion

The Committee considered the end of project filming for the Edmonds Park Pavilion.

The Committee liked the idea in principle for the filming but would prefer this to be completed once the planting and possible Splash Park has been built.

The Committee has asked for pictures to be taken and a full press release completed to ensure the residents of the Didcot are aware of the new building.

It was proposed by Cllr K Morrison and seconded by Cllr A Hudson to ask the company if they can do a discounted rate for filming just the inside or to seek alternative options such as a student to complete a virtual tour.

49.7 – To note the CCTV service requirements for DTC buildings

The Committee noted the CCTV service requirements for the Civic Hall and Outdoor services depot. This will mean the CCTV is then serviced annually to ensure all are working correctly and in order.

An order has been placed with **Executive Alarms** for **£890+VAT**.

49.8 – To consider extending the extract duct for the kitchen area

The Committee considered the summary of extending the extract duct.

The Committee were worried this was a large cost and didn't include the use of a scaffolding within the quote.

It was proposed by Cllr K Morrison and seconded by Cllr A Jones to proceed with finding a further two quotes. Upon gaining two quotes the Estate Manager can liaise with the Committee via email to then proceed with the works required.

49.9 – To consider the plant repairs at Didcot Civic Hall

The Committee considered the repairs for the plant room in the Civic Hall from the service completed in December 2023.

It was proposed by Cllr K Morrison and seconded by Cllr A Hudson to proceed with quote from **GS Mechanical** for **£943.66+VAT** using budget code 4043 repairs and maintenance.

49.10 – To consider the updated Civic Hall website

The Committee considered the updated Civic Hall website.

The Estate Manager presented the new website to the Committee and the Committee thanked the staff for creating the website which looks clean and easy to use.

It was proposed by Cllr K Morrison and seconded by Cllr A Hudson to proceed with the created website with amendments to pictures and a number of items addressed by staff.

49.11 – To note the quote to repair the Broadway entrance slave leaf

The Committee noted the quote for the repair to the Broadway entrance slave leaf on the entrance door.

An order has been placed with **BH Doors** for **£413.39+VAT**

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

The Committee considered the remedial action for the ice machine used for the bar as this is not working as intended.

The Committee were concerned with the cost of the repairs provided by the service company and asked the Estate Manager to provide further quotes to repair or replace for the next Committee meeting.

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

The Committee considered the report.

50.1 – To the note Willowbrook usage figures

The Committee noted the Willowbrook usage figures.

The Committee wanted to thank the DTC staff for their continued efforts with ensuring Willowbrook is filled and for their hard work ensuring the building is staffed, especially with the recent staff losses.

50.2 – To note the Willowbrook financial summary

The Committee noted the financial summary.

50.3 – To note works completed at Willowbrook

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

- Repairs to the roof - completed by Hawkins.
- Insulation has been installed over the reception area and the function room.

50.4 – To note the CCTV service requirements for Willowbrook

The Committee noted the CCTV service requirements for Willowbrook.

An order has been placed with **Executive Alarms** for an annual fee of **£210+VAT**.

50.5 – To consider the plant repairs for Willowbrook

The Committee considered the plant repairs need for the plant at Willowbrook.

It was proposed by Cllr K Morrison and seconded by Cllr L Hislop to proceed the quote provided by **GS Mechanical** for **£2064.30+VAT** using budget code 1767 Willowbrook site maintenance.

The Estate Manager explained to the Committee that there will be a need to replace the boilers at Willowbrook over the coming years. This is due to the parts now being discontinued due to the age of the boilers and informed the members to be prepared to start thinking about replacements.

42.6 – To note the water treatment service agreement at Willowbrook

The Committee noted the water treatment service agreement for one year from 1st January 2024 until 31st December 2024.

The cost will be **£1036 excluding VAT** split into quarterly invoices of **£259+VAT** from **Rochester Midland Corporation Limited (RMS)**

51. To consider the DTC building fire door inspection report

The Committee considered the report.

It was proposed by Cllr K Morrison and seconded by Cllr A Hudson to proceed with company A **AJM Fire Safety** for **£643.00+VAT** for Didcot Civic Hall and **£693.00+VAT** for Willowbrook Leisure Centre. This will then be completed annually.

52. To consider the Edmonds Park gates report.

The Committee considered the report.

It was proposed by Cllr A Hudson and seconded by Cllr K Morrison to keep the gates open at Edmonds Park once the Pavilion is open.

The Committee has requested that the Estate Manager investigate costs to install CCTV within the car park and to present at the next Committee meeting on 27th March 2024.

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

The Committee noted the progress report.

54. 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.

55. To consider the current Riverside Agreement for use of the backstage rooms

The Committee considered the report.

It was proposed by Cllr K Morrison and seconded by Cllr A Hudson to ask Riverside Counselling Services for a meeting and explain that the current agreement will end on 31st March 2024. DTC to offer alternatives within the current run buildings, including Fleet Meadow.

Meeting closed at 21.31.

Signed _____ Chairman Date _____