

## Notice of a meeting of the

### **Property & Facilities Committee**

29<sup>th</sup> November 2023 at 7:30 pm

All Saints Room, Didcot Civic Hall



**All members of the Properties & Facilities Committee are summoned to attend this meeting for the transaction of the business on the agenda.**

#### **Admission of the public and media**

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960.

#### **Reports and minutes**

We add reports and minutes to our website.

#### **Recording, photographs and filming**

The press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such members of the public may be recorded or photographed during the meeting. We ask that anyone wishing to record or photograph the meeting notifies the Property & Facilities Manager before the start of the meeting.

#### **Public participation**

The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30-32 on a matter before the Committee).

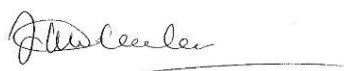
#### **Please do not attend the meeting if you feel unwell.**

At the relevant time during the meeting, the Chair will invite members of the public to present their questions and statements. To contact the Projects and Services Officer, please email – [smundy@didcot.gov.uk](mailto:smundy@didcot.gov.uk)

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# Agenda

1. To receive apologies
2. To receive declarations of interests.  
Members are reminded to declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's code of conduct.
3. To agree the Minutes of the Property and Facilities Committee held on 27<sup>th</sup> September 2023 as a true record – **see attached minutes.**
4. Questions on the minutes.
5. To note the properties report including the financial summary and consider the recommendations relating to:  
  
5.5 – hire fees for Edmonds Park Pavilion  
5.6 – hire fees for the Civic Hall for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025  
5.7 – hire fees for the welfare unit and Loyd Rec Pavilion for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025  
- **see attached paper**
6. To note the Willowbrook report including the financial summary and consider the recommendations to:  
  
6.5 – hire fees for Willowbrook Leisure Centre for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025  
- **see attached paper**
7. To Consider the budget report for 2024/25 – to discuss only the Willowbrook and Civic Hall sections on pages 7-3,4,8,9 and 10 – **See attached paper**
8. To note the progress report on items not on this agenda – **see attached paper**



Janet Wheeler  
Town Clerk  
Date: - 23/11/2023

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**Voting Committee members:**

Cllr K Morrison (Chair)  
Cllr H Macdonald (Vice Chair)  
Cllr A Jones  
Cllr Z Mohammed  
Cllr M Khan  
Cllr A Hudson  
Cllr L Hislop

**Nominated Substitute Members**

Cllr D Guerra Aragão  
Cllr G Roberts  
Cllr O Glover  
Cllr C Jennings  
Cllr J Broadbent  
Cllr D Macdonald  
Cllr N Hards

## Didcot Town Council

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### **Property and Facilities Committee** Wednesday 27<sup>th</sup> September 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 K Morrison (Chair)  
Cllr H Macdonald (Vice Chair)  
Cllr A Jones  
Cllr D Guerra Aragão  
Cllr A Hudson  
Cllr L Hislop

### **Officers:**

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

### **25. Apologies**

Apologies were tendered from Cllr Z Mohammed and Cllr M Khan

Cllr D Guerra Aragao substituted for Cllr Z Mohammed.

### **26. Declarations of interests**

There were no declarations received.

### **27. To approve the Minutes of the meeting held on 26<sup>th</sup> July 2023**

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

It was proposed by Cllr A Hudson, 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.

## **28. Questions on the minutes**

No questions received.

## **29. To note properties report including the financial summary and consider the recommendations.**

The Committee noted the report.

Cllr H Macdonald entered the meeting at 19.33.

### 29.1 To note the Civic Hall bar takings and usage figures

The Committee noted the bar takings and usage figures for the Civic Hall.

The Estate Manager explained to the Committee that the team have been looking into how to increase bar sales, this included looking at local distillery's and obtaining samples, and the visibility of the staff at the bar area.

The Estate Manager then explained how officers were looking to increase the awareness of the Civic Hall bookings, by taking pictures of the rooms so customers can see how the rooms can be setup. The officers were also investigating creating a new website for the Civic Hall. The Estate Manager also explained to the Committee the recent customer feedback and gave the group samples of the surveys completed.

The Committee asked the Estate Manager to investigate ways DTC can quickly contact the Police in case of an emergency due to an event that had recently occurred where members of staff felt threatened.

### 29.2 To note the Civic Hall financial summary

The Committee noted the Civic Hall financial summary.

### 29.3 To note the Civic Hall works update

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

- Roof repairs completed above the stage roof
- Replacement of window actuators within the Main Hall

### 29.4 To consider replacing a further two actuators within the Civic Hall Main Hall

The Estate Manager explained to the Committee how a further two actuators had failed when the electrician attended the Civic Hall to fix the three actuators agreed at the Committee meeting on Wednesday 26<sup>th</sup> July 2023 and how it would be good to get replaced now before next summer, to ensure all was working correctly.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones, and **RESOLVED** to proceed with the quote from **SCOOP Electrical Services** for **£424.34+VAT** using budget code 4043 repairs and maintenance.

29.5– To note the current progress on the new Pavilion build

The Committee noted the current progress on the New Edmonds Park Pavilion.

The Committee expressed a concern regarding Thames Water and the water supply which could hold up the opening of the building. The Town Clerk and Estate Manager explained that they will be attending a meeting with the consultants and builders on Thursday 28<sup>th</sup> September and will gain more knowledge on the situation.

29.6 – To note the Loyd Pavilion works have been completed

The Committee noted that works had been completed at the Loyd Pavilion and were pleased with the results.

29.7 – To note the Civic Hall catering service order

The Committee noted that the catering service had been ordered for a cost of **£880+VAT** using MCFT.

The Estate Manager explained that DTC are currently awaiting a date of this service.

29.8 – To note the Lightning Protection servicing at Didcot Civic Hall and Willowbrook Leisure Centre

The Committee noted that the lightning protection service has been booked in for the Didcot Civic Hall and Willowbrook Leisure Centre. Total cost for the servicing to take place is **£270+VAT** (Didcot Civic Hall **£110.00** and Willowbrook Leisure Centre **£160.00**) using **Rodells**.

29.9 – To note the roller door shutter service for Didcot Civic Hall, The Outdoor Services Depot and Willowbrook Leisure Centre

The Committee noted the roller door shutter service at Didcot Civic Hall, Outdoor Services Depot and Willowbrook Leisure Centre for a cost of **£85 +VAT** per door. Total cost of service **£425+VAT** through **Sprint Door Systems**.

This service has been completed.

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

The Committee considered the report.

### 30.1 – To the note Willowbrook usage figures

The Committee noted the Willowbrook usage figures.

The Estate Manager informed the Committee of the new groups hiring Willowbrook and how the usage figures will look different in the future due to Tuesdays now opening from 8am on our system, which will decrease the usage overall and we have increased the times available.

The Estate Manager also explained to the Committee how staff are looking at increasing the social media presence for the site and creating a new website for Willowbrook.

The Committee tasked the Estate Manager to speak to the hirers to ensure they tag Willowbrook into posts and on their own websites.

A discussion took place regarding starter rates for hirers at Willowbrook and the Committee tasked Officers to look at proposals to take to the Finance and General Purposes Committee.

### 30.2 – To note the Willowbrook financial summary

The Committee noted the financial summary.

The Town Clerk explained to the members that DTC will receive a rebate for the business rates paid by Willowbrook in 2022/2023 and the rates paid for both Willowbrook and Civic Hall through part of 2023/2024, through the Business Rate Relief Scheme.

### 30.3 – To note the current recruitment needs at Willowbrook

The Committee noted the current recruitment needs at Willowbrook, which included three new Leisure Assistants and one Team Leader.

### 30.4 – To note works completed at Willowbrook

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

- Replacement fan for the Air Handling unit
- Various small works

### 30.5 – To consider installing insulation to areas in Willowbrook

The Estate Manager explained to the Committee that Willowbrook currently has little to no insulation, to start with DTC should look to put insulation above the reception and the function room.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones, and **RESOLVED** to proceed with the quote from **Polar FM** for **£3681.10** using budget code 4043 repairs and maintenance and this would cover the reception area and the function room.

The Committee asked the Estate Manager to investigate grants to cover these costs.

30.6 – To consider replacing a bollard outside the centre which had been damaged and removed

The Estate Manager explained that a bollard outside of Willowbrook had been driven into, damaged and had to be removed. DTC require this replacing for lighting at the entrance of Willowbrook so that the disabled parking would be lit up and visible.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones, and **RESOLVED** to proceed with the quote from **Eco-Lectrical** for **£645.30+VAT** using budget code 4043 repairs and maintenance.

30.7 – To consider changing Willowbrook Leisure Centres name

The Estate Manager explained to the Committee how the Willowbrook Leisure Centre name clashes with the Willowbrook Park housing development in Northeast Ladygrove and was unsure if this name would stick or if it would cease when the development was completed he wanted to bring this to the attention of the Committee as a potential clash of names. When searching for Willowbrook Leisure Centre, the Willowbrook Park development is the first item that shows on Google.

The Committee asked the Estate Manager to speak to the hirers on their thoughts on the Willowbrook name as a whole and if this was something that should change.

It was decided that Officers should keep an eye on the development. When a new Leisure Centre is built within this development then the Planning and Development Committee should be made aware of the Leisure Centre name, so this doesn't clash with the Willowbrook name.

30.8 – To note servicing the moveable door within the function room

The Committee noted the moveable door service for the function room for a cost **£335+VAT** through **BH doors**.

30.9 – Any Projects to add to the 2024/25 Budget

The Town Clerk explained that one major project that will need investigating is the Splash Park. The Town Clerk explained if this goes ahead there will be no further funds available for any new major projects.

Cllr K Morrison wanted the Condition survey to be looked at for the next financial year.



### **31. To consider the updating the planned flower beds at the New Edmonds Park pavilion**

The Committee considered the report.

The Committee heard how the new Edmonds Park Pavilion cannot be completed without the planting taking place within our current planning application. As the planting would need to take place in December/ January this isn't possible due to possible snow and heavy frosts as the plants would die.

The Outdoor Team investigated the current planned planting scheme proposed by the builders and stated most would not be viable and. In their opinion, could be completed cheaper.

The Estate Manger presented two options.

Option 1 – The builders complete the planting but add an amendment so the building can be signed off with planting taking place in the spring.

Option 2 – To add an amendment for the Outdoor Services Team to complete the planting and ask the builders to amend this.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones, and **RESOLVED** to **RECOMMEND** option two to request an amendment to the planning authority for the Outdoor Services team to complete the planting at the new Edmonds Park Pavilion and for the Officer to speak to the South Oxfordshire District Council Bio-Diversity team regarding the new proposed planting scheme to gain approval.

### **32. To consider the future of the tennis courts in Ladygrove**

The Committee considered the report.

The Estate Manager gave a summary on the history of the tennis courts in Ladygrove and explained how the Ladygrove Management Working Group decided that the Property and Facilities Committee pursue with options for the tennis courts in Ladygrove.

A discussion took place between the Councillors exploring if charging for the courts would be viable, and to run this from Willowbrook.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones and **RESOLVED** to recommend that the Ladygrove Tennis courts be kept as free to use and review depending on vandalism. Cllr H Macdonald abstained from the vote.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones and **RESOLVED** to proceed with the quote from Fleet Lining for **£510.10+VAT** to purchase the Paints and three saddle bags required to paint all courts.

**33. To note the progress report on items not on this agenda**

The Committee noted the progress report.

The Committee agreed that the item from 30/5/22 Min should be removed.

**34. 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.

**35. To consider the direction of Willowbrook Leisure Centre**

The Committee considered the report.

The Estate Manager explained to the Committee the history Willowbrook and presented to the Committee the report compiled by the Mulhall Leisure Consultants. The following three proposals were explained: -

1. Didcot Town Council continues the in-house operation of Willowbrook Leisure Centre
2. Look to put the facility back out to tender
3. Didcot Town Council continues to run the in-house operation but create a new charitable company

A discussion took place with all Councillors stating which option the Council should go with. The Town Clerk explained how much work would be involved with proposal three.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones, and **RESOLVED** to **RECOMMEND to FULL COUNCIL** to continue with proposal one Didcot Town Council continue to run in-house operations with a view to moving to proposal three - that Didcot Town Council continue to run in house operations and create a charitable trust.

**36. To consider taking in specialist support for the building of the North Brook Community Centre**

The Committee considered the report.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones, and **RESOLVED** to work with **Mr N White** on a job by job basic for **£45per hour**. It was **AGREED** that Mr N White look through the North Brook Community Centre specification for three hours.

Meeting closed at 21:20

Signed \_\_\_\_\_ Chairman      Date \_\_\_\_\_

DRAFT

## Didcot Town Council

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# Property and Facilities Committee

## Properties Report

### 29<sup>th</sup> November 2023



Report author: Stuart Mundy

The below have been ordered in priority, based on legal requirements and H&S concerns.

## 1. To note the Civic Hall bar takings and usage figures

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### Bar

September Takings: £1474.93

October Takings: £2126.39

I have tried another new ale for the bar during October called Wonkey Donkey. This has been popular.

DTC staff have also organised the cellar better as many items were found to be out of date. The officers have developed a better system within the cellar which should now stop items going out of date. Several promotions are currently in place to sell the stock close to its best before date.

### 2023 Civic Hall usage

September Utilisation: 24.95% for all spaces, 36.96% for the Main Hall

October Utilisation: 24.02 %for all spaces, 36.29% for the Main Hall

November Utilisation: 28.10% for all spaces, 43.45% for the Main Hall - *As it currently stands at time of report.*

### 2022 Civic Hall usage

September Utilisation: 28.33% for all spaces, 40.41% for the Main Hall

October Utilisation: 23.54% for all spaces, 39.63% for the Main Hall

November Utilisation: 27.91% for all spaces, 38.39% for the Main Hall

A several events have taken place at the Civic Hall since the last meeting in September including: -

- Food Festival
- Gift Fair
- Remembrance Sunday
- Health and Wellbeing Day

No further customers feedback has been received through our surveys. Within the centre we have received lots of positive feedback.

## 2. To note the Civic Hall financial summary

Please below the financial summary for the Civic Hall as of October 2023.

Oct-23		Income			Expenditure		
Budget Code	Description	Annual Budget	YTD Income	% of Budget	Annual Budget	YTD Expenditure	% of Budget
<b>Civic Hall</b>							
1000	Main Hall	£ 55,000.00	£ 29,466.00	53.57%			
1001	Northbourne Room	£ 12,000.00	£ 7,871.00	65.59%			
1002	Ladygrove Room	£ 25,000.00	£ 19,480.00	77.92%			
1003	All Saints Room	£ 10,000.00	£ 5,863.00	58.63%			
1004	Park Room	£ 8,000.00	£ 4,170.00	52.13%			
1005	Weddings	£ -	£ 592.00	#DIV/0!			
1009	Events Package Income		£ 7,726.00				
1011	Millbrook/Orchard Room	£ 2,000.00	£ 25.00	1.25%			
1020	Other Income	£ 1,000.00	£ 1,740.00	174.00%			
4012	Water				£ 12,000.00	£ 3,049.00	-25.41%
4014	Light and Heat				£ 40,000.00	£ 16,138.00	40.35%
4015	Cleaning				£ 30,000.00	£ 17,598.00	58.66%
4016	Uniform				£ 1,000.00		0.00%
4018	Waste Disposal				£ 3,500.00	£ 2,331.00	66.60%
4023	Licenses				£ 4,000.00	£ 2,786.00	69.65%
4042	Equipment				£ 10,000.00	£ 1,204.00	12.04%
4043	Repairs and Maintenance				£ 10,000.00	£ 32,696.00	326.96%
4044	Maintenance Contracts				£ 15,000.00	£ 16,471.00	109.81%
4054	Business Rates				£ 50,000.00	£ 12,096.00	-24.19%
<b>Central Administration</b>							
1121	Telephone and Internet				£ 4,000.00	£ 1,938.00	48.45%
1127	Alarm Maintenance				£ 160.00		0.00%
1173	Green Projects				£ 10,000.00	£ 1,095.00	10.95%
<b>Catering</b>							
1075	Food And Beverage income	£ 3,000.00	£ 5,793.00	193.10%			
1100	Catering Income	£ 6,000.00	£ 5,705.00	95.08%			
3100	F&B Costs				£ 4,500.00	£ 3,619.00	80.42%
4350	Kitchen Maintenance				£ 2,500.00	£ 120.00	4.80%
<b>Bar</b>							
1050	Bar Sales	£ 15,000.00	£ 10,036.00	66.91%			
3000	Bar Purchase				£ 7,500.00	£ 5,937.00	79.16%
3020	Bar Sundries				£ 500.00	£ 163.00	32.60%
3154	Bar Maintenance				£ 3,000.00	£ 1,200.00	40.00%
<b>Capital and Projects</b>							
1940	Building Maintenance						
1947	Office Equipment and Furniture				£ 1,000.00		0.00%
<b>Totals</b>		£ 137,000.00	£ 98,467.00	71.87%	£ 208,660.00	£ 88,151.00	42.25%

Date printed - 07/11/23

## 3. To note the Civic Hall works update

The following items have been completed since the last Committee meeting at the Civic Hall on 27<sup>th</sup> September 23

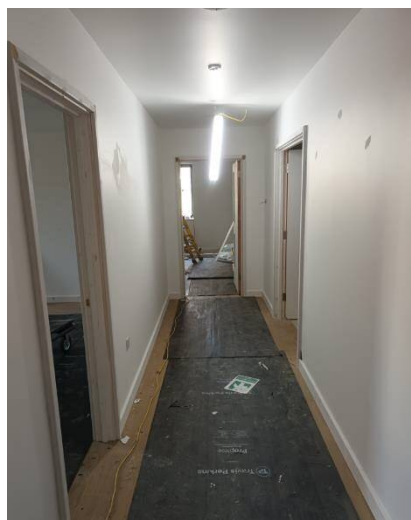
- Window actuators have been fixed within the Main Hall.
- Civic Hall roof works have been completed and the slabs have had the coping removed and leak testing in three areas of concern. Some flashing was removed and this has been re installed. New downpipes installed to take water off the higher roof to the lower gutting.
- Lightning Protection service has been completed
- Automatic door and fire exit doors have been serviced
- Roller door service has been completed with the Civic Hall and the Outdoor Service Depot

## **4. To note the current progress on the new Pavilion build**

Please see attached updated pictures as of the 22/11/23

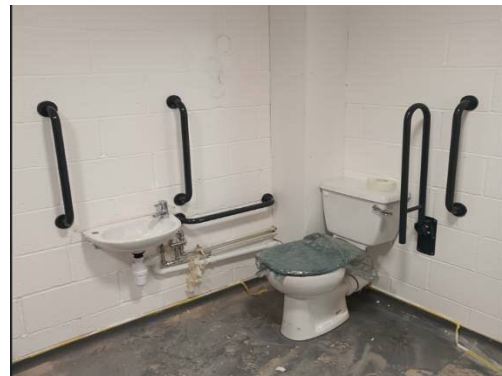


Majority of the scaffolding is now coming down with roof works majority completed.



Works is progressing very well inside. Decorating continues and 2<sup>nd</sup> fix M&E continues. Floor finishes have commenced. Plastering has been completed.





Kitchen units installed are now being fitted and toilets starting to be installed.



Community hall has windows fitted and suspended ceilings almost completed

Poor weather conditions have delayed external works and scaffold strike. A concern remains regarding the future water connection. This currently will affect the final commissioning of building.

## 5. To consider the hire fees for Edmonds Park Pavilion 2024/25

As the building is nearly completion the Committee should consider the prices for hire the facility.

Please see proposed hire fees from when the building is opened.

Edmonds Park Pavilion		
<u>Area</u>	Off Peak hours (8am- 4pm)	Peak hours (4pm - 10pm and Weekends)
Main Hall	£ 20.00	£ 25.00
Meeting Room 1 (Larger room)	£ 14.00	£ 18.00
Meeting Room 2 (Smaller room)	£ 12.00	£ 16.00
Kitchen (Per booking)	£ 5.00	£ 10.00
Changing Room (1/2 day)	£ 20.00	£ 20.00

All prices exclude VAT.

On review of other Community centre around Didcot this should place us well in terms of fees compared to them.

We are starting to have enquiries to hire the facilities and would like to provide costs to the potential hirers.

### Recommendations

The Estate Manager is seeking approval from the Committee to proceed with the prices proposed.

## **6. To consider the hire fees for the Civic Hall for 2024/25**

Civic Hall				
Room	8am - 6pm	6pm - 12am	12am - 8am	Weekend and bank holiday rate
Main Hall	£28.00	£32.00	£56.00	£42.00
Ladygrove	£25.00	£28.00	£50.00	£28.00
Northbourne	£22.00	£23.00	£50.00	£26.00
All Saints	£20.00	£21.00	£40.00	£24.40
Park	£12.00	£13.00	£26.00	£15.00
Orchard	£10.00	£11.00	£22.00	£13.00
Event Package	£60.00	£65.00	£130.00	£75.00
All room fees exclude VAT				

The Estate Manager would like to keep the prices the same as 2023/24 financial year for 2024/25. On review of our competitors this would keep us competitive with them. Last year lost several bookings due to VAT being added to the hire fees.

### Recommendations

The Estate Manager is seeking approval from the Committee to keep the prices the same as 2023/24.

## **7. To consider the prices of the welfare unit and Loyd Recreation Pavilion fees for 2024/25**

Changing Room/Toilet Block hire	
Toilet Block – Day Booking	£20
Changing Rooms – Day Booking	£20
Changing Rooms & Toilet Block – Day Booking	£25
Toilet Block – Monthly booking (max 20 days pre booked)	£300
Changing Rooms – Monthly booking (max 20 days pre booked)	£300
Changing Rooms & Toilet Block – Monthly booking (max 20 days pre booked)	£400
Surcharge for excess cleaning or removal of items/rubbish	£100 per day



Recommendation

The Estate Manager would like the Committee to consider keeping the prices for the welfare unit and Loyd Rec Pavilion the same as the current rates for 2024/25.

**8. To note agreement of new pump station agreement for the Outdoor Services Depot**

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It has come to our attention that the three-year agreement has come to an end for the pump station contract. This pump station ensure the waste from toilets are flushed to the drains. Due to the location of the depot we require the pump to be serviced annually to ensure the drains are not blocking up.



**BRONZE**

Service/s to include a thorough check of the pumps, floats, valve chambers, panel and chamber. Discounted prices offered for the repair of any damage or faults found.



**SILVER**

Service/s to include a thorough check of the pumps, floats, valve chambers, panel and chamber. Routine wear and tear parts will be replaced free of charge and discounted prices offered for the repair of any damage or faults found.



**GOLD**

Service/s to include a thorough check of the pumps, floats, valve chambers, panel and chamber. All spare parts will be replaced free of charge and discounted prices offered for the repair of any damage or faults found. Should the pumping station break down between services, the first call out visit will be free of charge.

	<b>BRONZE</b>	<b>SILVER</b>	<b>GOLD</b>
Annual Service	<b>£595 + VAT</b>	<b>£900 + VAT</b>	<b>£1,250 + VAT</b>
Bi-Annual Services	<b>£1,071 + VAT</b>	<b>£1,575 + VAT</b>	<b>£2,188 + VAT</b>
Quarterly Services	<b>£2,083 + VAT</b>	<b>£2,925 + VAT</b>	<b>£3,750 + VAT</b>

For health and safety reasons we have agreed to the go ahead with a further three years for £900 for an annual service.

**9. To note the updated Display Energy Certificate**

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All public buildings open to the public require a Display Energy Certificate (DEC). This has been completed for £110+VAT and due to the various changes made which includes introducing Solar Panels to the roof, better use of the BMS to only heat or supply air to rooms that are in use.

Score	Operational rating	This building	Typical
0-25	A		
26-50	B	41 B	
51-75	C		
76-100	D		
			100
101-125	E		
126-150	F		
150+	G		

Previous operational ratings	
Date	Operational rating
December 2023	41 B
December 2022	53 C
December 2021	66 C

Total carbon dioxide (CO2) emissions			
This tells you how much carbon dioxide the building emits. It shows tonnes per year of CO2.			
Date	Electricity	Heating	Renewables
December 2023	35	39	0
December 2022	56	41	0
December 2021	70	55	0

This is a great position to be in for such a large building and shows DTC is going in the right direction to reduce our emissions.

More work can be done to ensure that we understand our energy usage by taking weekly gas and water readings. This way we can learn where we are using utilities.

## 10. To note the boiler repair and radiator value repairs at Didcot Civic Hall

There are several items that have come to light that required urgent repairs as causing the heating system to be less efficient and we have received several complaints due to the temperature of the main hall.

From the service back in May boiler two had been turned off due to requiring a new valve. As the heating has been off this hasn't been an issue but now due to requiring the heating this needed fixing ASAP and due to health and safety concerns an order has been raised as below.

### Scope of Works

Boiler #2 requires 1no replacement Gas Valve. (Remeha S101510)

### Cost

£595.50 ex VAT

Within the Main Hall two radiators are not turning on which means the hall isn't getting the heat required to heat up room. One radiator has not worked for some time. One of our buildings contractors has attended the Civic Hall and investigate the issue. The findings found that the valves on the two radiators have failed and stuck in place and requires changing as below.

**Scope of Works**

Materials Required:- 2no Drayton TRV4 valve sets, 1no Fernox F1 System Inhibitor

Isolate heating system and drain to suitable point

Strip out and remove the failed radiator valves from the main hall.

Replace the failed valves with Drayton TRV4's.

Add the system inhibitor to the heating system and refill.

Pressure test the heating and confirm operation of heating.

Leave in good working order.

**Cost**

**£485.60 ex VAT**

This order has been placed and will be completed week commencing 25<sup>th</sup> November 2023 during our service. Our goal is to ensure the building is working correctly for our customers.

**11. To note the Building Management System (BMS) call out to ensure working correctly.**

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The Estate Manager has worked hard to understand the BMS and now requires further training and support from experts. We do not think the BMS is functioning correctly as some of the temperatures do seem to fluctuate. The temperatures going to the radiators also seem to be lower than expected results in rooms taking time to reach temperature which will increase costs.

The Estate Manager with approval from the Town Clerk has requested one day call out fee of £500 for a control technician to attend site.

With this time the Estate Manager has requested further training. This has been booked in for 29<sup>th</sup> November 2023

Didcot Town Council

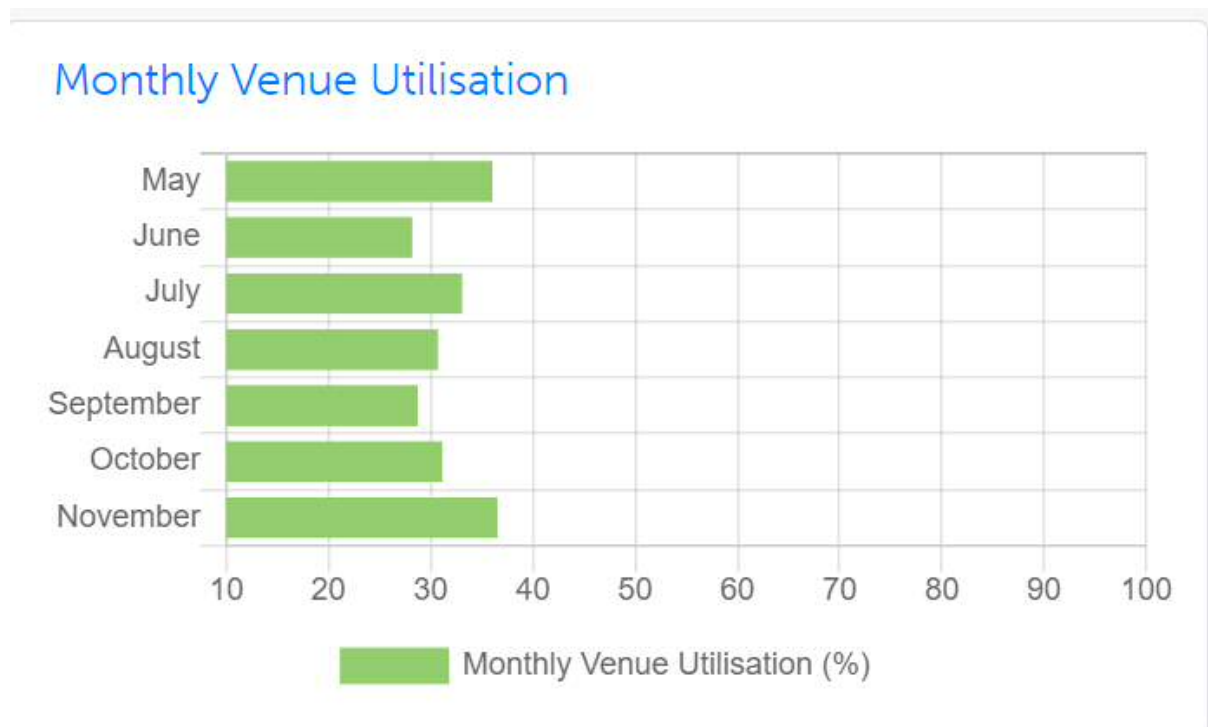
**Property and Facilities Committee**  
**Willowbrook Report**  
**29<sup>th</sup> November 2023**



Report author: Stuart Mundy

The below have been ordered in priority, based on legal requirements and H&S concerns.

**1. To note the Willowbrook usage figures**



Bookings have started to increase over October and November. More bookings are now coming inside for the winter months which means evenings are become busy.

St Johns Ambulance have continued to book Willowbrook and have now extended the booking until March.

We have welcomed to Willowbrook a several football bookings to Willowbrook on Tuesday, Wednesday and Thursdays as groups come inside for the winter.

Drop in Badminton session occupancy for October:- 47%

Tuesday have been proving to be the more popular session since DTC have ran the sessions.

On Sunday 19<sup>th</sup> November we held a very successful grading event at Willowbrook where over 120 students took part. The event was a great success and people that attended the centre commented on how great the facility was. Participants came from all over the UK and was the first grading held in this area for the association.

## 2. To note the Willowbrook financial summary

Please see below financial summary as below.

Willowbrook							
1769	Willowbrook Income	£ 60,000.00	£ 53,794.00	89.66%			
32580	S 106 Devel's cont's Received		£ 1,833.00				
32581	Grant Received						
32587	CIL S106 income	£ 6,000.00					
1701	Salaries Willowbrook				£ 40,000.00	£ 22,103.00	55.26%
1710	Willowbrook Business Rates				£ 38,000.00	-£ 8,384.00	-22.06%
1720	Willowbrook Contracts				£ 10,000.00	£ 8,287.00	82.87%
1725	Willowbrook ICT				£ 3,000.00	£ 1,413.00	47.10%
1730	Willowbrook Equipment				£ 5,000.00	£ 709.00	14.18%
1764	Consultancy				£ -		
1766	Utilities				£ 40,000.00	£ 37,073.00	92.68%
1767	Willowbrook Site Maintenance				£ -	£ 5,998.00	
	Totals	£ 66,000.00	£ 55,627.00	84.28%	£ 136,000.00	£ 67,199.00	49.41%

Accounts accurate up to 7/11/23

## 3. To note works completed at Willowbrook

Since the last meeting held on 27<sup>th</sup> September the following works have been completed:

- The bollard outside of Willowbrook has now been fixed and in working order as per picture below.
- Moveable door service has taken place and completed not remedials works required.
- Insulation works scheduled for 4<sup>th</sup> and 5<sup>th</sup> December. The areas to be completed include the reception area and the function room spaces.
- Lightning Protection service has been completed and no further action required.
- Roller Shutter door service has been completed and no further action required.





## **4. To note the roof repair works at Willowbrook**

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### **Introduction**

During the heavy rain spells the staff at Willowbrook had started to notice water marks on the corridor ceiling. It became clear we had a leak when a hole developed over the male urinals and the staff found a puddle on the floor as per the pictures below.



On further investigation several leaks had been found from the join in the building and through the ski lights.

As the weather has been poor this year with no signs of going away a decision was made to repair the west side of the building over the changing rooms and corridor.

### **Health and Safety and Financial Risk implications**

- Without completing these works further damage to the building could persist.
- Risk of slips within the corridor if staff do not spot the puddles
- Reduced stability of the ceilings within the corridor and male changing rooms.
- Several leaks have been found in the ceiling from the past which has also caused damage over the years.

A decision was made to proceed with the works due to health and safety implications for a total of £3621.28

Works have been scheduled for W/C 20<sup>th</sup> November for two days.

## 5. To consider the hire fees for 2024/25 for Willowbrook

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Space	Day Time 8am – 4pm	Evening and Weekend
Main hall	£40	£50
Half hall	£22	£30
Court	£12	£15
Studio 1	£20	£25
Studio 2	£10	£15
Studio 3	£20	£25
Function Space	£15	£25
Kitchen	£10	£12
Whole Centre (exclusive use)	£125	£150

The Officers would like the Committee to consider keeping the prices at the current rate. This will keep us competitive with our competitors.

## 6. To note the purchase of an EPOS Now card terminal at Willowbrook

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Over the past month we have explored several options to increase income at Willowbrook and feedback from customers have asked for a coffee machine and snacks to buy.

At present we have decided to purchase an EPOS Now card terminal so we can sell coffee from the urn. We can then sell snacks that we have already purchased from the Civic Hall as will soon go out of date.

### Cost to purchase

Pro Plus with Wifi

Minimum term of 12months

£10per month

£6.58 upfront fee and delivery charge £9.49

There will then be a further £10+VAT per month charge for additional location and £15+VAT for additional software and support.

The items will then be stored away at weekends when the Bounce Park hire the facility.

## Finance and General Purposes Committee

### 20<sup>th</sup> November 2023

Report author: Janet Wheeler



## Report for consideration of the budget for 2024 - 2025

We now have some budget suggestions from the Environment and Climate Committee (13<sup>th</sup> November meeting) and the Property & Facilities Committee to come at meeting on 29<sup>th</sup> November 2023. This report is to assist the F&GP Committee to make recommendations on projects and spend for the next financial year. There are some key final figures to come but we have enough information to make informed choices on most of the long-standing cost centres.

The F&GP Committee receive regular financial reporting including monthly final accounts; reports on the status of the current budget in the 2023-2024 financial year and individual reporting on the major flow of income and expenditure on defined projects.

### Edmonds Park Community and Sports Pavilion

The building of the new Community Centre at Edmonds Park using £2.4m loan from the Public Works Loans Board is probably the largest project that this Council will do for the foreseeable future. The handling of the loan; the payment of the builders; payment of the project management team and the start of the loan repayments has required much additional work for the Town Clerk.

This project means that the final income and expenditure figures will “distort” the totals from more usual years. The Town Clerk will try to explain this distortion as we go through this project – and a payments tracker is being kept so that members are informed. Completion of the building is due the second week of January 2024 – which keeps the build in one financial year. There will be additional works which will no doubt run into the next financial year such as the new planting scheme.

### The precept

The precept request will not be finalised until SODC has confirmed the tax base for the next financial year along with the numbers of new housing. This information is generally



available in early December which should give us time to amend our budget and finalise our precept request for the Finance & General Purposes Committee meeting on 18th December 2023. The precept and the budget proposals must then be considered and approved at the full Council meeting on 8<sup>th</sup> January 2024. A working precept with a 5% increase has been included until we have the base rate information.

## Background

The Report below should be read in conjunction with the spread sheet. It details the current budget (2022-2023) and this year's proposed budget for 2024 – 2025. It does not go through all the cost centres but concentrates on the major fluctuations. Figures in red are still being worked on and may change.

101	Central Administration	Previous budget	
		2022 – 2023	Budget 24/25

<b>1101</b>	<b>Salaries - Admin</b>	<b>£242,500</b>	<b>£274,928</b>
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The 2023 pay award negotiated by the Unions has now been agreed. This saw a flat rate increase over all scales of £1925 and an increase of 3.55% for the Town Clerk – backdated to April 2023.

This cost centre is purely for salaries with NI and pension costs itemised in the next two cost centres.

<b>1102</b>	<b>Salaries – Admin Er’s NI</b>	<b>£16,699</b>	<b>£27,894</b>
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This cost centre covers national insurance contributions from the employer.

<b>1103</b>	<b>Salaries – Admin Superann</b>	<b>£33,427</b>	<b>£59,659</b>
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This cost centre covers pension contributions from the employer.

<b>1109</b>	<b>Staff Travel</b>	<b>£3,500</b>	<b>£4,484</b>
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Staff travel around Didcot servicing the buildings at Willowbrook; Loyd; Edmonds Park; Fleet Meadow and outdoor venues. Staff use their own cars and therefore receive an essential car users allowance. Mileage is paid also at 45p per mile including for travel to training, conferences and meetings. As Didcot gets larger and the Town Council takes on more buildings – this cost centre will increase with more travel. Some staff use the bikes where they can.



**1701 Willowbrook Salaries** £40,000 **£61,293**

This includes one permanent member of staff and 2871 casual hours.

**1702 Willowbrook NI (new cost centre)** £0 **£3,000**

**1703 Willowbrook Superann** £0 **£5,444**

**1710 Business rates** £38,000 **£38,000**

Not sure how the rebate from the last two years will affect this year.

**1766 Willowbrook Utilities** £40,000 **£45,000**

We are due to go on a new deal in the new year. Also need to see the effect of the solar panels.

**1767 Willowbrook Site Maintenance** £0 **£10,000**

Ongoing maintenance for a building that is over twenty years old.

<b>109 Capital and Projects</b>	<b>Previous budget</b>	
	<b>2023 – 2024</b>	<b>Budget 24/25</b>

**1999 Loan Proceeds** £2,400,000 **£0**

PWLB Loan for the Edmonds Park Community & Sports Pavilion.

**1948 PWLB - Repayments** £242,604 **£TBC**

To be confirmed.

1949 PWLB interest – check with Rachel for this cost centre.

**1952 Groundskeeping Equipment** £0 **£20,000**

Equipment needs to be repaired and replaced due to considerable wear and tear.

<b>120 Other costs and income</b>	<b>Previous budget</b>	
	<b>2023 – 2024</b>	<b>Budget 24/25</b>

**1176 Precept** £1,331,855 **£1,398,448**



**9039 Ransomes HR300 Rotary** £5,110 **£8,000**

We have a standing order of £425.77 per month but repairs are also coming into this cost centre.

**9045 Ransomes Parkway 3** £1,200 **£5,000**

The spend is for repairs on this mower.

<b>302 Allotments</b>	<b>Previous budget</b>	
	<b>2023 – 2024</b>	<b>Budget 24/25</b>

**3244 Allotment Maintenance** £4,000 **£6,000**

Clearance of unworked allotments can be expensive.

<b>303 Cemetery</b>	<b>Previous budget</b>	
	<b>2023 – 2024</b>	<b>Budget 24/25</b>

**3154 Maintenance** £0 **£5,000**

A public cemetery should have a budget for small repairs and works.

<b>304 Edmonds Park</b>	<b>Previous budget</b>	
	<b>2023 – 2024</b>	<b>Budget 24/25</b>

**3154 Maintenance** £10,000 **£15,000**

<b>305 Ladygrove Park</b>	<b>Previous budget</b>	
	<b>2023 – 2024</b>	<b>Budget 24/25</b>



**3150 Plants** £1,000 **£6,000**

Community Officer will need a budget for additional planting and for the gardening club events and related projects.

**3159 Grass Cutting** £0 **£30,000**

Contract to go on the Government portal – Council to decide whether to re-instate the service.

**3180 Sports Hire income** £4000 **TBC**

**3184 Fun Fair Hires income** £4,000 **TBC**

**3186 Agency Income OCC** £0 **£13,424?**

Members to decide whether to go into another service level agreement.

<b>325 Projects</b>	<b>Previous budget</b>	
	<b>2023 – 2024</b>	<b>Budget 23/24</b>

No new fluctuations.

<b>401 General Administration – Civic Hall</b>	<b>Previous budget</b>	
	<b>2023 – 2024</b>	<b>Budget 23/24</b>

**4001 Civic Hall Salaries** £48,000 **£42,909**

Fluctuation due to the removal of the Property and Facilities manager and another office to the 101 office cost centre. This is now covering the permanent evening staff and around 800 hours of casual help.

This cost centre is purely for salaries with NI and pension costs itemised in the next two cost centres.

**4002 Salaries – Civic Hall NI** £0 **£932**

This cost centre covers national insurance contributions from the employer.

**4003 Salaries – Civic Hall Superann** £0 **£7,122**

This cost centre covers pension contributions from the employer.

<b>4014 Light &amp; Heat</b>	<b>£40,000</b>	<b>£30,000</b>
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New fixed tariff to be sourced in new year. Also effect of solar panels to be defined.

<b>4042 Equipment</b>	<b>£10,000</b>	<b>£15,000</b>
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There is an on-going need to replace equipment as it wears out or becomes unfit for use.

<b>4043 Repairs and maintenance</b>	<b>£10,000</b>	<b>£35,000</b>
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On-going decoration and maintenance programme to include: Boiler service; door repairs and service; Gfast set up £804; toilet repairs; smoke detectors; supply of roller blinds; asbestos surveys; fire equipment maintenance; ventilation unit maintenance; repairs to front wall; external bollard repairs; electrical maintenance; new entry access system; kitchen equipment maintenance and more.

<b>4044 Maintenance Contracts</b>	<b>£15,000</b>	<b>£18,000</b>
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Handryers contract; software control; Intruder Alarm maintenance; water hygiene contract; legionella testing; window cleaning; emergency lighting maintenance; key holding service and more.

<b>4046 IT/Website (20/21 £1,211)</b>	<b>£0</b>	<b>(£0)</b>
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Dedicated Civic Hall website has been taken down.

<b>4054 NNDR (Business rates)</b>	<b>£50,000</b>	<b>£40,000</b>
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TBC after rebates.

#### **INCOME**

<b>1000 Main Hall</b>	<b>£55,000</b>	<b>£60,000</b>
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<b>1001 Northbourne Room</b>	<b>£12,000</b>	<b>£14,000</b>
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<b>1002 Ladygrove Room</b>	<b>£25,000</b>	<b>£35,000</b>
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<b>1003 All Saints Room</b>	<b>£10,000</b>	<b>£11,000</b>
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<b>1004 Park Room</b>	<b>£8,000</b>	<b>£8,500</b>
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<b>1011 Millbrook Room</b>	<b>£1,000</b>	<b>£1,000</b>
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**402 Bar – Civic Hall**

**Previous budget**

**2023 – 2024**

**Budget 24/25**

No fluctuations

**403 Catering**

**Previous budget**

**2023 – 2024**

**Budget 24/25**

No fluctuations

New cost centres to come for splash park; Edmonds Park pavilion; youth council.

**TOTAL BUDGET EXPENDITURE TBC**

**TOTAL PREDICTED INCOME TBC**

**TOTAL CURRENT BALANCE (DEFICIT) TBC**

### **Risk Implications**

The primary risk of any budget is that it is forecast based on assumptions and, as such, there is risk that these assumptions may prove to be incorrect. There are also further risks that either cannot be fully predicted or lie outside the control of the Council.

Janet Wheeler  
Town Clerk

**PROPERTY & FACILITIES COMMITTEE – PROGRESS REPORT**

**Agenda item 8**

<b>Meeting/minute</b>	<b>Item/topic</b>	<b>Up-date/status</b>	<b>Review date/meeting</b>
30/5/22 Min 9	Car Park Planters and Car Park management	Currently looking into options for how to best manage the car park moving forward with various buildings being built around Didcot such as the care home and SODC building. The car park on occasions can be extremely busy when no bookings are taking place at the Civic Hall. Meeting are being organised with various car park management systems.	
27/7/22 Min 16	Presentation boards	Officers to investigate cost of a Didcot Success board and Didcot Mayor’s event board. Will send directly to the chair and deputy chair – Have investigated the boards and currently on hold	
26/7/23 Min 21.6	Canopy to the right of main entrance	Order placed awaiting date for works to be completed. Roof works also looked at by Hawkins to ensure no more leaks. Works schedule to start by taking out the wet canopy. Still worried there is a leak in this area. With the removal of the canopy wood we can investigate further	
26/7/23 Min 22.1	Willowbrook	Purpose of Willowbrook. Ideas include Wellness Centre – Decided to keep in house.	28 <sup>th</sup> September 23
26/7/23 Min 23	Condition survey	Organise costs to complete condition survey and present to Council. Have 2 quotes returned at present. Currently still sourcing a third quote	
27/9/23 Min 29.1	Civic Hall website	Look into creating a Civic Hall website	
27/9/23 Min 29.1	Panic Button	Investigate a way DTC staff can contact police if feeling threatened	
27/9/23 Min 30.1	Starter rates for hirers	Investigate and create report to go to Finance and General Purposes for if there are options to offer starter rates for hirers to help get groups running	
27/9/23 Min 30.5	Insulation at Willowbrook	Booked in for 5 <sup>th</sup> and 6 <sup>th</sup> December 23	
27/9/23	Future of Ladygrove Tennis courts	Need to order the paint to complete the reline of the courts. Will be completed in the spring	