

Didcot Town Council

Property and Facilities Management Committee (acting as a working group)

Wednesday 26th May 2021 at 7.30pm
Meeting held via zoom.



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

Present:

Cllr P Siggers (Chair)
Cllr J Moody (Vice Chair)
Cllr D Rouane
Cllr A Hudson
Cllr B Service
Cllr M Mallows
Cllr M Walsh

Also present: Cllr E Hards; Cllr M Khan and three members of the public.

Officers:

Mrs J Wheeler - Town Clerk
N White – Property and Facilities Manager
C Lordan – Events and Communications Officer

1. To elect the Chair of the Committee

Cllr J Moody proposed Cllr P Siggers as Chair. This was seconded by Cllr A Hudson and RESOLVED that Cllr P Siggers would be the Chair of the Property and Facilities Committee for the 2021/2022 civic year.

2. To elect the Vice-Chair of the Committee

Cllr P Siggers proposed Cllr J Moody as Vice-Chair. This was seconded by Cllr M Mallows and RESOLVED that Cllr J Moody would be the Vice-Chair of the Property and Facilities Committee for the 2021/2022 civic year.

3. Apologies

No apologies were received.

4. Declarations of interests

There were no declarations.

5. To approve the Minutes of the meeting held on 24th March 2021 and to note the approved terms of reference for this new Committee.

It was proposed by Cllr P Siggers and seconded by Cllr Moody and RESOLVED to approve the minutes of the meeting held on 24th March 2021. The Chair paged through for amendments and questions.

The Terms of Reference were noted, and no changes were made.

6. To note the end of year accounts for March 2021 and the 2020 – 2021 financial year

The Chair paged through for comments. The accounts were noted.

7. To note the financial reports for April 2021

The financial reports were noted.

8. Questions on the minutes or accounts

Cllr J Moody requested an update on outstanding debtors of the Civic Hall. The Town Clerk gave an update on the figures and explained that as of April 30th some of the funds the Civic Hall are owed are in the account however due to a software issue the debt are still appearing on the accounts. This issue will be resolved shortly as new staff have received software training.

9. To consider the P&F Managers Civic Hall Report

The Property and Facilities Manager summarised the reports and updated the Committee on repairs, maintenance and bookings happening at Didcot Civic Hall. The Committee noted this report.

The committee agreed that the remedial works to the fire alarm system and detectors should be completed as soon as possible by the Property and Facilities Manager as well as resolving the intruder alarm issues and organising light testing and annual light burns as per the provided report (Emergency Lighting £200, Beacons £261, Digicom £390),

It was proposed by Cllr P Siggers to ask Personnel and Administration Committee to look into hiring evening staff to cover Didcot Civic Hall bookings. Cllr M Mallows seconded, and it was RESOLVED by the Committee.

10. To consider the P&F Manager's Other Buildings Report

The Property and Facilities Manager summarised the reports and updated the Committee on repairs and maintenance of Willowbrook building and the Outdoor Services Depot. The Committee noted this report.

Cllr P Siggers requested that quotes for redecorating Willowbrook are all based on the same specification and it was agreed that the Property and Facilities Manager would ask each company to provide quotes for the same specification for ease of comparison.

Cllr P Siggers proposed that the dual com system for the Outdoor Services Depot should be installed as well as an emergency light, fire detection and intruder alarm. This was seconded by Cllr J Moody and resolved by the Committee.

Cllr M Khan leaves this meeting.

11. To nominate two Councillors to the cross-party working group on the Edmonds Park Pavilion.

Cllr P Siggers proposed, and Cllr J Moody seconded, that Cllr A Hudson would be a part of the Edmonds Park Pavilion working group.

Cllr J Moody proposed and Cllr P Siggers seconded, that Cllr P Siggers would be part of the Edmonds Park Pavilion working group.

12. To discuss a proposal from Cllr Mallows regarding a Didcot Museum

Cllr M Mallows would like the Committees support on installing two moveable cabinets in Didcot Civic Hall to display historical artifacts. Proposed areas in the Civic Hall were the reception area and the bar area and the cabinet planned to be used is from Willowbrook building. There will also be a small display in Didcot Library to coincide with the display.

Cllr M Mallows would also like a purpose-built building for a local general museum in the long term.

Cllr J Moody expressed concern that moveable cabinets may not be ideal and that fixed cabinets would be a better choice.

Cllr D Rouane expressed that the displays should all be together in one place rather than in different rooms or buildings as this would be easier for residents to view all at once.

13. To discuss ideas of how the Council can support Play2Give.

The Committee noted the Play2Give event.

14. To ask the Councillors to think about ideas to come up with ideas to increase community involvement.

The Museum idea from Cllr M Mallows would be an idea which increases community involvement.

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

The Committee noted the progress report.

Cllr P Siggers requested an update on the lighting in the stairway behind the Main Hall and an update on moving the light switches for the Main Hall lights from backstage, into the Main Hall. The Property and Facilities Manager confirmed that quotes have been received for the new lighting in the stairway and a new system for the Main Hall light switches is being investigated.

Cllr M Mallows questioned if there will be LED Lighting, electric vehicle chargers, bicycle parking and solar panels on the Willowbrook building and the Property and Services Manager confirm that solar panels for Willowbrook and the Civic Hall are being investigated and LED lighting, vehicle chargers and cycle racks are being looked into for Willowbrook.

Cllr P Siggers questioned if the web accessibility had been implemented for Didcot Town Council website. The Events and Communication Officer confirmed that this would be actioned as soon as possible.

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.

Cllr P Siggers proposed, and Cllr B Service seconded, and it was RESOLVED to suspend standing orders to allow Cllr E Hards to address the Committee.

Cllr E Hards addressed the Committee regarding her ideas for the future of the Willowbrook building.

Cllr J Moody proposed, Cllr P Siggers seconded, and it was RESOLVED to re-enter Standing Orders.

16. To consider the advice for assistance with procurement of tenders for Willowbrook and the options open to the Council

The Committee debated the brief that needed to be finalised regarding a procurement consultant. This brief should be composed by the Property and Facilities Committee and then all councillors given opportunity to input.

17. To review the agreement with the Ridgeway Church

The Town Clerk confirmed that a meeting was held with Ridgeway Church regarding their return to the Civic Hall and confirmed that they would like to restart hiring the hall.

It was confirmed by the committee that there would not be space to hire out the hall to Ridgeway Church at the present as the Vaccination programme occupies the Main Hall and the COVID regulations would not allow a hirer of their size to hire the smaller rooms.

The meeting closed at 9.35pm.

Signed _____ Chairman Date _____