

Notice of a meeting of the

Property & Facilities Committee

29th May 2024 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).

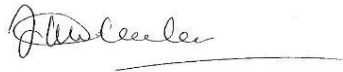
Please do not attend the meeting if you feel unwell.

At the relevant time during the meeting, the Chair will invite members of the public to present their questions and statements. To contact the Estate Manager, please email – smundy@didcot.gov.uk

Agenda | 1

Agenda

1. To elect the Chair of the Committee for 2024 – 2025 Civic year
2. To elect the Vice Chair of the Committee for 2024 - 2025 Civic year
3. To receive apologies
4. 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.
5. To review the Property and Facilities Committee Terms of Reference – **see attached paper**
6. To agree the Minutes of the Property and Facilities Committee held on 27th March 2024 as a true record – **see attached minutes.**
7. Questions on the minutes.
8. To note the end of year accounts from 2023/2024 financial year - **see attached paper**
9. To note the detailed income and expenditure for Property and Facilities Committee April 24 – **see attached paper**
10. To note the Properties report and consider the recommendations relating to:
 - 10.5-Purchasing and installation of a panic alarm for reception staff at Civic Hall and Willowbrook Leisure Centre
 - 10.7 – The options for parking enforcement at the Civic Hall
 - 10.8 – Allowing Didcot Health Centre eight car parking spaces within the Civic Hall car park- **see attached paper**
11. To note the Willowbrook report and consider the recommendations relating to:
 - 11.4 – TM44 air conditioning system inspection- **see attached paper**
12. To note the Edmonds Park Pavilion and Splash Pad report and consider recommendations relating to:
 - 12.4 – For additional cameras for Edmonds Park Pavilion
 - 12.7 – The operational needs of the Splash Pad- **see attached paper**
13. To consider the Civic Hall kitchen oven and hobs upgrade report - **see attached paper**
14. To note the progress report on items not on this agenda – **see attached paper**



Janet Wheeler
Town Clerk
Date: - 23/05/2024

Voting Committee members:

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

Nominated Substitute Members

Cllr T Worgan
Cllr G Roberts
Cllr C Jennings
Cllr Cllr J Broadbent
Cllr D Macdonald
Cllr A Macdonad
Cllr N Hards

Terms of Reference

Property and Facilities Committee



1. The Property & Facilities Committee will be a Committee of the Town Council (under S.101 of the Local Government Act 1972).
2. The Committee shall operate within the Town Council's Standing Orders and Financial Regulations.
3. The Committee shall be a Standing Committee (to be re-appointed at the Annual Meeting or Mayor-Making) comprising 7 Town Councillors.
4. The quorum shall be four Councillors.
5. The Committee shall elect its own Chair and Vice Chair at its first meeting following the Annual Meeting of the Town Council or Mayor-Making.
6. Number of meetings in an ordinary year: six times at intervals of approximately two months, and others as appropriate and as determined by the Committee.
7. Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
8. Minutes of the Committee meetings shall be prepared by the Clerk and submitted to the next Committee meeting for approval. The draft minutes shall be submitted to the Council for information.
9. The Committee shall be responsible for –
 - The oversight of the operational running and maintenance of all the built properties owned or leased by Didcot Town Council including the Civic Hall; Loyd Pavilion; Willowbrook building; Fleet Meadow Community Centre; Outside Services Depot; the new Edmonds Park Pavilion, and any other buildings which may come under the ownership of the Town Council.
 - All car parks will also be under this Committee but the outside spaces at the Civic Hall and Willowbrook will be under the Environment & Climate Committee.
 - The Committee will have responsibility for its own budget.

- Consideration of ways in which existing provision can be improved having due regard to the needs of existing and future users – and the expectations of Didcot residents.
 - Consideration of information in respect of capital projects at the DTC properties (major and minor) including inviting and considering quotations for such work. The Committee shall NOT have the power to make decisions on such matters outside of their budget but, in these cases will make recommendations to the Town Council.
 - The Committee shall consider the level of hire fees, annually, and make recommendations to the Finance & General Purposes Committee
 - The Committee will make recommendations to the Council following any investigation or review of any matter relating to the purchase, sale or disposal of property.
 - The Committee shall take measures to address the Climate Emergency for the Council and to assist other Committees in dis-charging their responsibilities towards tackling the emergency in all projects.
 - Making representations to the appropriate authority on matters relating to the provision and maintenance of externally controlled property and buildings within the town providing leisure facilities for residents and visitors.
10. The Committee shall have delegated authority to spend within its authorised annual budget for interior and exterior maintenance.

Didcot Town Council



Property and Facilities Committee Wednesday 27th March 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 T Worgan
Cllr O Glover
Cllr L Hislop

Officers:

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

Four members of public were present.

56. Apologies

Apologies were tendered from Cllr A Jones, Cllr Z Mohammed, Cllr M Khan, and Cllr A Hudson

Cllr T Worgan substituted for Cllr Z Mohammed and Cllr O Glover substituted for Cllr A Jones

57. Declarations of interests

No declarations were received.

58. To approve the Minutes of the meeting held on 31st January 24

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

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

59. Questions on the minutes

No questions were received.

60. To receive a presentation from Newbury College for the use of Willowbrook Leisure Centre

Mr L Hunt MBE from Newbury College presented a proposal to the Committee for a potential partnership with Didcot Town Council for the future running of Willowbrook Leisure Centre. Members asked question on the proposal.

The Committee thanked Mr L Hunt MBE for their presentation.

61. To receive a presentation from the Bounce Park for the use of Willowbrook Leisure Centre

Mr G Tucker and Mr D Smee from the Bounce Park presented a proposal to the Committee for the potential full-time use of Willowbrook Leisure Centre. Members asked questions on the proposal.

The Committee thanked both Mr G Tucker and Mr D Smee for their presentation.

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

The Committee noted the report.

62.1 To note the Civic Hall bar takings

The Committee noted the bar takings.

Cllr H Macdonald asked a question regarding the bar being left open after Council meetings. The Estate Manager explained to the Councillors that after the next Full Council meeting a member of the team will show the Councillors wishing to stay how to safely lock up the building.

62.2 To note the usage figures at Didcot Civic Hall

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

Mr T Worgan asked if the Estate Manager had plans to offer more events within the Civic Hall such as band nights. The Estate Manager will investigate potential events to so utilise space when there are no other events booked in.

62.3 To note the Civic Hall financial summary

The Committee noted the Civic Hall financial summary.

62.4 To note the Civic Hall works update

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

- Canopy repair - completed with the inclusion of two new lights
- Fire Door inspection - completed, and report received
- Broadway entrance door repair – completed
- Plant room service remedial work - completed.

62.5 To note the new Pavilion report and spends

The Committee noted the report and spends as per the table below:

Items	Spend
Tables meeting rooms x8 Tables on wheels same as Civic Hall	£2784+VAT
Tables Main Hall x7+trolley (Gopak tables for easy setup and packing away)	£1743.14+VAT
Chairs for building x80	£2882.10+VAT
Sofas for foyer	£588
Tub chairs in foyer and 2 small desks for meeting rooms	£342.95
Televisions for Meeting Rooms	£628
Flip chart boards	£216.45
Fire extinguishers and signage	£1284.38+VAT
Health and Safety signage	£158.67+VAT
Room Signage, changing room signage and toilet signs	£251+VAT

62.6 To note progress on the Splash Park at Edmonds Park

The Committee noted the current progress.

The Estate Manager is investigating costs for the team to book onto courses so DTC can successfully manage the Splash Park.

62.7 – To note changing room two ceiling repairs

The Committee noted the ceiling repairs.

The works have been successfully completed by **Polar FM** at a total cost of **£408.77+VAT**

62.8 – To consider removing the two gas cookers and replacing with induction cookers

The Committee considered the report.

Several questions were raised, and a discussion took place.

No decision could be made within the Committee meeting.

The Committee asked for the Estate Manager to email the members the lifecycle and utility costs for both changing the current gas ovens/ hobs to induction hobs, and electric ovens, and for replacing with new gas ovens and hobs.

A decision could then be made via email.

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

The Committee considered the remedial action and reviewed the new quote from Polar FM.

It was proposed by Cllr K Morrison and seconded by Cllr L Hislop to proceed with the quote from **Polar FM** at a cost of **£314.80+VAT** using budget code 3154 (CH Bar).

62.10 – To consider servicing and potential repairs of the smoke dampers at the Civic Hall

The Committee considered the servicing and potential repairs of the smoke dampers at the Civic Hall.

It was proposed by Cllr K Morrison and seconded by Cllr L Hislop to proceed company A, **Carton Services** for the cost of **£800+VAT**.

62.11 – To note the accident analysis for 23/24

The Committee noted the accident analysis.

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

The Committee considered the report.

63.1 – To note Willowbrook usage figures

The Committee noted the Willowbrook usage figures.

63.2 – To note the Willowbrook financial summary

The Committee noted the financial summary.

63.3 – To note works completed at Willowbrook

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

- Insulation within the function room space - completed
- Sports Hall service - completed

- Plant room service remedial works - completed.

63.4 – To note the staffing update at Willowbrook Leisure Centre
The Committee noted the staffing update.

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

The Committee noted the progress report.

65. 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.

66. To consider the presentations from Newbury College and the Bounce Park and make recommendations to Full Council

The Committee considered the presentations from Newbury College and the Bounce Park.

Members felt that an informed decision could not be made with the information available, and therefore a recommendation could not be put to Full Council to consider at this stage. The Town Clerk would request additional information which would then be followed up by the Finance and General Purposes Committee on 22nd April 2024.

Meeting closed at 21.38.

Signed _____ Chair Date _____

End of year figures 2023/24		Income			Expenditure		
Budget Code	Description	Annual Budget	YTD Income	% of Budget	Annual Budget	YTD Expenditure	% of Budget
Civic Hall							
1000	Main Hall	£ 55,000.00	£ 44,033.00	80.06%			
1001	Northbourne Room	£ 12,000.00	£ 12,534.00	104.45%			
1002	Ladygrove Room	£ 25,000.00	£ 29,683.00	118.73%			
1003	All Saints Room	£ 10,000.00	£ 10,561.00	105.61%			
1004	Park Room	£ 8,000.00	£ 6,067.00	75.84%			
1005	Weddings	£ -	£ 592.00	#DIV/0!			
1009	Events Package Income		£ 9,976.00				
1011	Millbrook/Orchard Room	£ 2,000.00	£ 1,287.00	64.35%			
1020	Other Income	£ 1,000.00	£ 2,903.00	290.30%			
4012	Water				£ 12,000.00	-£ 3,049.00	-25.41%
4014	Light and Heat				£ 40,000.00	£ 27,283.00	68.21%
4015	Cleaning				£ 30,000.00	£ 26,359.00	87.86%
4016	Uniform				£ 1,000.00		0.00%
4018	Waste Disposal				£ 3,500.00	£ 3,923.00	112.09%
4023	Licenses				£ 4,000.00	£ 3,078.00	76.95%
4042	Equipment				£ 10,000.00	£ 1,593.00	15.93%
4043	Repairs and Maintenance				£ 10,000.00	£ 36,290.00	362.90%
4044	Maintenance Contracts				£ 15,000.00	£ 19,624.00	130.83%
4054	Business Rates				£ 50,000.00	-£ 12,096.00	-24.19%
Central Administration							
1121	Telephone and Internet				£ 4,000.00	£ 2,935.00	73.38%
1127	Alarm Maintenance				£ 160.00		0.00%
1173	Green Projects				£ 10,000.00	£ 6,172.00	61.72%
Catering							
1075	Food And Beverage income	£ 3,000.00	£ 12,623.00	420.77%			
1100	Catering Income	£ 6,000.00	£ 10,698.00	178.30%			
3100	F&B Costs				£ 4,500.00	£ 4,623.00	102.73%
4350	Kitchen Maintenance				£ 2,500.00	£ 1,395.00	55.80%
Bar							
1050	Bar Sales	£ 15,000.00	£ 20,769.00	138.46%			
3000	Bar Purchase				£ 7,500.00	£ 11,592.00	154.56%
3020	Bar Sundries				£ 500.00	£ 326.00	65.20%
3154	Bar Maintenance				£ 3,000.00	£ 1,772.00	59.07%
Capital and Projects							
1940	Building Maintenance						
1947	Office Equipment and Furniture				£ 1,000.00	£ 395.00	39.50%
Willowbrook							
1769	Willowbrook Income	£ 60,000.00	£ 94,888.00	158.15%			
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	£ 40,581.00	101.45%
1702	Employers NI Willowbrook					£ 9.00	
1703	Employers Superann Willowbrook					£ 464.00	
1710	Willowbrook Business Rates				£ 38,000.00	-£ 8,384.00	-22.06%
1720	Willowbrook Contracts				£ 10,000.00	£ 11,742.00	117.42%
1725	Willowbrook ICT				£ 3,000.00	£ 2,076.00	69.20%
1730	Willowbrook Equipment				£ 5,000.00	£ 1,988.00	39.76%
1764	Consultancy				£ -		
1766	Utilities				£ 40,000.00	£ 61,400.00	153.50%
1767	Willowbrook Site Maintenance				£ -	£ 13,305.00	
	Totals	£ 66,000.00	£ 96,721.00	146.55%	£ 136,000.00	£ 123,181.00	90.57%
	Totals	£ 137,000.00	£ 161,726.00	118.05%	£ 208,660.00	£ 132,215.00	63.36%

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Property and Facilities							
<u>401 Civic Hall General</u>							
1000 Main Hall	6,002	6,002	60,000	53,998			10.0%
1001 Northbourne Room	2,061	2,061	14,000	11,939			14.7%
1002 Ladygrove Room	4,396	4,396	30,000	25,604			14.7%
1003 All Saints Room	2,076	2,076	12,000	9,924			17.3%
1004 Park Room	1,322	1,322	9,000	7,678			14.7%
1005 Weddings	0	0	500	500			0.0%
1009 Events Package Income	1,500	1,500	0	(1,500)			0.0%
1011 Orchard/Millbrook Room	140	140	1,000	860			14.0%
1020 Other Bookings Income	438	438	1,000	562			43.8%
Civic Hall General :- Income	17,935	17,935	127,500	109,565			14.1%
4000 Staff Costs (Re-allocated)	3,656	3,656	50,963	47,307		47,307	7.2%
4009 Training & Conferences	0	0	500	500		500	0.0%
4011 Business Rates	1,097	1,097	11,000	9,903		9,903	10.0%
4012 Water Charges	0	0	10,000	10,000		10,000	0.0%
4014 Light and Heat	1,571	1,571	30,000	28,429		28,429	5.2%
4015 Cleaning and Hygiene	2,834	2,834	30,000	27,166		27,166	9.4%
4016 Uniform/Protective Clothing	0	0	250	250		250	0.0%
4018 Waste Disposal	321	321	3,500	3,179		3,179	9.2%
4020 Equipment Purchase (Minor)	(273)	(273)	1,000	1,273		1,273	(27.3%)
4022 Telephone	0	0	500	500		500	0.0%
4023 Licenses	775	775	4,000	3,225		3,225	19.4%
4033 Other Advertising	0	0	1,000	1,000		1,000	0.0%
4043 Property Repairs & Maintenance	1,185	1,185	30,000	28,815		28,815	4.0%
4044 Maintenance Contracts	1,425	1,425	20,000	18,575		18,575	7.1%
4045 Equipment/Vehicle Maintenance	67	67	3,000	2,933		2,933	2.2%
4049 Security	0	0	800	800		800	0.0%
4052 Accountancy Charges	0	0	2,000	2,000		2,000	0.0%
4400 Events Expenditure	0	0	150	150		150	0.0%
Civic Hall General :- Indirect Expenditure	12,657	12,657	198,663	186,006	0	186,006	6.4%
Net Income over Expenditure	5,278	5,278	(71,163)	(76,441)			
<u>402 Civic Hall Bar</u>							
1050 Bar Sales	543	543	15,000	14,457			3.6%
Civic Hall Bar :- Income	543	543	15,000	14,457			3.6%
3001 Bar Cost of Sales	570	570	7,500	6,930		6,930	7.6%
3003 Food & Beverage Cost of Sales	80	80	500	420		420	16.0%
Civic Hall Bar :- Direct Expenditure	650	650	8,000	7,350	0	7,350	8.1%

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Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4045 Equipment/Vehicle Maintenance	193	193	3,000	2,807		2,807	6.4%
4056 Card Processing Fees	6	6	0	(6)		(6)	0.0%
Civic Hall Bar :- Indirect Expenditure	199	199	3,000	2,801	0	2,801	6.6%
Net Income over Expenditure	(307)	(307)	4,000	4,307			
403 Civic Hall Catering							
1075 Food and Beverage Income	2,047	2,047	8,000	5,953			25.6%
1100 Catering Income - Food	4,237	4,237	8,000	3,763			53.0%
Civic Hall Catering :- Income	6,284	6,284	16,000	9,716			39.3%
3002 Catering Cost of Sales	2,198	2,198	0	(2,198)		(2,198)	0.0%
3003 Food & Beverage Cost of Sales	89	89	8,000	7,911		7,911	1.1%
Civic Hall Catering :- Direct Expenditure	2,287	2,287	8,000	5,713	0	5,713	28.6%
4020 Equipment Purchase (Minor)	58	58	0	(58)		(58)	0.0%
4045 Equipment/Vehicle Maintenance	798	798	1,000	202		202	79.8%
Civic Hall Catering :- Indirect Expenditure	856	856	1,000	144	0	144	85.6%
Net Income over Expenditure	3,141	3,141	7,000	3,859			
411 Willowbrook Leisure Centre							
1000 Main Hall	10,106	10,106	72,000	61,894			14.0%
Willowbrook Leisure Centre :- Income	10,106	10,106	72,000	61,894			14.0%
4000 Staff Costs (Re-allocated)	3,827	3,827	51,654	47,827		47,827	7.4%
4011 Business Rates	0	0	10,600	10,600		10,600	0.0%
4014 Light and Heat	(9,341)	(9,341)	45,000	54,341		54,341	(20.8%)
4015 Cleaning and Hygiene	148	148	0	(148)		(148)	0.0%
4018 Waste Disposal	378	378	0	(378)		(378)	0.0%
4043 Property Repairs & Maintenance	775	775	10,000	9,225		9,225	7.7%
4044 Maintenance Contracts	829	829	12,000	11,171		11,171	6.9%
4045 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%
4046 IT/Website	79	79	3,000	2,921		2,921	2.6%
4056 Card Processing Fees	378	378	0	(378)		(378)	0.0%
Willowbrook Leisure Centre :- Indirect Expenditure	(2,927)	(2,927)	137,254	140,181	0	140,181	(2.1%)
Net Income over Expenditure	13,033	13,033	(65,254)	(78,287)			
421 Edmonds Park Pavilion							
1000 Main Hall	774	774	0	(774)			0.0%
Edmonds Park Pavilion :- Income	774	774	0	(774)			

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Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4015 Cleaning and Hygiene	146	146	0	(146)		(146)	0.0%
4043 Propert Repairs & Maintenance	324	324	0	(324)		(324)	0.0%
4045 Equipment/Vehicle Maintenance	15	15	0	(15)		(15)	0.0%
Edmonds Park Pavilion :- Indirect Expenditure	<u>486</u>	<u>486</u>	<u>0</u>	<u>(486)</u>	<u>0</u>	<u>(486)</u>	
Net Income over Expenditure	<u>288</u>	<u>288</u>	<u>0</u>	<u>(288)</u>			
Property and Facilities :- Income	35,642	35,642	230,500	194,858			15.5%
Expenditure	14,209	14,209	355,917	341,708	0	341,708	4.0%
Movement to/(from) Gen Reserve	<u>21,433</u>	<u>21,433</u>					

Didcot Town Council

Property and Facilities Committee **Properties Report** **29th May 2024**



Report author: Stuart Mundy and Arek Guzinski

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

1. To note the Civic Hall bar takings

Bar

March 2024 Takings: £2742.35 including VAT

April 2024 Takings: £484.00 including VAT

March 2023 Takings: £2550.35 including VAT

April 2023 Takings: £2182.25 including VAT

Bar sales in April have been a lot lower due to a lack of events during this month. March we had events every weekend during the month which helped a lot with the bar sales.

White Horse Brewery have now ceased to exist and are looking at other options for local beers such as Love Beer and Loose Cannon.

2. To note the usage figures at Didcot Civic Hall

2024 Civic Hall usage

March Utilisation: 28.53% for all spaces, 43.03% for the Main Hall

April Utilisation: 24.61% for all spaces, 31.72% for the Main Hall

2023 Civic Hall usage

March Utilisation: 22.71% for all spaces, 29.95% for the Main Hall

April Utilisation: 27.08% for all spaces, 39.81% for the Main Hall

Events held

Didcot Town awards

Wrestling event which was very popular and generated good income on the bar

Dance Show

SOMA Ramadan events

Mayor Making

00's band disco night

3. To note the Civic Hall works update

The following items have been completed since the last Committee meeting at the Civic Hall on 27th March 2024.

- Air Conditioning and Extraction Fan 6 monthly service has taken place
- Service of the lift has taken place
- 6month service of Fire Warning and intruder alarm has taken place
- Smoke Dampers have been serviced
- Emergency Lighting service

4. To note the Outdoor Depot servicing completed

The following have been serviced since last Committee meeting on 27th March 24

- Fire Warning and intruder alarm 6month service taken place
- CCTV service completed
- Emergency lighting service completed

5. To consider the purchase and installation of a panic alarm for reception staff

During the past few months, we have seen an increase in abusive or potentially dangerous or threatening behaviour towards the Civic Hall and Town Council staff, especially during the evenings and weekends, where the number of staff is lower than during a normal working day.

The Officers have investigated the costings and options for installation of a discrete panic button, which would enable the members of staff who feel threatened, or believe to be in a dangerous situation, to alert the local police or the monitoring station, and resolve the situation.

At the time of this report, two quotes have been obtained, for two different systems:

Company 1:

Company 1 has quoted for a portable, necklace-style panic button, which can be either worn or kept at reception. This has the added benefit of allowing the staff to alert the emergency services from any location – the alarm has a built in GPS module, which sends the location to the local police station, and a microphone which records any audio once the panic button is pressed.

This panic button is a hire cost, with the costs table as listed:

SUBSCRIPTION	CONTRACT LENGTH (MONTHS)	QUANTITY	UNIT PRICE (Per month, per device) EXC. VAT
[Redacted]	12	0-49	12.00
	24	0-49	11.50
	36	0-49	11.00

TOTAL TAX VAT @ 20%
 SHIPPING/HANDLING £5
 BELT HOLSTER (Required with [Redacted] Fall Detection) £5

The company also offers additional services:

DESCRIPTION	AVAILABLE ON	UNIT PRICE (EXC. VAT)
Timed Activity	[Redacted]	0.70 <small>(As standard on Pro App)</small>
Welfare Check		0.70
Fall Detection		0.70
Automatic Tracking		0.70
Travelsafe		3.00

At the current stage, we would require at least 2 units – one for Willowbrook, and one for Civic Hall. Ideally, we would require 4 units – one for each member of staff on shift.

The cost for hire of 4 units for a full year is **£576 + VAT per year.**

If we hire for 3 years, there is a reduction in cost to £528 + VAT per year, totalling to **£1584 + VAT** for all 4 units over a period of 3 years.

Company 2:

Company 2 has quoted for an installation of a physical two-button system, to be mounted underneath the reception desk. On activation, the panic button will activate the intruder alarm and alert the monitoring station but can be configured to alert the local police station. The works would be as follows:

Supply, Install, 2nd Fix & Commission

A new panic button the right-hand reception desk

- 1 x panic button
- 1 lot ancillaries

The cost for installing this system is **£365.00 + VAT.**

Officer's notes:

The Officers believe that despite the costs, Company 1's offering is the more competitive and appropriate solution, as it is portable and easy to access. It can also be configured to the most appropriate police monitoring station and has the ability to record audio during an incident.

Company 2's option, while being cheaper, limits the user to the reception area, and would not help any staff should the incident occur outside of the area.

It is Officer's Recommendation to pursue **Company 1's** option for the portable panic button for the Civic Hall and an additional panic button for Willowbrook Leisure Centre. The Committee should decide the length of contract and hire.

6. To note the Legionella Risk Assessment requirements for DTC properties

On review of the Risk Assessments for the DTC properties it was noted that a number are over five years or haven't received a risk assessment.

The Didcot Civic Hall last had a risk assessment last completed in 2015 and Loyd Recreation back in 2017. The Outdoor Services building, and the new Pavilion currently haven't had a risk assessment completed.

There is no set timescale for a legionella risk assessment to be revalidated but a recommendation is every 5years or if there is a change to building ie change of layout which happened for the Outdoor Depot as the previous risk assessment is for the old outdoor depot.

The risk of legionnaires disease in these buildings are currently either out of date or haven't been completed.

The Estate Manager has placed order for the following: -

Didcot Civic Hall - £550.00
Loyd Recreation - £311.00
Edmonds Park Pavilion - £432.00
Outdoor Services building - £311.00

7. To consider the options for parking enforcement at the Civic Hall.

Didcot Civic Hall provides a free car park for any customers and visitors, as well as separate car parking area for staff and any deliveries coming in.

In recent months, there have been multiple occasions where a large booking was being serviced at the Civic Hall, however the car park was full of vehicles which did not belong to the customers, leaving them with no choice but to park elsewhere.

This is predominantly due to the nearby schools and the bingo hall, as most of the parking happens in the early morning between 08:15 and 09:00, and in the afternoon between 14:45 and 15:30. There are also occasions where residents will use the car park to go to the nearby bingo hall, or to do their shopping in town, in order to avoid the maximum 2-hour free stay. While the nearby medical centre has its own parking, it is not adequate for the number of visitors, who often park at the Civic Hall car park for their visits.

This problem may further be exasperated by the recent announcement of a school street zone around the nearby primary school, meaning that more cars may park at the Civic Hall car park.

All these issues could result in customers not being able to park for their event, especially for larger functions, or if there are multiple bookings in the building – the Civic Hall hosts many different types of events, and it is more recently the case for some customers to be based a considerable distance away, requiring a car for transport.

Upon requesting quotes and possible solutions, the Estate Team has obtained 3 quotes and options:

COMPANY 1:

Company 1 has visited the Civic Hall to get an accurate overview of the situation and has proposed to install an Authorised Parking system.

This system would enable the customers to use the car park free of charge, using a registration tablet located in the reception area. They could also utilise an online signup, however this would be difficult to enforce. Cars could also be added on a permanent holder basis (e.g., staff).

Any other visitors could either pay for a timed ticket or be allowed a set time to stay in the car park free of charge, e.g., 15 minutes.

Car par enforcement would be done through ANPR cameras, managed by the Company, with any PCN's sent directly to the registered owner of the vehicle.

The company would install the system free of charge, however any PCN revenue would go directly to the company, and only the ticket sales would be taken by the Civic Hall. The Company would be willing to share PCN earnings, however they would then charge for part of the installation and maintenance costs.

COMPANY 2:

Company 2 has visited the Civic Hall to get an accurate overview of the situation and inspected the existing electrical and physical enforcements and suggested an authorised parking system via an e-kiosk.

This system would enable the customers to use the car park free of charge, using a registration tablet located in the reception area. They could also utilise an online signup, however this would be difficult to enforce. Cars could also be added on a permanent holder basis (e.g., staff).

Any other visitors could either pay for a timed ticket or be allowed a set time to stay in the car park free of charge, e.g., 15 minutes.

Car par enforcement would be done through ANPR cameras, managed by the Company, with any PCN's sent directly to the registered owner of the vehicle.

Company 2 was very flexible with the parking conditions, and provided many options, such as timed stay, no returns within set time etc. Different permit options are available.

The Company also provides free warden patrols, who would carry out litter picking duties while in the area, as well as an abandoned vehicle service. The Company also offer access barriers.

The company would install the system free of charge, however any PCN revenue would go directly to the company, and only the ticket sales would be taken by the Civic Hall.

The Company is flexible with revenue sharing options and carries out free maintenance of the systems.

COMPANY 3:

Company 3 carried out their own survey of the area, and suggested the following solution:

- ANPR Camera at the entrance of Didcot Civic Hall to capture vehicles entering and exiting the car park, ensuring the visitors are paying for parking or registered as a visitor on the system.
- Signage installation on site to outline where parking is allowed and prohibited.
- Kiosk device in Didcot Civic Hall reception for visitors.
- RingGo signs so visitors can pay for parking.
- Warden Patrols 5 times per week to ticket vehicles that may be obstructively parking.
- 15% compensation on all paid tickets
- 100% compensation on revenue generated from pay by phone.
- Designated Account Managers
- 24 / 7 Customer Support Line
- Master Back Office Portal
- Contract Length 12 months, followed by a 28-day rolling period.
- Free of charge service

Company 3 has offered a 15% PCN compensation, with 100% compensation for any pay-by-phone ticket sales. The visitors can park free of charge. The company also provides multiple permit options, abandoned vehicle service, and warden patrols.

OPTION 4:

The 4th option is to keep the Civic Hall car park open to everyone, and only restrict the staff and delivery area. There have been some questions about the “ownership” of the car park, especially on social media, and the residents believe that the car park is owned and operated by the Town Council, meaning that they should be able to use it for free, as they pay the Council Tax.

While the medical centre has their own car park, the recent increase in strain on the NHS and local GP’s, especially with the growing population, made it inadequate for the demands of the local residents. Didcot Town Council or the Civic Hall should not be adding to the issue by closing the spaces down.

School drop offs and pick-ups do not have an easily accessible drop off point other than the Civic Hall, and with the recent introduction of the School Street for the nearby area, could see an increase in frustration from residents who have to transport their children in a car.

The staff area should be closed off, as it serves as a delivery area for the Civic Hall and the Council offices, and due to the proximity of the main entrance door, could be dangerous for frequent vehicular traffic.

Officer’s notes

All 3 companies require a standard PCN rate of **£100**, reduced to **£60** if paid within 14 days. Company 1 and 2 have also confirmed that the Council can decide the ticket costs and be flexible with them – the Council can decide the maximum stay rates, the no-return times, and the costs of a pay and display ticket.

It is Officer’s Recommendation to suggest that should the Committee and the Council decide to pursue a parking enforcement option, the Committee should consider **Company 2** as their choice. **Otherwise, the Civic Hall car park should remain open to the public, with in-house solutions, or no guarantees of a reserved space.**

8. To consider allowing Didcot Health Centre eight car parking spaces within the Didcot Civic Hall car park

DTC have been approached by the Didcot Health Centre and have asked the Council to consider arrangements whereby several spaces could be designated for Didcot Health Centre staff. They have asked eight car parking spaces within the Civic Hall car park closest to the health centre. They have specified they are willing to pay **£2,000per annum** for these spaces. They have asked if these can be marked as reserved and stated some spaces however may not be used every day. Further this on days the Civic Hall has large events they will make other arrangements, provided notice is given.

The Estate Manager is asking for the Committee to consider this proposal. The health centre is willing to negotiate a cost of this space.

9. To note the Lift remedial quotes required

During the recent lift service it was noted that the emergency handwinding belt was below standard and required repairing. If the hand winding belt failed during an emergency someone could then be stuck in the lift with no means to get them out.

It was also noted that there was no external alarm on the lift meaning someone that was hard of hearing would not know what was going on if an emergency was taking place and couldn't notify reception if the sound alarm didn't notify the team.

An order has been placed and the total to fix is **£577.51+VAT**

This will then bring the lift up to the required standard.

Didcot Town Council

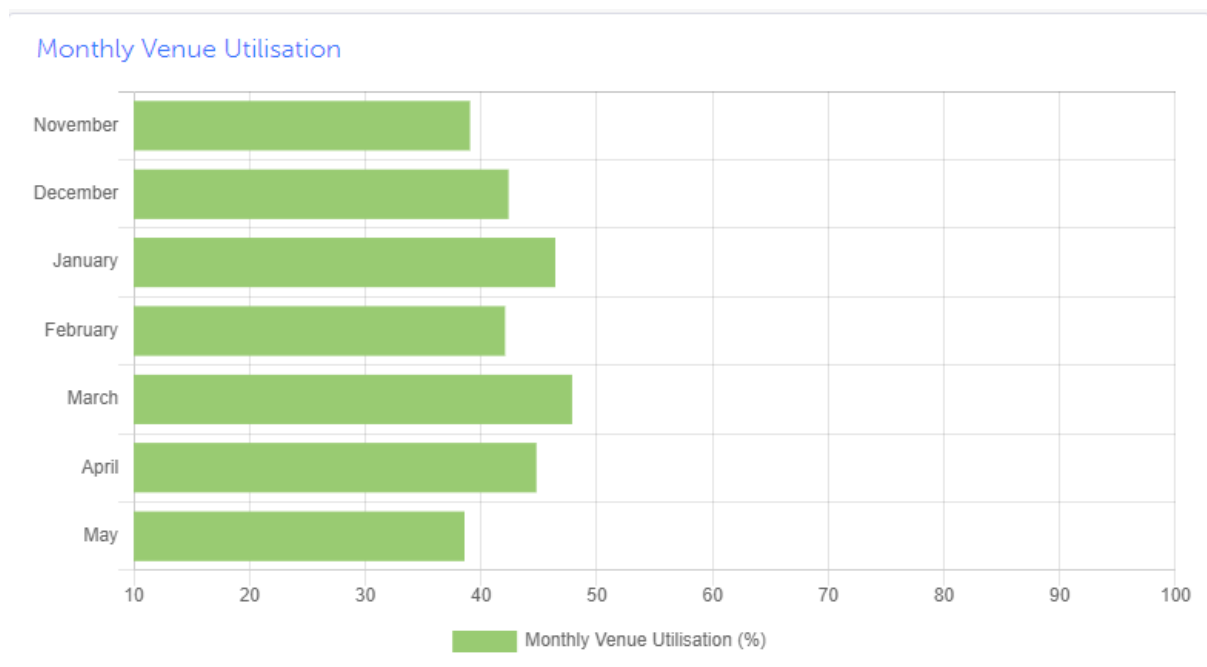
Property and Facilities Committee
Willowbrook Report
29th May 2024



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



Most of the bookings have now gone back outside due to the change in seasons. This is starting to reflect in the occupancy figures. This has always been the case at Willowbrook but it does mean more casual bookers can get slots to play badminton and increase the knowledge of what we offer at Willowbrook Leisure Centre.

Drop in badminton update

March occupancy figures –60%

April occupancy figures – 49%

Drop in badminton numbers have increased during March but seen a drop in April but the numbers are still good.

The officers and staff are looking at other drop in sessions we can offer such as walk-in netball, walk-in football, a mixed session which could offer short mat bowls,

badminton, pickleball, table tennis and tea/coffee. These would be great additions to Willowbrook.

2. To note works completed at Willowbrook Centre

Since the last meeting held on 27th March 2024 the following works have been completed:

- Fire door inspection service completed and report received
- Air conditioning and extraction fan 6month service taken place
- 6month fire warning system and intruder alarm serviced
- Emergency lighting serviced completed
- Minor Plant room service taken place

3. To consider TM44 Air Conditioning System inspection at Willowbrook

If buildings have an air conditioning system with a cooling capacity of 12kW or more, you are legally required to have a valid air conditioning inspection report and a certificate in place.

An inspection of the system should take place every 5 years. If a company fails to have an air conditioning inspected, DTC can receive a fine of £300.

What is a TM44

TM44 is the accepted guidance for the UK for judging the efficiency of air conditioning units. The key role of the guidance is to support inspections to comply with the Energy Performance of Buildings Directive (EPBD)

Benefits of a TM44

- Improve efficiency
- Reduce electricity consumption
- Decrease operating costs
- Diminish carbon emissions
- Reduce maintenance needs
- Improve controls and settings
- Identify technical flaws

The report will also highlight opportunities such as:

- Improvement to operation
- Improvements to replace less efficient systems
- Replacement of oversized systems

I have contacted the company that completes our servicing of the air conditioning, and they can complete this for DTC.

The cost to complete would be £900.00+VAT

I have approached company B which have quoted £495+VAT. They will provide qualified assessors and then logged on the landmark registry.

Company C has quoted £450 with no VAT which includes there travel time. This company has also qualified assessors and received good testimony on there website.

The Estate Manager is seeking approval from the Committee to go ahead with the quote from company B or C these works under budget code Willowbrook contracts 411/4044

4. To note the Anti-Social Behaviour at Willowbrook Leisure Centre

Over the past month there have been several occasions where youths have been gaining access to the roof, throwing stones/ rocks and causing hassle to customers.

The officers have reported to the police and complete extra training with the team at Willowbrook to ensure they are aware of the responsibilities if this happens. The officers have also spoken with the football club to see how DTC and DTFC can work together to stop this from happening in the future. DTFC have said they will fix the gate and add anti vandal/ climb paint to the gate and DTC will add anti vandal/ climb paint back of the guttering.

The officers also put a call out on social media if any security guards are interested in ad hoc help if we require support on site. At present we have only been contacted by residents that would like full time work which we do not require.

The Estate Manager has also contacted St Birinus, Didcot Girls and Aureus schools to let them know about the anti social behaviour at Willowbrook and if they can speak with their students.

Didcot Town Council

Property and Facilities Committee

Edmonds Park Pavilion and Splash Pad

Report

29th May 2024



Report author: Stuart Mundy

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

1. To note the Edmonds Park Pavilion booking summary

Bookings have started to take place within the pavilion and have also taken on several bookings for birthday parties at weekends.

Booking include

- Principal Pilates – Mondays starting June
- Bernadine Dance School – Tuesdays
- Slimming World - Thursdays

Once the Splash Pad has been built we will ensure a full open day event takes place to showcase the pavilion and the rooms that can be booked.

2. To note defects report sent to Life Build

There have been a number of defects that the officers have noted and sent off to Life to be rectified. In total 14 defects have been noted.

These include: -

- Fire doors within the building failing to close – fixed by life aftercare team
- Air source heat pump fault within plant three - ongoing
- Several painting items
- Fire exits showing light through - fixed
- Cold booster pump tank in fault – fixed
- Wobbly bollard outside the building

3. To note works to be completed for the Pavilion

- Wifi for the building which is still a concern as awaiting DTC IT provider to install. BT are currently not showing the Pavilion as a live location which is holding this up. Our IT provider is striving to sort this out ASAP.

- Dual com monitoring system for the fire alarm and intruder alarm being installed on 30th May 2024
- Signage for the building. Quotes are being obtained
- Blinds for the meeting room one which requires to be BREEAM standard. The officers have requested costs of blinds for meeting room two and the Hudson room higher windows.

4. To consider a quotes for additional cameras for Edmonds Park Pavilion

During recent CCTV visitations regarding the Edmonds Park area, many of the companies noted that the building does not have adequate coverage. The companies quoting for the Edmonds Park have also provided separate quotes for enhanced coverage of the Pavilion.

Company A:

Company A has suggested that 4 cameras are required, as some of the existing cameras can be adjusted for better coverage. The required works are as follows:

Enhanced Pavilion Coverage

As discussed during our site survey, there are a number of vulnerabilities and blind spots around the Pavilion. In addition to the cameras already in place, four further cameras are required to cover doors, plant, and areas where persons might be tempted to gather and misbehave.

Enhanced Pavilion Coverage			
HD Plus 4MP Hikvision Turret Camera (up to 30m IR for night vision)	4	£ 113.48	£ 453.94
Back box for above	4	£ 19.04	£ 76.16
Installation and cabling	2	£ 495.00	£ 990.00
Total (excluding VAT)			£ 1,520.10

To make the quote be “Like for like” with the remaining quotes, one of the cameras would be removed from the totals.

The total cost for company A would be **£1406.62 + VAT**.

Company B:

Company B has provided an extensive report of the required areas, with the works required as listed:

Pavilion (coverage cameras)

Supply and install 3x Hik-Vision 4-MP, 2.8mm lens, turret cameras with back boxes, this includes

- Camera 1 external rear entrance to main hall looking over at door way.
- Camera 2 external rear entrance to main hall looking over the seating area and splash park.
- Camera 3 internal camera adj comms cupboard looking over at main doors.

These cameras are painted, metal bodied cameras and include automatic night vision, as your existing cameras

Cabling

Supply and install 3x internal/ external grade Category 5e network cables and containment, through internal/ external routes, to the locations of each new camera, terminate, test and label.

System

Connect, set up and test the system.

Provide system training.

This system is very easy to use and once the initial guidance is provided, we only ask that you familiarise yourself with the system by using it for a few minutes a day, for the first few days.

Open a free issue Hikvision account and app and set up remote viewing on your smart devices, if required *Please remember that remote viewing quality is directly related to your broadband connection speed.*

Supply signage, as/ if required.

Include 1x year, on-site, parts and labour maintenance.

Total **£1'335.00** +Vat at current rate

Total cost for Company B would be **£1335.00 + VAT**. The company also offered to upgrade the cameras to an 8MP resolution for an additional £150 + VAT. Lead time for Company B is approximately **1-2 weeks**.

Company C:

Company C provided limited coverage of only the key areas of concern, with none of the additional areas of interest. The list of works are as follows:

CCTV

Supply, Install, 2nd Fix & Commission

Camera 1 external rear entrance to main hall looking over at door way

Camera 2 external rear entrance to main hall looking over the seating area and splash park

Camera 3 internal camera adj comms cupboard looking over at main doors

Schedule of equipment

- 3 x 4mp IP CCTV camera
- 3 x CCTV Camera back box
- 1 lot cable and ancillaries

Total Cost of Above

£ 1,389.00 + VAT

The cost for Company C would be **£1389.00 + VAT**. The lead time for this project would be approximately **5 weeks**.

It is Officer's Recommendation to pursue the option provided by **Company B**, due to the lower costs and lower lead time. There should be a note that **Company C** is a company we have used before and complete the servicing of CCTV around our other buildings and aware of the work that they have completed in the past but DTC haven't used **Company B** before.

5. To note the progress of the Splash Pad construction

Works at the Splash Pad have been progressing extremely well. The project is currently 43% through the build process.

Please see below several pictures showing progress.



Water tank installed



Plant room built



Features installed into the ground and tarmac installed ready for resin to go on top for the pathing. Fencing around pad has also been installed.

The Estate Manager and the Outdoor Services Supervisor have completed the Pool Plant Operators three day course and sent off there assignments to complete the course. Both passed the mutli choice questions at the end of the course.

The one day foundation course has been booked in for rest of the team for 4th July 2024. The course will take place at the Pavilion.

There have been several issues which officers have been working with Splash, Ridge and Life to rectify. These include:-

Issue raised

Issue 1

Water pressure is low to the area. The Estate Manager has contacted Thames Water and meeting taking place on Monday 20th May 2024 – Thames Water have attended and checked the water pressure and flow. The flow from the meter is as expected but lose the flow by the time it gets to the Splash Pad. Further investigations are required from Life.

Issue 2

The duct for the cabling to the plant room has caused issues as the Splash builders could not locate the ducting without going around the front of the building. Officers have reviewed.

Issue 3

The muck and rubbish left by the builders has been investigated. Life have been contacted and groundworks attend site on Wednesday 15th and Friday 17th May 2024 to rectify. The items have now been removed. Several skips were filled and have now been removed from site. The mud left now can be used to make the ground level and within the DTC estate.

6. To note the staffing qualifications required for the running of the Splash Pad

The Estate Manager and the Outdoor Services Supervisor have completed the Pool Plant Operators three day course and sent off there assignments to complete the course. Both passed the mutli choice questions at the end of the course.

The one day foundation course has been booked in for rest of the team for 4th July 2024. The course will take place at the Pavilion.

This will mean we have enough staff to successfully run the Splash Pad once open.

7. To consider the operational needs of the Splash Pad

The Estate Manager is seeking support of the Committee for how the Splash Pad will be ran.

Items required from the Committee: -

- 1) Opening hours – suggested opening hours Monday to Sunday 10am – 6pm. This would then give the Outdoor Team enough time to clear anything such as glass before opening for the day.
- 2) Opening dates – If all is still of course then a suggested opening date would be Saturday 27th July 24

- 3) Closing date – 29th September but consideration should be given to when schools go back to school around 5th September if the Splash Pad should be open all day every day up until 29th September or to scale back the hours. This should be considered now as this can then be advertised as soon as we open.
- 4) What to sell from the kitchen – suggested items such as ice creams, slush machine, hot and cold drinks, hot food such as chips. If the Committee can give me further ideas.

The Estate Manager would like to be given a budget for purchasing these goods in time for purchase before the Splash Pad to be open.

Didcot Town Council – Didcot Civic Hall

Civic Hall Kitchen – Ovens and Hobs Upgrade Report

Report Author: Arek Guzinski



Introduction:

During a recent annual gas safety inspection, the extraction fan was not able to adequately remove the gas particles from the gas-powered hobs and ovens, and the Civic Hall kitchen has subsequently failed the inspection.

An attempt to adjust the extraction fan speed was made, however, the fan is developing a fault, and is unable to automatically increase its operation speed from the “off” state.

As a result, one of the has oven and hobs units has been disconnected from the gas supply. This resulted in less gas being produced, and the fan was able to pass the gas inspection, but by a narrow margin.

A quote was received to attempt to fix the extraction fan in hopes to improve its performance, and adjust the vents atop of the roof; however, the Health and Safety advisor has recommended for the Town Council to consider replacing the ageing gas ovens and hobs with more modern, safer, and more efficient induction hobs and ovens, and eliminate several high-risk factors, and eliminate the need to adjust the extraction fan and the vents.

Consideration:

The Committee should consider the base operating costs against the year-on-year costs, along with the required remedial repairs and several risk factors and decide whether to pursue a repair of the extract fan, the roof exhaust vents, and eventually replacing the current gas hobs with newer gas hobs, or whether to ONLY replace the oven and hob units with either electric or induction solutions.

The Committee should also consider the options of replacing one unit or both units, and if the solutions should be “like-for-like”.

Findings:

1) Utility costs and power usage:

At the time of writing this report, Didcot Town Council’s utility costs were as follows:

- **Gas: 6 pence per kWh.**
- **Electricity: 26.352 pence per kWh.**

Upon some research, a gas oven would use approximately 1.5 kWh per use, while an electric oven would use approximately 0.89 kWh per use.

The base costs, in plain usage statistics alone, may indicate that a gas oven and hobs would be cheaper to operate per hour, at 9 pence per hour, compared to 23.45 pence per hour for an electric oven.

However, when looking at the year-on-year usage, the induction hobs and ovens will have a significant advantage. The primary consideration is energy efficiency. While gas hobs and ovens are cheaper to run per hour, induction hobs and ovens offer a 70% efficiency gain, meaning that more of the energy is transferred into the food or pots and pans, as opposed to being wasted.

The induction and electronic ovens and hobs would also eliminate the annual gas inspection costs, as there would be no gas equipment in the Civic Hall kitchen. The current costs of the gas inspection are **£384** – while this is usually done annually, due to the recent failures, we have already had this inspection twice this year. If we were to fix the extraction fan, and then replace the ovens and hobs with a gas system, we would need to book **two** more inspections. Without the use of gas, we would require only one annual inspection at the cost of **£230**.

Replacing the ovens with an electric or induction system would also eliminate the need for repairing the extraction fan, which was recently quoted for at approximately **£2,396.00 + VAT**, and eliminate the need to relocate the exhaust vent, which will further reduce the repair costs.

The extractor fan could also be reduced to a slower setting, potentially saving on power.

Another key consideration is that the Civic Hall utilises an array of solar panels on the roof. These panels could provide power to the hobs and ovens, reducing the operational costs slightly.

2) Health and Safety and convenience factors

Besides being cheaper in the long term, the induction and electric alternatives also have a benefit of reducing the risk factor by a vast margin, compared to the gas counterpart.

Firstly, replacing the ovens with electric or induction style equipment will effectively remove any gas from the kitchen – this is a key consideration, as while the central heating is still gas powered, only the kitchen equipment can be easily accessed, and is operated by the hirers themselves.

Removing gas also removes the open flame from the kitchen, and with induction ovens, also removes the risk of burns or accidentally leaving things on the hobs, as they require special equipment. We would also no longer require the use of a spark or matches/lighters to start up the hobs and ovens.

The flat surfaces of the induction and electric solutions are also easier to clean, and induction hobs do not retain their heat, meaning that they can be cleaned as soon as cooking is done. This also removes the risk of oil or fat fires.

The hobs would also be overall easier to be operated and maintained, especially by the hirers – while there is a learning curve to cooking with induction hobs, the benefits include very consistent and precise controls of temperatures, and faster cooking times, meaning that hirers could potentially reduce the length of hire for events.

It is worth noting that the kitchen is not intended for preparation of food from scratch – it's primary use is for heating/reheating or keeping food warm for events. There are very rare cases where food is made from scratch, as most people bring their own catering in.

The overall risk factor of the kitchen as a whole would be reduced from a high-risk environment to a low-risk environment, making the area safer for hirers, staff, and contractors.

3) Unit costs

When comparing the unit costs for both gas and induction ovens, the prices for a like-for-like solutions do not differ by much.

A 6-hob gas oven, sized like-for-like, with a viewing window, costs **£4,649.99 + VAT**, while a 6-hob induction oven from the same company on the same website costs **£4,699.99 + VAT**.

For a lower quality gas oven, without fan assistance and without the viewing window, the costs on the same website are around **£1,699.99 + VAT** – this is due to a **sale** on the website, and the prices are usually around **£2,149.99 + VAT**.

Considering this, the cost for two cheapest gas ovens, without a sale, would be £4,300 for the ovens, approximately £2,396 for the extraction fan repair, plus the costs of inspections and the costs of works to the exhaust vents.

The total approximate cost to “upgrade” from gas to gas would be a **minimum of £6,696 plus VAT**, while the costs of replacing the ovens for a like-for-like induction system would cost **£7,762 plus VAT**, using the options which the Committee discussed.

4) Climate Emergency

While considering all the findings in this report, it is worth remembering that in 2019, Didcot Town Council has joined a nation-wide list of local councils by declaring a **Climate Emergency**:

On Friday 1st May 2019 MPs passed a motion making the UK parliament the first in the world to declare an "environment and climate emergency". This was followed by the European Parliament declaring a 'Climate Emergency' on 28th November 2019.

On Monday 10th June 2019 Didcot Town Council declared support for the climate emergency with a task of working with the District Council to bring down our CO2

emissions both in production and consumption to reach carbon neutrality by 2030 and carbon zero by 2050.

It is therefore critical to consider the impacts of using gas, which cannot be obtained from using renewable sources, against the use of electricity, which could be obtained through solar power, as well as national grid of wind farms, hydroelectric power plants, and other renewable sources. The higher efficiency of electrical equipment will also lead to less wasted energy, higher accuracy when assessing the production and emissions of CO₂, and an overall long-term commitment to renewable, cleaner energy.

5) Ease of use and monitoring

In the current configuration, the initialisation and monitoring of the gas ovens and hobs is very time consuming for both staff and the hirers.

To allow the customer to use any hobs or ovens in the building, the officers need to log into the reception computer and access the building management system (BMS), in order to switch the main gas supply on, and enable the extraction fan – without the fan operating, the gas valve will not open.

After all the BMS checks are done, the officers will have to use a key to manually enable the gas flow and initiate gas proving in the room. This process can take some time, due to the number of gas hobs and ovens used.

Once the proving is completed, the officers then have to assist with the operation of the gas ovens, due to their age and recent failures to spark using the built-in spark.

For electric or induction ovens and hobs, the officers would not have to initialise the gas, and the customer could start the cooking process quicker. To control the use of ovens or hobs, a manual switch requiring a key could be installed.

6) Expected usage and charge rates

In its current state, the Civic Hall kitchen area does not see any major footfall – approximately once every 1-2 months. The kitchen area is mainly used by large community events, such as SOMA's end of Ramadan (warming up pre-cooked food), Food and Craft Fairs (warming up pre-cooked food, and using own grills for cooking burgers), staff get-togethers (brunches, minor cooking, e.g., eggs and bacon, warming up the rest), and occasional parties. Bookings with external catering also hire the kitchen out to keep the food warm as opposed to cooking it.

In the current state, we estimate that the kitchen would be used for about 48 hours per **year**. With this in mind, the total operational cost of the ovens using gas would be £4.32, while electric ovens would cost approximately £11 – considering the costs of the gas inspection, it would actually cost £158 per year for the use of the gas oven, and £11 for the electric.

If the usage stayed around the same figure, we will still be eliminating an unnecessary risk area of having gas installations in the kitchen, where they are accessible to the customers.

At the time of this report, the cost of kitchen hire costs £12.99 + VAT per hour – while we could increase this to £15.99 + VAT per hour, it may be worth for the Committee to discuss different kitchen packages options, e.g., using one oven, two ovens, or hire without ovens (such as food storage etc).

Recommendation:

It is the Officers and the Health and Safety Advisor's recommendation to pursue the purchase of two 6-hob induction units at a price of **£3,880.99 (+VAT) each**, and remove the quote for adjustments to the extraction fan and the exhaust vents,

PROPERTY & FACILITIES COMMITTEE – PROGRESS REPORT

Agenda item 14

Meeting/minute	Item/topic	Up-date/status	Review date/meeting
30/5/22 Min 9	Car Park management	Officers have investigated options and met with 3 companies. 3 quotes obtained now and will bring to May 2024 meeting	29 th May 24
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 22.1	Willowbrook	Purpose of Willowbrook. Ideas include Wellness Centre – Decided to keep in house.	
26/7/23 Min 23	Condition survey	Still work in progress	
27/9/23 Min 29.1	Panic Button	On agenda for 29 th May 24	29 th May 24
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	Future of Ladygrove Tennis courts	Need to order the paint to complete the reline of the courts. Will be completed in the spring	
29/11/23 Min 44	Restore	Town Clerk to request a meeting with Restore to discuss the plan for Restore building. The Town Clerk has invited to Finance and General Purposes but no response as of yet.	
31/01/24 Min 49.6	End of project filming	Have asked the company and stated £50.00. I have spoken with a member of the team at DTC and they have a drone so could look at doing this for us.	
31/01/24 Min 49.8	Extending the extract duct	As per agenda item 13 changing to an induction cooker and oven will mean this will no longer be required.	29 th May 2024
31/01/24 Min 49.12	Remedial action for ice machine for the bar	Awaiting installation. Have chased the contractor for a date of this.	
27/03/24 Min 60	Newbury College	Presentation received at meeting and figures were taken to Finance and General Purposes on 22 nd April. A letter was sent to Newbury college for more information. They have now decided to pull out of running Willowbrook	

PROPERTY & FACILITIES COMMITTEE – PROGRESS REPORT

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27/03/24 Min 62.2	Events at Civic Hall	Looking into creating an events list of events that can be ran at the Civic Hall.	
27/03/24 Min 62.8	Replacement of the two gas ovens to induction hobs	Paper produced with requirements asked for during the last Committee meeting.	29 th May 2024
27/03/24 Min 62.10	Smoke Dampers	Smoke Dampers have been serviced and awaiting quote from report	