

BRIDGEND TOWN COUNCIL
CYNGOR TREF PEN-Y-BONT AR OGWR

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SWYDDFEYDD CYNGOR
TY CARNEGIE
STRYD WYNDHAM
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CF31 1EF

17th March 2022

TO: ALL MEMBERS OF THE FACILITIES COMMITTEE

You are hereby summoned to a meeting of the Facilities Committee to be held on Thursday 24th March 2022 at 10.00am. The meeting will be held as a hybrid meeting both at Carnegie House and remotely via Microsoft Teams for Business under the Local Government and Elections Act (Wales) 2021.

A link to access the remote meeting is published on the Town Council website at:
<http://www.bridgendtowncouncil.gov.uk/committees-and-minutes/facilities.aspx>

AGENDA

1. To Receive Apologies for Absence
2. To Receive Declarations of Interests (if any) of Members in respect of the business to be transacted
3. To Confirm and Sign Minutes of the Facilities Committee Meeting held on 21st October 2021
4. To Consider Matters Arising from the Facilities Committee Meeting held on 21st October 2021
5. To Confirm and Sign Minutes of the Facilities Committee Meeting held on 27th January 2022
6. To Consider Matters Arising from the Facilities Committee Meeting held on 27th January 2022
7. To receive update further to meeting with building surveyor in relation to damp issue at Carnegie House
8. To receive Facilities Team Report for works completed January to March 2022 (for Information) and review maintenance team work schedule for April / May 2022
9. To receive Report on Building Compliance matters and consider quotes received for the following items at Carnegie House:
 - 8.1 Fire Risk Assessment
 - 8.2 Fire Alarm and extinguisher maintenance contract
 - 8.3 Legionella Risk Assessment
 - 8.4 Emergency Lighting Test
 - 8.5 Portable Appliance Testing (PAT)
 - 8.6 Lift Service

10. To receive copy of Evacuation Chair Service Record and Facilities Team Report
11. To receive Facilities Team Report on Risk Assessments and Health and Safety Documentation and consider appointment of Health and Safety Working Group
12. To consider the provision of skips at all allotment sites following recent storm damage
13. To receive Facilities Team dog waste bins report in relation to the following:
 - 12.1 Requirement for Highways licence agreements
 - 12.2 Relocation at Minerva Street
 - 12.3 To consider location of new bin Newcastle Hill area
 - 12.4 To consider request for new bin at Castle View, Morfa ward
14. To discuss security and gate at Great Western Avenue allotments
15. To discuss and agree the procedure to appoint new site representatives for all 5 Allotment Sites
16. To review and approve bowser trolley service
17. To consider quotes received for roof repair at the Town Hall
18. To receive update on issues with the Town Hall intruder alarm system
19. To receive update on Bridgend Town Centre summer floral display contract
20. To receive Facilities Team report in relation to the Town Council Van Signage
21. To discuss Bridgend Town Council obtaining wall mounted notice boards as assets



Debra Jones
Deputy Town Clerk