

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

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CF31 1EF

20th May 2022

TO: ALL MEMBERS OF THE FACILITIES COMMITTEE

You are hereby summoned to a meeting of the Facilities Committee to be held on Thursday 26th May 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 Elect Chair of Facilities Management Committee for 2022/2023
4. To Elect Deputy Chair of Facilities Management Committee for 2022/2023
5. To Confirm and Sign Minutes of the Facilities Committee Meeting held on 24th March 2022
6. To Consider Matters Arising from the Facilities Committee Meeting held on 24th March 2022
7. To receive Facilities Team Report for works completed April to May 2022 (for Information) and review maintenance team work schedule for June / July 2022
8. To receive update on Building Compliance matters to enable the re-opening of Carnegie House, including:
 - 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
9. To consider new bowser trolley service contract with supplier
10. To appoint members to Health and Safety Working Group which will review all Health and Safety Documentation before formal authorisation by Facilities Committee / Council (as appropriate)

11. To discuss proposal from Facilities Team to review periodic asset surveys
12. To receive allotments update including vacancy rate status report
13. To consider an email received regarding allotment waiting list application
14. To receive an update on new site contacts for all 5 Allotment Sites & allotment competition
15. To discuss a request from one of the site contacts at Great Western Avenue Allotments for a First Aid Box
16. To discuss whether painting of replacement boundary fence at Great Western Avenue Allotments is undertaken in-house or to seek external quotes.
17. To discuss email received from tenant of plot 32 Great Western Avenue Allotments regarding plot size
18. To discuss security and gate at Great Western Avenue allotments (brought forward from March 2022 meeting)
19. To discuss email received from BCBC regarding Welsh Government Allotment Grant funding for 2022-2023
20. To discuss email received from Keep Wales Tidy regarding Local Places for Nature – 2022 Applications



Debra Jones
Deputy Town Clerk