



## **MINUTES OF FACILITIES MANAGEMENT COMMITTEE MEETING**

**Held remotely via Microsoft teams on Wednesday 3<sup>rd</sup> November 2021 – 10 am**

### **Meeting Details:**

Date: Wednesday 3<sup>rd</sup> November 2021

Time: 10:00 am

Location: Meeting held remotely via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

Chairperson: Cllr Alan Wathan

Staff: D Jones (Deputy Town Clerk/RFO) Rhiannon Stone (Acting Facilities Manager) H Jenkins (Finance & HR Officer - Minutes)

### **In attendance:**

Cllr S Bletsoe (Mayor)

Cllr S Baldwin

Cllr D Unwin

Cllr A Wathan

#### **1. To Receive Apologies for Absence**

Apologies were received from Cllr L Walters, Cllr. I Williams and Cllr F Bletsoe.

#### **2. To Receive Declarations of Interests (if any) of Members in respect of the business to be transacted.**

No declarations of interest in respect of the business to be transacted were received.

#### **3. To review budget to date, consider facilities works and timescales for completion and forecast budget to 31st March 2022**

The Deputy Clerk presented a budget forecast to the end of the financial year 31st March 2021 and Committee discussed each budget allocation.

##### **a) Service Level Agreements**

Computer Services 1120/2 - currently in the second year of a five-year contract with no further spend up to the end of this financial year. The facilities mapping system previously approved to be wired at the end of the financial year.

Building Maintenance 1120/3 – forecast to spend within the allocated budget this year.

1120/4 Payroll and Remuneration Services – outsourced to Graham Paul Accounts with forecast spend to the end of this financial year.

1120/5 HR Support/Facilities Management – a negative budget by the end of the financial year.

**Resolved: Committee approved the SLA budget forecast to the end of this financial year 2021/22**

**b) Utilities**

1130/1 - Electricity for Carnegie House, due to the closure of the building the spend is less than normal, however the forecast spend would remain the same.

1130/2 - Gas for Carnegie House, forecast to remain the same.

1130/3 – Insurance for Carnegie House, Town Hall, and Bridgend Town Council assets – it was noted the increase for this year with a variance budget forecast.

1130/4 – NNDR for Carnegie House, a negative forecast was recorded as currently there is no rate relief available. The Deputy Clerk informed Committee that there are ongoing talks with the valuation officer and there had been some small reduction in rate relief for the Town Hall as the property currently stands empty. Carnegie House is currently on a low rate of NNDR as it is classed as a community rather than business.

**Resolved: Committee approved the Utilities forecast to the end of the financial year 2021/22**

**c) Maintenance**

1140/1 – Cleaning Supplies – no expenditure to date due to the current closure of the building.

1140/2 – Outdoor Worker Equipment – forecast to spend budget within this financial year.

1140/3 – Outdoor Worker Van - slight variance noted due to additional costs incurred for van repairs.

1140/4 – Outdoor Worker Fuel Costs – forecast to spend budget within this financial year.

**Resolved: Committee approved the Maintenance budget to the end of the financial year 2021/22**

**d) War Memorial**

1160/1 – Flag-pole maintenance had been carried out in the previous financial year with no foreseeable spend.

Lights – no foreseeable spend by the end of this financial year.

Railings - no foreseeable spend by the end of this financial year.

**Resolved: Committee approved the War Memorial budget to the end of the financial year 2021/22**

**e) Allotments**

1180 – It was noted the budget shows a negative balance, but the allotment rental income would be offset against this.

**Resolved: Committee approved the Allotments budget to the end of the financial year 2021/22**

**f) Building Works**

1250 – It was noted that £6,000 had been allocated to remedy the damp issue at Carnegie House which would be completed by the end of the financial year.

Budget had been ear marked from the 2020/2021 budget to undertake the repairs to the windows and door at Carnegie House and Committee requested this work to be progressed as soon as possible.

Committee requested the Facilities Manager to arrange a meeting with the BCBC conservation team with Cllr. Stuart Baldwin to attend to discuss the progression of works to be undertaken due to the nature of the listed building status with a view to repair or purchase new windows and door.

**Resolved: Committee approved the progression of building work repair to Carnegie House as a matter of urgency with the budget forecast spend to be ear marked if the project runs over into the next financial year.**

**g) Street Furniture**

1270 – no forecast spend on street furniture by the end of this financial year. The Facilities Manager would undertake an asset review early in 2022 to identify any replacement or repair of street furniture.

Listed phone box maintenance – forecast spend as part of the project with the completion of transfer from BT to Bridgend Town Council to be completed soon.

**Resolved: Committee approved the Street Furniture allocated budget into reserves.**

**h) Christmas Lighting**

1340/1 – A quote for lighting had been received and a forecast spend included any possible repairs which are undertaken by BCBC.

**Resolved: Committee approved the Christmas Lighting budget to the end of this financial year 2021/22**

**i) Floral Display / Landscaping**

1350/1 - Summer planting had been paid for with a forecast of £200 for any winter planting that may be required.

1350/2 - Landscaping – No forecast spend by the end of the financial year with budget back to reserves.

**Resolved: Committee approved the Floral display/landscaping to the end of this financial year 2021/22**

**j) Footpaths**

1360 – A quote had been presented at the previous Facilities Committee meeting on the 21<sup>st</sup> October and approved by Committee for works to be undertaken.

**Resolved: Committee approved the Footpaths budget to the end of this financial year 2021/22**

**k) Special Cleansing**

1370 – The issue of the purchase of a gum busting machine had been discussed at a previous Facilities Committee meeting on the 21<sup>st</sup> October with a request for further investigation around costs to be brought back at a future meeting of the Facilities Committee.

**Resolved: Committee approved the budget to remain as a nil balance.**

Dog Waste Bins – it was noted that heavy duty dog waste bags were required with a further two orders to be placed by the end of the financial year.

**Resolved: Committee approved the budget for dog waste bins to the end of the financial year 2021/22.**

**l) Town Litter Bins**

1460 – The Deputy Clerk informed Committee to vire from the special cleansing budget to cover any variance in the budget.

**Resolved: Committee approved the budget for Town Litter bins to the end of the financial year 2021/22**

**m) Training (staff)**

1510 – it was noted that there was no forecast for any additional training for the outdoor team by the end of the financial year.

Cllr.S Baldwin suggested that the issue of staff training sits with HR and would be discussed at Personnel Committee with recommendations for outdoor team staff training to be brought before that Committee.

Cllr. S Baldwin stated that GDPR training was a necessity around compliance issues for staff especially when staff are currently working from home and suggested contacting Mike Pittman at BCBC who may offer contact details of an online training course.

The Deputy Clerk to amend the forecast spend within the training budget for some training to be undertaken by the end of the financial year.

**Resolved: Committee approved the Training budget to the end of the financial year 2021/22**

**n) Parks and Play Areas**

1570 – Budget allocation noted as a negative for information purposes only.

**4. To consider and discuss projects and associated budget requirements of the Facilities Committee for the financial year 2022/23 and agree budget request to form part of the Town Council precept. Items for consideration:**

The Deputy Clerk presented a paper to Committee for consideration and after discussion the following was noted:

**a) SLA'S**

It was noted that the format was the same as this financial year which is mainly for Carnegie House with the Town Hall on a separate budget.

1120/2 Computer Services – proposed annual fee the same as this year of £1,500 and £450 for Facilities Mapping System.

1120/3 Building Maintenance – Proposed £9,900 which includes an additional 20% price increase and to cover any remedial works required.

1120/4 Payroll and Remuneration - £2,000 to cover this year which is the same as the current financial year.

1120/5 – HR Support – budget to be discussed at Personnel Committee.

Facilities Management System – research to be undertaken for the following financial year 2023/2024

**Resolved: Committee approved the budget for the financial year 2022/23**

**b) Utilities**

1130/1 – Electricity – budget increase of 20% to cover increase in costs

1130/2 – Gas – budget increase of 20% to cover increase in costs

1130/3 – Insurance – based on previous year with added flood and van cover which includes Carnegie House, Town Hall, and Bridgend Town Council assets.

1130/4 – NNDR for Carnegie – budget based on previous year.

1130/7 – Water – budget based on previous year

**Resolved: Committee approved the budget for the financial year 2022/23**

**c) Maintenance**

1140/1 – Cleaning Supplies – budget based on previous year and noted as a fair proposal.

1140/2 – Outdoor Worker Equipment – Budget of £2,500 same as previous year with a proposed additional £1,000 to cover the replacement of PPE equipment.

1140/3 – Outdoor Worker Van Costs – Budget shows an increase due to MOT and tyres and the age of the van which may incur additional costs.

1140/4 Outdoor Worker Fuel Costs – budget increase of 20% to cover an increase in costs.

**Resolved: Committee approved the budget for the financial year 2022/23**

**d) War Memorial**

1160/1 – Proposed works that had not been undertaken in the current financial year would be undertaken in the financial year 2022/23

**Resolved: Committee approved the budget for the financial year 2022/23**

**e) Allotments**

1180 – A proposed budget of £2,500 for this financial year with an allotment rental income of £5,000. It was noted that a keypad for Great Western Avenue allotments might also be required against this budget with skips and water use budgeted for around £700.

The Facilities Manager informed Committee that an analysis of rent per allotment site would be undertaken to inform and control the allotment budget in the future.

**Resolved: Committee approved the budget for the financial year 2022/23**

**f) Building Works**

1250 – the budget for the repairs to windows and back door at Carnegie had been previously earmarked and there were no foreseeable additional building works required.

The Deputy Clerk informed Committee that the ground floor tiles at Carnegie were showing signs of movement which may be caused by the damp issue and would be remedied.

**Resolved: Committee approved the budget for the financial year 2022/23 and would deal with any additional issues as they arise.**

**g) Street Furniture**

1270 – Budget to remain the same as the previous year of £3,700 which includes the phone box maintenance dependent on any damage they incur.

**Resolved: Committee approved the budget for the financial year 2022/23.**

**h) Christmas Lighting**

1340/1 – Proposed to keep budget the same as the previous year

**Resolved: Committee approved the budget for the financial year 2022/23**

**i) Floral Display / Landscaping**

1350 – Proposed to keep the budget the same as the previous year.

**Resolved: Committee approved the budget for the financial year 2022/23**

**j) Footpaths**

1360 – Proposed a slight increase on last year to £3,000

**Resolved: Committee approved the budget for the financial year 2022/23**

**k) Special Cleansing**

1370 – Committee discussed the possible provision of a Gum Busting machine but required costings to be researched and brought back to a future Facilities Committee meeting.

Dog Waste Bins – Proposed budget of £800 to cover the replacement of two bins due to age and damage.

**Resolved: Committee approved the budget for the financial year 2022/23**

**l) Town Litter Bins**

1460 – a proposed budget of £1,000 to remain for the financial year 2022/23. An inspection of bins around the town would be undertaken with most bins being managed by BCBC with a small number of Bridgend Town Council bins currently being emptied by BCBC.

**Resolved: Committee approved the budget for the financial year 2022/23**

**m) Training (staff)**

1510 – a proposed budget of £800 for training the facilities team with legionella awareness training to be undertaken in the financial year 2023/24.

The Deputy Clerk informed Committee that all training requirements for staff would be brought before Personnel Committee noting training identified for the facilities team.

**Resolved: Committee approved the budget for the financial year 2022/23**

**n) Parks and Play Areas**

1570 – No budget allocated

**o) Other Works and Projects for 2022/23**

No other works and projects were listed at present.

**Resolved: Committee approved the total budget for 2022/23 and thanked the Deputy Clerk for providing such thorough and comprehensive documents.**

**The Meeting Closed: 11.04 am**

**Signed .....**

**Date .....**

**Chair of Facilities Management Committee**