



MINUTES OF FACILITIES MANAGEMENT COMMITTEE MEETING

Held remotely via Microsoft teams on Wednesday 16th June 2021 at 10.30 am

Present:	Cllr S Bletsoe (Mayor) Cllr F Bletsoe Cllr S Baldwin	Cllr D Unwin Cllr A Wathan Cllr I Williams
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In attendance: Mrs L Edwards (Town Clerk), Mrs D Jones (Deputy Town Clerk/RFO), Ms J Brown (Democratic Officer), Mrs Rhiannon Stone (Facilities Manager), Ms Karen Davies (Facilities Officer)

The Mayor welcomed the committee to the inaugural meeting of the Facilities Committee. The Mayor advised Councillors that The Deputy Town Clerk would be acting as Clerk for this and all future meetings and that The Town Clerk was attending in an advisory capacity only.

1. To receive apologies for absence:

- Cllr L Walters

2. Declarations of Interest (if any) of Members

- Cllr I Williams – Newbridge Fields
- Cllr S Baldwin – Cabinet Member for Communities BCBC

3. To Elect Chair of Facilities Management Committee for 2021/2022

- Cllr A Wathan was proposed and seconded as Chair of Facilities Management Committee; there being no other nomination, Cllr A Wathan was unanimously elected as Chair of Facilities Management Committee for 2021-22

4. To Elect Deputy Chair of Facilities Management Committee for 2021 - 22

- Cllr D Unwin was proposed and seconded as Deputy Chair of Facilities Management Committee; there being no other nomination, Cllr D Unwin was unanimously elected as

5. To confirm the Terms of Reference for the Facilities Management Committee

- Members noted the terms of reference which had been circulated.
- The Terms of Reference were unanimously approved.

6. To consider current work load and priorities of the Facilities Management Team

- Members noted the current work load and priorities lists which had been circulated.
- The Town Clerk drew Members attention to the list of priorities and advised that the list was not exhaustive. The Town Clerk asked Members to consider the priority of work and would welcome discussion so that the best use of resources could be made.
- After discussion the committee recommended that the provision of CCTV and energy compliance issues were high priority.
- The Facilities Manager confirmed that she had sourced two security firms and in addition advised investigating insurance cover.
- The Mayor requested an update on outstanding compliance issues. The Facilities Manager advised that Gas Servicing and Air handling were priority and that she was working through a list of all outstanding compliance issues in date order.
- The Chair thanked the Facilities Manager for her efforts to date and asked what her main concerns were. The Facilities Manager recommended that servicing and maintenance matters of Compliance, particularly: 'Fire systems; Legionella (Water Systems); Gas / heating system (HVAC – heating, ventilation, air conditioning) Asbestos; and Electrical systems would most definitely be a matter of urgency in both The Town Hall and Carnegie House.
- The Chair asked the Facilities Manager what the priorities were for the Outdoor Team. The Facilities Manager confirmed that watering of the summer planters and dog bin waste collection (which had increased during lockdown), were the main priorities for the Outdoor Team.
- The Town Clerk advised Members that there was still an issue in terms of resource and explained that the volume of work for the Facilities Team is greater than the resource available. For this reason, she stressed the need for the committee to agree a list of priority work. The Town Clerk highlighted her concerns regarding the legal protection of the Council in terms of outstanding risk assessments and annual inspections.
- Councillors discussed the outsourcing of risk assessments. The Facilities Manager advised the committee of the risk assessment process and recommended that outsourcing would not be time efficient.
- The Town Clerk recommended that Members again refer to the circulated workload lists and highlighted the outstanding work which includes seeking new contracts, purchase of equipment and implementing processes e.g. waste management and a mapping system for assets.
- The Town Clerk also brought to the attention of the committee an overview of the support required from the Facilities Team for Town Council projects, as well as health and safety and risk assessments for the use of Town Council buildings as Cobid-19 restrictions allow.
- The Chair thanked The Town Clerk for her overview and asked the Responsible Finance Officer for her recommendations.

- The Responsible Finance Officer recommended identifying easily attainable tasks first, and then planning for the future which could include outsourcing and delegation of workloads.
- The Chair proposed that The Town Clerk, Responsible Finance Officer and Facilities Manager compile a priority list for the next meeting.

RESOLVED: That The Town Clerk, Responsible Finance Officer and Facilities Manager compile a workload priority list for the next Facilities Committee meeting.

7. To receive an update on the work undertaken by the Facilities Management Team during May and June

- Members noted the Facilities Management Report which had been circulated.
- The Facilities Manager advised Members that in addition she would like to make the committee aware of the much longer timescales for obtaining quotes and the condition of the damp in Carnegie House.
- After discussion Members proposed that the Facilities Manager seek advice from a conservation building specialist reference the damp in Carnegie House.

RESOLVED: That the Facilities Manager obtain advice/quotes from conservation building specialists reference the damp at Carnegie House.

8. To receive an update on the Allotments waiting list and vacancy rates

- The Chair referred Members to the report which had been circulated and invited questions.
- Cllr F Bletsoe enquired how long the allotments had remained uninspected during lockdown. The Facilities Manager advised that she had carried out regular (although not formal), brief socially distanced site visits during summer 2020.
- The committee debated the public perception of the empty allotments on social media. The Facilities Manager confirmed that tenants have been advised by newsletter on why some allotments appear unworked as tenants may be shielding and that she was currently inspecting plots where no payment had been made. Cllr F Bletsoe proposed that another letter be written to allotment tenants outlining the way forward.
- The Town Clerk advised Members that the Facilities Manager and Facilities Officer had been excellent in their support of allotment tenants, working with them on a one to one basis.
- The Mayor queried if 'The Buddy System' had been well received. The Facilities Manager reported that the scheme had had very little take up. Cllr I Williams proposed that local Veterans groups be contacted if this is appropriate.

RESOLVED: That the Facilities Manager write to all allotment tenants outlining the reasons why some plots may appear vacant and the way forward for the future.

RESOLVED: That The Facilities Manager contact local Veteran Associations with a view to working on the allotments to support tenants alongside the Buddy Scheme.

9. To consider an audit of Bridgend Town Council dog waste bins for inclusion within the Asset Register and condition report form layout

- Councillors noted the report which had been circulated.
- Cllr D Unwin advised that 8 new bins had been purchased and delivered.

10. To consider an audit of Bridgend Town Council bus shelters for inclusion within the Asset Register and condition report form layout

- Councillors noted the report which had been circulated.
- Cllr D Unwin advised that two shelters were in urgent need of refurbishment.
- After discussion the Facilities Manager recommended that all lists are collated and proposed that an inspection of bus shelters be undertaken in December/January, moving forward to yearly inspection thereafter.

11. To consider a proposed amended Accident Report Form in line with HSE guidelines

- Councillors noted the report which had been circulated.
- RESOLVED:** To accept the amended accident report form in line with HSE guidelines.

12. To consider a proposed Incident and Near Miss Report Form in line with HSE guidelines

- Councillors noted the report which had been circulated.
- RESOLVED:** To accept the proposed incident and near miss report form in line with HSE guidelines.

13. To consider a request from Newcastle Higher Community Council to extend the dog bin waste collection contract to include a further two bins (locations to be confirmed)

- The new locations proposed were listed on the Facilities Manager report as
 - Field at The Pheasant public house
 - Woodland at the rear of Mount Pleasant (pending Community Asset Transfer)
- After discussion which included concerns regarding costings and resource, the committee agreed that this item should be deferred to the next Council meeting whilst further information is sought.

RESOLVED: That this agenda item is deferred to the full Town Council meeting in June and that the Facilities Manager liaise with the Outdoor Team and report back to Full Council with further information regarding the resource required and additional costs to accommodate this request.

14. To consider a request to carry out footpath works to junction of Heol Gam path with A48

- Cllr D Unwin advised that the 'footpath' was part of the verge and was not considered anymore dangerous than other verges in this area.
- The Facilities Manager suggested that this was a matter for BCBC.

15. To approve quote received to undertake annual service of gas fired closed water heating system at Carnegie House

RESOLVED: That C S Boxall be engaged to undertake the annual service as of gas fired closed water heating system at Carnegie House

16. To approve quote to purchase replacement bowser charger

RESOLVED: After discussion the Committee approved the quote to purchase a replacement bowser charger.

17. To consider any other Facilities Management matters relevant to the committee for discussion at next meeting

- The Town Clerk advised Councillors that as this was the first meeting of the new committee that new ideas may be put forward through The Chair.
- The Town Clerk advised that she had received a letter from Cllr Unwin to highlight that the alleyway at the rear of Carnegie was full of debris and rubbish. The Town Clerk explained that this land is in private ownership and not within the boundary of the Carnegie House property.
- The Facilities Manager explained that waste from private land cannot be deposited in the BCBC depot at Bryncethin.
- After discussion The Chair proposed that The Facilities Manager write to the landowner asking that the alleyway be cleaned or that permission be given to BTC to do so.

RESOLVED: That the Facilities Manager write to the landlord to ask that the alleyway be cleaned or that permission be given to BTC to do so.

- The Town Clerk proposed that the work of the outdoor team be placed on the agenda for the next meeting.
- Cllr F Bletsoe proposed that BTC source new allotment sites be placed on the agenda for the next meeting due to the significant increase in demand.
- Cllr S Baldwin proposed that gum busting be placed on the agenda for the next meeting.
- Cllr F Bletsoe proposed that floral displays for 2022 be placed on the agenda for the next meeting.

RESOLVED: That the Facilities Manager include the following on the agenda for the next meeting:

1. The work and priorities of the outdoor team.
2. The sourcing of new allotment sites
3. Gum Busting
4. Floral displays 2022

18. Date of next meeting:

The next meeting would take place on Wednesday 28th July and every two months thereafter.

The Chair thanked everyone for their attendance.

Meeting closed: 11.55 am

Signed

Chair of Facilities Management Committee

Date