



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

**Held remotely via Microsoft teams on Thursday 24<sup>th</sup> March 2022 – 10 am**

### **Meeting Details:**

Date: Thursday 24<sup>th</sup> March 2022

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), Karen Davies (Facilities Officer) H Jenkins (Finance & HR Officer - Minutes)

### **In attendance:**

Cllr. A Wathan – Chair

Cllr S Bletsoe

Cllr S Baldwin

Cllr D Unwin

Cllr L Walters

Cllr I Williams

**1. To Receive Apologies for Absence**

Apologies were received from 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 were received.

**3. To Confirm and Sign Minutes of the Facilities Committee Meeting held on 21st October 2021**

The minutes were approved as a true and accurate recording of discussion that took place and were signed by the Chair of the Facilities Committee.

**4. To Consider Matters Arising from the Facilities Committee Meeting held on 21st October 2021**

The Deputy Clerk informed Committee that most resolutions from the meeting held on 21<sup>st</sup> October 2021 have been resolved and the remaining few are currently in the process of being resolved.

**5. To Confirm and Sign Minutes of the Facilities Committee Meeting held on 27th January 2022**

The minutes of the meeting held on 27<sup>th</sup> January 2022 were approved as a true and accurate recording of discussion that took place and were signed by the Chair of the Facilities Committee.

Committee noted a typing error and for the correction to be made on page 3 to read Bob Burns.

**6. To Consider Matters Arising from the Facilities Committee Meeting held on 27th January 2022**

The Acting Facilities Manager informed Committee that she had produced an allotment statement report and her intention would be to provide this report at future Facilities Committee meetings.

The Deputy Clerk requested Councillors to provide her with any further agenda items which would be discussed at future meetings.

**7. To receive update further to meeting with building surveyor in relation to damp issue at Carnegie House**

Committee were informed that a meeting had taken place with Carl Morgan building surveyor, with Cllr D Unwin and Bob Burns in attendance along with the Acting Facilities Manager and Facilities Officer. An in-depth drone survey had been undertaken with samples of mortar being taken for analysis.

A report is expected from the building surveyor shortly and an estimate of works required to correct the damp issue may be in the region of £6,000.

**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.**

A Facilities Team report was presented to Committee and an update on works undertaken were given.

The Facilities Officer noted that the Waunscil Avenue allotment site had recently suffered from storm damage to fencing and this issue would be checked to see how much fencing is unstable and would report back to a future Facilities Committee meeting.

**Action: The Facilities Team would report the extent of fence damage at Waunscil Avenue at a future meeting.**

A maintenance team-work schedule was presented to Committee for April and May 2022 with all work being time allocated appropriately.

The Acting Facilities Manager noted that a risk assessment would be required prior to the work being undertaken at the bus shelters.

**RESOLVED: Committee noted and approved the Facilities Team report and maintenance schedule for the outdoor team.**

**CLlr S Bletsoe left the meeting at 10.11am**

**9. To receive Report on Building Compliance matters and consider quotes received for the following items at Carnegie House:**

A paper was presented to Committee with background information being provided on building compliance issues and Committee were asked to consider quotes received.

**9.1 Fire Risk Assessment**

The Acting Facilities Manager informed Committee that six quotes had been received with some only providing costs within an email.

Committee considered the quotes and as Blackwood Fire Limited had provided the most comprehensive quote outlining a breakdown of service required, they were approved by Committee to undertake this work.

**RESOLVED: Committee approved Blackwood Fire Limited to undertake the Fire Risk Assessment at Carnegie House.**

**9.2 Fire Alarm and extinguisher maintenance contract.**

The Acting Facilities Manager noted that only two quotes had been returned from Advanced Fire Protection and Protectorcomms Ltd.

The Deputy Clerk informed Committee that financial regulations permit quotes that are below £3,000 and above £100 for approval if it has been seen that the Town Clerk and Deputy Clerk had endeavoured to attain at least three quotes.

**RESOLVED: Committee approved a one-year contract be awarded to Protectorcomms Ltd for Carnegie House.**

**9.3 Legionella Risk Assessment**

Committee were asked to consider three quotes which had been received with the need for a risk assessment to identify the testing and monitoring requirements.

Committee considered the quotes and approved Vector Air and Water to be awarded the contract.

**RESOLVED: Committee approved the company Vector Air and Water to undertake the legionella risk assessment at Carnegie House.**

**9.4 Emergency Lighting Test**

The Acting Facilities Manager informed Committee that the emergency lighting was last checked by the company Surge in September 2020 and a three-hour emergency drop test was now required. Having obtained three quotes Committee were asked to consider and approve a contractor.

**RESOLVED: Committee approved Surge to undertake the emergency lighting test at Carnegie House.**

### **9.5 Portable Appliance Testing (PAT)**

Committee discussed the issue of the essential PAT testing requirement of electrical equipment, and it was agreed to approve Surge to undertake essential PAT testing. Committee agreed for future PAT testing that the Facilities Team look into the appropriate training of staff members and the purchase of PAT testing equipment with one for the outdoor team, one for the office area and one for front of house to test equipment of tutors, exhibitions and room hire.

**RESOLVED: Committee approved the company Surge to undertake PAT testing and for the future to investigate three members of staff undertaking training.**

### **9.6 Lift Service**

The Acting Facilities Manager informed Committee that the current lift installed at Carnegie House is a hydraulic platform lift that by its very nature is slow. It was noted that a few quotes had been received for the servicing of the lift with recommendations of two inspections per year.

**RESOLVED: Committee considered the quotes received and approved the contract be awarded to DJF Services.**

#### **10. To receive copy of Evacuation Chair Service Record and Facilities Team Report.**

It was noted that at a previous meeting of the Facilities Committee it had been agreed for the evacuation chair to be serviced and this had been undertaken on the 18<sup>th</sup> of November 2021. However, concerns were raised on the strength required to support an individual in the event of the evacuation chair needing to be utilised.

Committee discussed the compliance issues and agreed to leave the current evacuation chair in place at the present time.

**RESOLVED: Committee agreed to retain the current Evacuation chair at Carnegie House.**

#### **11. To receive Facilities Team Report on Risk Assessments and Health and Safety Documentation and consider appointment of Health and Safety Working Group.**

The Acting Facilities Manager presented a report to Committee updating work undertaken on the completion of risk assessments for specific works and events and asked Committee to consider a working group to review the draft risk assessments, emergency action plan, COSHH register and health and safety documentation.

**RESOLVED: Committee approved the need for a working group but suggested that this would need to be looked at after the election when a new Council is appointed.**

#### **12. To consider the provision of skips at all allotment sites following recent storm damage.**

Committee discussed the provision of skips to allotment sites following storm damage and agreed for the Facilities Team to provide skips as appropriate.

**RESOLVED: Committee approved the provision of skips to allotments and agreed for the Facilities Team to provide as and when appropriate.**

**13. To receive Facilities Team dog waste bins report in relation to the following:**

**13.1 Requirement for Highways licence agreements**

**RESOLVED: Committee approved entering into the Highways licence agreement as a requirement from Bridgend County Borough Council before any further dog bins are erected.**

**13.2 Relocation at Minerva Street.**

The Acting Facilities Manager informed Committee that the dog waste bin at Minerva Street is in a state of disrepair and a location five meters away had been identified.

**RESOLVED: Committee approved the relocation of the dog bin at Minerva Street.**

**13.3 To consider location of new bin Newcastle Hill area.**

**RESOLVED: Committee approved the Facilities Team to make the necessary decision on the location of a new bin in the Newcastle Hill area whilst considering the sensible height of the dog bins.**

**13.4 To consider request for new bin at Castle View, Morfa Ward.**

**RESOLVED: Committee approved the Facilities Team to make the decision following a request for a new dog bin at Castle View in the Morfa Ward.**

**14. To discuss security and gate at Great Western Avenue allotments**

The Deputy Clerk informed Committee that this issue had been placed on the agenda at the request of Cllr S Bletsoe. Committee agreed to defer this issue to a future meeting as Cllr S Bletsoe had left the meeting.

**RESOLVED: Committee agreed to defer this agenda item to a future Facilities Committee meeting.**

**15. To discuss and agree the procedure to appoint new site representatives for all 5 Allotment Sites.**

The Facilities Officer stated that an essential part of the site representatives is that they are available to show new tenants to the allotment site. It was felt that as the allotment welcome pack is developed and regular newsletters distributed this should ensure that tenants issues or questions are answered appropriately which would hopefully reduce any conflict or areas of concern.

Committee felt that any issues or conflicts should be addressed to the Facilities Team and a point of contact should be provided.

Committee suggested that the name of site representative should be changed and felt that volunteers from tenants should be sought to provide a meet and greet service to new tenants.

The Deputy Clerk noted that some of the allotment sites are happy with the current site representatives and suggested that they remain and simply their title would change with other tenants able to volunteer also.

**RESOLVED: Committee approved the renaming of site representatives and a request for tenants to volunteer to become site contacts for meeting new tenants.**

**16. To review and approve bowser trolley service.**

**RESOLVED: Committee approved Lift Safe Limited for the bowser trolley service.**

**17. To consider quotes received for roof repair at the Town Hall.**

The Acting Facilities Manager informed Committee that an emergency repair had been carried out on damage by vandalism to the roof of the Town Hall and quotes had been received to undertake the permanent repair. Committee reviewed the quotes.

**RESOLVED: Committee approved K.J Jones who had undertaken the emergency repair to be contacted to make a permanent repair to the roof at the Town Hall.**

**18. To receive update on issues with the Town Hall intruder alarm system.**

Committee were informed that recent intruder alarm activations of the Town Hall had necessitated the call out of the security firm Bluestone on the 14<sup>th</sup> and 15<sup>th</sup> March 2022.

Committee considered the possible replacement of the intruder alarm due to its age and requested the Facilities Team to obtain quotes for its replacement which would be brought back as an agenda item at a future Facilities Committee meeting.

The Facilities Officer informed Committee that evidences of mice had been found which might have triggered the alarm and Committee requested looking into obtaining quotes for rodent control.

**RESOLVED: Committee approved the Facilities Team to obtain quotes for a replacement intruder alarm along with quotes for rodent control.**

**19. To receive update on Bridgend Town Centre summer floral display contract.**

**RESOLVED: Committee noted the company Plantscape providing planted flower towers for the Summer 2022 floral display within the Bridgend Town Centre.**

The Acting Facilities Manager informed Committee that an email had been received from the agents of the Rhiw stating that the Outdoor Team would no longer be able to obtain the water supply from the Rhiw for the watering of the summer planters.

Cllr. D Unwin suggested that in the past water had been obtained alongside the area of the Randall Memorial and he would seek approval for this to be done this year.

The Acting Facilities Manager stated that within the plant room at the Town Hall there was a sluice which could provide water also.

**RESOLVED: Committee requested Cllr. D Unwin seek approval for water supply by the Randall Hall Memorial.**

**20. To receive Facilities Team report in relation to the Town Council Van Signage.**

Committee were informed that the van signage had been lost or possibly removed and the police had been informed.

Committee discussed and approved the provision of a new signage being purchased to include the wording Bridgend Town Council with the heraldic crest logo which would be made of vinyl stickers.

**RESOLVED: Committee approved the replacement of the van signage to include Bridgend Town Council with the heraldic crest and made of vinyl stickers.**

**21. To discuss Bridgend Town Council obtaining wall mounted notice boards as assets.**

It was noted that twelve notice boards had been gifted to Bridgend Town Council which were currently held in safe keeping by Cllr. S Bletsoe.

Committee approved the transfer of the notice boards to the storeroom at the Town Hall for future use and to accept as Bridgend Town Council assets.

**RESOLVED: Committee approved the gifted notice boards as Bridgend Town Council assets which would be stored in the Town Hall for future use and requested the Acting Facilities Manager to arrange the collection from Cllr S Bletsoe.**

**The Meeting Closed: 11.40 am**

**Signed .....**

**Date .....**

**Chair of Facilities Management Committee**