



## MINUTES OF FACILITIES MANAGEMENT COMMITTEE MEETING

Held remotely via Microsoft teams on Thursday 27<sup>th</sup> January 2022 – 10 am

### Meeting Details:

Date: Thursday 27<sup>th</sup> January 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) Karen Davies (Facilities Officer) H Jenkins (Finance & HR Officer - Minutes)

### In attendance:

Cllr S Bletsoe (Mayor)

Cllr S Baldwin

Cllr D Unwin

Cllr A Wathan

Cllr L Walters

Cllr F Bletsoe

Cllr I Williams

### 1. To Receive Apologies for Absence

No apologies of absence were received.

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

No declarations of interest were received, however the Chair of Committee asked that any declarations of interest should be noted if identified as the agenda items were discussed.

### 3. To Confirm and Sign Minutes of the Facilities Committee Meeting on 3rd November 2021

**RESOLVED:** The minutes of the Facilities Committee meeting held on the 3<sup>rd</sup> of November 2021 were approved as a true and accurate recording of discussion made.

Committee noted that a Facilities Committee meeting had been held on the 21<sup>st</sup> of October 2021 however the minutes had not been brought before the Facilities Committee for approval. It was resolved that the minutes would be brought to the next Facilities Meeting in March for approval.

**RESOLVED:** The minutes of the Facilities Committee held on the 21<sup>st</sup> of October 2021 would be brought before the next Facilities Committee in March for approval.

#### **4. To Consider Matters Arising from the Facilities Committee Meeting on 3rd November 2021**

**RESOLVED:** Committee noted that there were no matters arising from the meeting held on the 3<sup>rd</sup> of October 2021.

#### **5. To receive Facilities Team Report (for Information)**

A Facilities Team report was circulated to Committee for information on work that had been undertaken by the team to date.

The Deputy Clerk informed Committee that the Acting Facilities Manager is currently on sick leave and the Facilities Officer had managed the Facilities Team in their absence. It was noted that all reports and quotes that would be discussed at the meeting had been produced by the Facilities Officer and Committee wished to convey thanks to the Facilities Officer on the work they had undertaken.

The Facilities Officer updated Committee that work had been undertaken on providing bedding plants for the town planters and noted the difficult location of one of the planters at the side of the dual carriage way that would need to be looked at in future as the team are unable to stop at the site to tend to the planter.

Cllr S Bletsoe informed Committee that Cllr T Wood had taken possession of mounted display boards and wished for Committee to discuss the possibility of Bridgend Town Council obtaining them as assets.

**RESOLVED:** The issue of mounted display boards being obtained as assets of Bridgend Town Council to be discussed as an agenda item at the next meeting.

The Deputy Clerk informed Committee that the Remembrance wreaths had been removed and the CCTV had now been installed in the New Town Hall.

Cllr F Bletsoe noted that she had received communication via an email from a tenant at the Coychurch Road allotment site that car parts had been located on their plot.

Cllr F Bletsoe declared an interest on this issue as the site had previously been allocated to her and noted that the car parts were not on the plot when she was the tenant.

**RESOLVED:** Cllr F Bletsoe would relay the information to the Facilities Officer to investigate the issue of car parts being sited on this plot.

#### **6. To receive waste contract update and consider location of waste bins**

Committee had been provided with a report on the possible location of the waste bins for Carnegie House and the Town Hall.

Following a discussion by Committee and noting the issue of the lack of access and storage at Carnegie House, Committee agreed that the best suitable option would be to locate the wheelie bins within a locked compound at the Town Hall and collection would be arranged from this site.

**RESOLVED:** Committee agreed the location of the waste bins at the Town Hall and to monitor the situation accordingly.

**7. To receive update and consider Building Surveyor quotes for Carnegie House damp issue**

The Deputy Clerk informed Committee that quotes had been sought from building surveyors to assess the damp issue at Carnegie House and to provide a recommendation to resolve the ongoing issue.

Cllr D Unwin requested that the quotes submitted should contain the business address and asked where the contact details had been obtained from. The Facilities Officer noted that details had been obtained from the listed building directory.

Cllr L Walters asked the Facilities Officer if she were able to offer any recommendations to Committee on the quotes received, however the Facilities Officer felt that she was not an expert in building surveyors but noted quotes one and four both appeared knowledgeable and helpful.

The Deputy Clerk noted that a meeting was due to take place with BCBC Building Surveyors along with Cllr S Baldwin but this would need to be reconvened at a future date due to the sickness absence of the Acting Facilities Manager.

Committee discussed the quotes obtained and approved to appoint Carl Morgan Building Surveying (Llandeilo), the preferred choice due to their response alongside the quote and accreditation RICS Certified Historic Building Professional Scheme.

Committee suggested that B Burns be contacted to attend the site meeting with the building surveyor at no cost to the Town Council along with Cllr D Unwin in order to relay their historical knowledge of the building.

**RESOLVED:** Committee approved the contract be awarded to Carl Morgan Building Surveying with B Burns and Cllr D Unwin to attend the site inspection.

**8. To receive an update and consider quotes received to undertake fence repairs at Great Western Avenue Allotments.**

The Deputy Clerk informed Committee that the contractor appointed to undertake fence repairs at Great Western Avenue is no longer available to carry out the work therefore the Facilities Officer had requested quotes from several companies to present to Committee, however many were unable to undertake the work or provide a quote with some companies not responding at all.

The Facilities officer presented Committee with the one quote received and further to being asked if the company was local confirmed that they were.

Committee felt that further quotes were needed before approval could be given and requested going back to R Chumley Landscaping to provide a quote along with Scott Waste Management.

Cllr S Bletsoe noted that he would also provide the Deputy Clerk/Facilities Officer with two additional companies to contact to obtain quotes and would pass this information on to them.

Cllr D Unwin asked that address details be provided with the quotes in order to ascertain if companies were locally based.

Cllr S Baldwin highlighted to Committee procurement policy in relation to appointing contractors based on their locality and in order to safeguard the Town Council proposed that it not be recorded that locality is a factor when appointing contractors.

Cllr I Williams stated that if contractors were based locally, the work they had completed could be checked.

Cllr F Bletsoe stated that she felt uncomfortable with Cllrs trying to manipulate and amend minutes; she added that she agrees quotes should have name and address details and that Committee cannot state that a contractor must be local.

Cllr S Baldwin stated that he was astonished that his suggestion to protect the Committee and Council were interpreted as manipulation and reiterated that procurement law does not exclude companies from providing quotes from anywhere in the UK.

Cllr F Bletsoe raised a point of order.

The Chair referred to Cllr S Baldwin's original proposal and stated that there would be no arguing within the Committee.

Cllr S Baldwin stated that it wasn't a proposal and that he was just stating that by minuting that Committee would factor locality into decision making would put Council at risk and that he was not manipulating minutes. Cllr S Baldwin asked Cllr F Bletsoe what point of order was being raised.

Cllr S Bletsoe made comment on the matter.

The Chair brought the meeting to order and stated that the full discussion be recorded in the minutes.

**RESOLVED:** Committee agreed that further quotes would be obtained, and any recommendation of suppliers would be passed to the Facilities Officer and Deputy Clerk.

**RESOLVED:** That the Facilities Officer inform the landowner alongside the allotment site at Great Western Avenue of the current issue with supplier and advise that further quotes would be obtained with the possibility of an increase in costs of quotes obtained.

**RESOLVED:** Committee agreed that the quotes for the fence repairs would be brought before the Finance Committee on the 15<sup>th</sup> of February for approval as a matter of urgency as not to delay the works to be undertaken.

## 9. Allotments

### 9.1 To review and agree content for 'Allotment Welcome Packs'

Committee were asked to consider the paper provided on the Allotment Welcome pack and to offer any further suggestion of items to be included or removed.

Following a discussion Cllr A Wathan suggested the issue of beehives being included within the pack.

Cllr L Walters noted that the inclusion of the provision of skips suggested an expectation by tenants that they may not necessarily remove their own garden waste and noted that tenants are expected to keep their plot in an orderly manner.

The Facilities Officer noted that ideally the number of skips provided per year should be reduced and that the wording could indicate that skips may be provided from time to time on site to remove green waste only.

It was noted that a previous newsletter had stressed that skips provided were for green waste only and that non-compliance would result in the removal of the provision of skips in future.

Cllr S Bletsoe noted that clarification was needed on the tenancy agreement as to the responsibility of individual tenants to remove their own waste from their plot.

The Facilities Officer noted that she is increasing site inspections and photographs are being taken of vacant plots to ensure that when they are offered to a new tenant, they are aware of the condition of the plot offered to alleviate any issues that should they vacate the plot it should be left in a good condition.

### 9.2 To consider an email from a member of the public on the allotment waiting list

A copy of an email communication from a member of the public had been passed to Committee.

The Deputy Clerk updated Committee that a further email response had been received and verbally gave an update to Committee for their consideration on this issue.

Following a discussion Committee felt that as the member of the public does not currently reside within the Bridgend Town Council boundary area then unfortunately an offer of an allotment plot could not be made at this time.

**RESOLVED:** Committee agreed that no offer of an allotment plot would be made at this time as the Bridgend Town Council requirement was that a tenant must reside within the Bridgend Town Council boundary ward area.

Cllr L Walters suggested that the terms of the allotment agreement from this point forward should state that if a tenant moves away from the Bridgend Town Council ward area, then a notice to quit the plot should be served giving an appropriate notice period. Committee agreed that this issue should be investigated in the future and further advice should be sought around the legality to alter or vary the contract of the current terms of the tenancy agreement.

**RESOLVED:** Committee agreed for staff to investigate this issue when staff time and resource permits.

**RESOLVED:** An allotments status report would be provided to Committee at the next Facilities Committee meeting in March 2022.

#### **10. To receive update regarding Town Hall Alarm issues**

The Deputy Clerk informed Committee that this issue was discussed at the Full Town Council meeting on the 24<sup>th</sup> of February 2022 and there were no further updates for the Facilities Committee to discuss at this time.

Cllr S Bletsoe informed Committee that should any residents contact Councillors in relation to the Town Hall alarm being raised, contact should be directed to the Clerk and Deputy Clerk to report the alarm and to arrange for a call out of the security keyholder.

#### **Other Business**

Cllr I Williams noted the paper provided on the online mapping system and requested that the location of defibrillators within the Bridgend Town Council area be added. The Facilities Officer advised that they are currently populating the mapping system and has included the locations of the BTC defibrillators and this information would also be provided on the new Bridgend Town Council website which is due to go live in the spring.

The Deputy Clerk informed Committee that future agenda items for discussion at the March Facilities Committee meeting would include cyclical work and Health and Safety compliance issues to prepare for the re-opening of Carnegie House.

**The Meeting Closed: 11.10 am**

**Signed .....**

**Date .....**

**Chair of Facilities Management Committee**