



MINUTES OF FACILITIES MANAGEMENT COMMITTEE MEETING

Meeting Details:

Date: Thursday 26th May 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 Steven Bletsoe

Cllr Nathan Deere

Cllr Alan Wathan

Cllr David Unwin

Cllr Chris Harding

1. To Receive Apologies for Absence

Apologies were received from Cllr Ian Williams and Cllr Tim Wood.

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

Cllr Nathan Deere declared a personal interest as an allotment tenant at Great Western Avenue Allotments.

Cllr Alan Wathan declared an interest as a BCBC councillor.

Cllr Steven Bletsoe declared an interest as a BCBC councillor.

Cllr David Unwin declared an interest as a member of the National Milestone Society.

3. To Elect Chair of Facilities Management Committee for 2022/2023

Cllr David Unwin proposed Cllr Alan Wathan as chair of facilities management Committee which was seconded by Cllr Steven Bletsoe.

RESOLVED: Cllr Alan Wathan was duly appointed as Chair of Facilities Management Committee for 2022/2023.

4. To Elect Deputy Chair of Facilities Management Committee for 2022/2023

Cllr Steven Bletsoe proposed Cllr David Unwin as deputy chair of facilities Management Committee which was seconded by Cllr Nathan Deere.

RESOLVED: Cllr David Unwin was duly appointed as Deputy Chair of Facilities Management Committee for 2022/23.

5. To Confirm and Sign Minutes of the Facilities Committee Meeting held on 24th March 2022

RESOLVED: The minutes were approved as a true and accurate recording of discussion made and were duly signed by the Chair of Committee.

6. To Consider Matters Arising from the Facilities Committee Meeting held on 24th March 2022

Cllr David Unwin informed Committee of an update relating to Item 7 of the minutes of the 24th March 2022. Further to the site visit made by the surveyor in relation to the damp issue at Carnegie House a comprehensive report had now been received which Cllr Unwin referred to Committee. He proposed that the report be forwarded to the BCBC Conservation Officer and further information to be sought from the Surveyor in relation to contractors with the report being passed to the next Finance Committee in June if costs are available or the Facilities Management Committee in July. The proposal was seconded by Cllr Steven Bletsoe.

RESOLVED: Committee approved the proposal from Cllr D Unwin to request further information from the surveyor before being passed to the Finance Committee in June or the Facilities Management Committee in July for recommendation.

7. To receive Facilities Team Report for works completed April to May 2022 (for Information) and review maintenance teamwork schedule for June / July 2022.

A report was provided to Committee and the Facilities Manager updated Members that the homeless charity, The Wallich had been notified of the issue of rough sleepers at the new Town Hall, however although receipt of the concerns had been acknowledged, no response has been made to date.

Committee were informed that the three tier flower towers had now been delivered and the outdoor team had started to water the containers.

Cllr D Unwin having declared an interest in the milestone noted the need for some cleaning and possible repainting of some of the milestones.

Cllr Steven Bletsoe requested information on the number of dog bins located within the Wildmill area, the Facilities Team advised they would provide the number and location of the dog bins to him.

ACTION: The Facilities Team to provide the number and location of dog bins to Cllr Steven Bletsoe within the Wildmill area.

8. To receive update on Building Compliance matters to enable the re-opening of Carnegie House:

8.1 Fire Risk Assessment

Committee were informed that the Fire Risk assessment had been completed and had been identified as a medium risk with no urgent issues reported, however it had been advised that the building capacity is reduced to a maximum of 50 people in the downstairs area due to the layout of the back door, unless the back door was opened and manned.

8.2 Fire Alarm and extinguisher maintenance contract

Committee were updated that works had been completed with the delivery of fire extinguishers awaited.

8.3 Legionella Risk Assessment

A report had been passed to Committee with no major safety concerns being raised that would prevent the re-opening of Carnegie House. Committee were informed that it was recommended for Bridgend Town Council staff to undertake testing of equipment with the possible need for refresher training to be undertaken.

8.4 Emergency Lighting Test

Committee were informed that the Emergency Lighting test had been completed and certification received. It was noted that nine had failed testing and would require rectification.

RESOLVED: Committee approved the necessary repairs to be undertaken and approved the Clerk or Deputy Clerk to approve via delegated authority.

8.5 Portable Appliance Testing (PAT)

Committee were informed that PAT testing had been completed on the 25th May 2022 with two minor failures reported on a small heater and a plug on a sound speaker.

8.6 Lift Service

Committee had previously awarded the contract to DJF Lift services, however the Facilities Manager informed Committee that the company were no longer contactable and requested Committee to consider the second quote received from Cardiff Lift Company whose costs were comparable.

RESOLVED: Committee approved the contract to be awarded to Cardiff Lift Company which was approved by Cllr D Unwin and seconded by Cllr A Wathan.

9. To consider new bowser trolley service contract with supplier.

Committee were updated by the Facilities Manager that Liftsafe the original company where the bowser trolley was purchased from had submitted a quote of £520 for an annual service covering two six monthly services within the year.

Committee were informed that it was a mandatory requirement due to the LOLA legislation (Lower and Lifting of Equipment) that servicing was required every six months on such equipment.

RESOLVED: Committee proposed by Cllr A Wathan and seconded by Cllr D Unwin for the approval of the contract to be awarded to Liftsafe to undertake the necessary six-monthly service contract.

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)

The Facilities Team requested Committee to consider the setting up of a Health and Safety working group to review documentation developed by the team before being submitted to the Facilities Management Committee or Full Town Council for approval.

RESOLVED: Committee approved Cllr N Deere, Cllr I Williams and Cllr C Harding to be nominated to be part of the Health and Safety working group.

11. To discuss proposal from Facilities Team to review periodic asset surveys

Committee were informed that periodic surveys were undertaken on Bridgend Town Council assets and that survey forms would be circulated to Councillors to be able to feedback on the condition of the Town Council assets.

RESOLVED: Committee approved the recommendation to review periodic assets surveys which was approved by Cllr D Unwin and seconded by Cllr S Bletsoe.

12. To receive allotments update including vacancy rate status report

A paper was presented to Committee on the vacancy rate status of allotments, and it was agreed by Committee for a half yearly report to be presented to the Facilities Management Committee.

RESOLVED: Committee approved a half yearly report to be presented to the Facilities Management Committee on the allotment vacancy rate status which was approved by Cllr D Unwin and seconded by Cllr A Wathan.

13. To consider an email received regarding allotment waiting list application.

Committee were asked to consider an email received from a resident who had requested to be placed on the allotment waiting list. Following a discussion and considering the issues raised by the resident, Committee requested the Facilities Team to make contact and inform them that Bridgend Town Council's policy is to offer plots to residents living within the Bridgend Town Council boundary/wards and an offer to a resident living outside the boundary/wards would only be made if there were no new tenants residing in the wards on the list. It was also requested that it be noted that any previous offer due to be made would have been at the time the resident was living within the Bridgend Town Council boundary.

RESOLVED: Committee approved that the Facilities team write a letter to advise Bridgend Town Councils policy in relation to the offering of allotment plots and explain the decision of the Committee.

14. To receive an update on new site contacts for all 5 Allotment Sites & allotment competitions

The Facilities Team informed Committee that news of a possible allotment competition had been circulated via the Allotment newsletter and responses were sought, however it was noted that not many responses had been received to date.

RESOLVED: Committee agreed to defer the allotment competition until further views and responses are received.

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of agenda item 14 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

- Committee asked that Members of the public to leave the meeting.
- Committee asked all Members accessing the meeting remotely to turn on their cameras and confirm that they were on their own to ensure confidentiality.

RESOLVED: To readmit the public to the meeting.

15. To discuss a request from one of the site contacts at Great Western Avenue Allotments for a First Aid Box

Committee were asked to consider the provision of a First Aid box at the Great Western Avenue allotment site and discussed where it would be kept, how it could be accessible to all tenants, how it would be managed in relation to the dates of items and the then requirement for a trained first aider. Further to discussion it was felt that it is the requirement of individual tenants to provide their own first aid equipment.

RESOLVED: Committee declined the request for a first aid box at Great Western Avenue allotment site.

16. To discuss whether painting of replacement boundary fence at Great Western Avenue Allotments is undertaken in-house or to seek external quotes.

RESOLVED: Committee proposed by Cllr D Unwin and seconded by Cllr N Deere for the outdoor maintenance team to undertake the painting of the boundary fence at Great Western Avenue allotments.

17. To discuss email received from tenant of plot 32 Great Western Avenue Allotments regarding plot size

RESOLVED: Committee considered the request from a tenant of plot 32 Great Western Avenue and approved the amended measurements taken by the Facilities Management Team and reduction of costs which was proposed by Cllr D Unwin and seconded by Cllr S Bletsoe.

18. To discuss security and gate at Great Western Avenue allotments (brought forward from March 2022 meeting)

A paper was presented to Committee on the issue of security at the Great Western Avenue allotment site with tenants generally keeping the gate open. Committee were asked to consider a request to apply to Welsh Government for an Allotment Support Grant to install suitable locks to all five allotment sites with the Great Western Avenue allotment site being prioritised.

The Facilities Team noted that the possible movement of the gate to the bottom of the slope closer to the car park area may ensure the gate remains locked and improve access.

RESOLVED: Committee approved the request to apply to Welsh Government by the 10th June 2022 for grant funding to provide a keypad lock to the five allotment sites.

19. To discuss email received from BCBC regarding Welsh Government Allotment Grant funding for 2022-2023

As briefly discussed under agenda item 18 the Facilities Team informed Committee that communication had been made with BCBC in relation to Welsh Government Allotment Grant funding and it was suggested that basic information on the general requirement would be required to be submitted by the 10th of June 2022. Even if funding was not approved this year the probability of future funding may be looked on more favourably.

RESOLVED: Committee approved to apply to Welsh Government for allotment grant aid funding by the 10th June 2022.

20. To discuss email received from Keep Wales Tidy regarding Local Places for Nature – 2022 Applications

Cllr Steven Bletsoe requested more information and suggested to Committee that he along with Cllr C Harding would work together to research and provide further information which would be brought back to the Facilities Management Committee. Committee Agreed.

The Meeting Closed: 11.12 am

The Chair Cllr A Wathan thanked the Facilities Team for the conduct of the meeting and the comprehensive documentation produced.

Signed

Date

Chair of Facilities Management Committee