



## **Minutes of the Meeting of the Personnel & Asset Management Committee**

This meeting was held virtually on Microsoft Teams Council  
Chambers at the Town Hall  
At 10am on Wednesday 19<sup>th</sup> January 2022

### **Those Present:**

#### **Members with voting rights:**

Town Mayor Cllr Johanna Maitland (JM)  
Deputy Town Mayor Cllr John Stewart (JS)  
Cllrs: Amanda Stott (AS), Angela Williams (AW).  
**Town Clerk:** Julie Mason  
**Chair:** Town Mayor Cllr Johanna Maitland

#### **Declarations of Interest:**

None were declared.

#### **Members of the Public**

Cllr K Edwards and Cllr J Nicholas.  
Cllr JN had attended, with the Clerk, a meeting with the Civic Hall User Group. He highlighted the relevant key points which needed the committee's attention after the meeting. He presented his thoughts to the committee for their consideration.  
Cllr KE had attended to discuss the transfer of land from the Town Council to Bollington Health and Leisure. He had also submitted a written report and gave a brief background on the blocked drain and associated costs. He also reported on his recent meeting with the trustees at BHL (Bollington Health and Leisure) and the associated contributed costs from all parties related to this project.

#### **Apologies**

Cllr S Knowles due to work commitments and Cllr J Weston due to ill health.

#### **PA 01/22 To approve the minutes from the Extraordinary Personnel and Assets Committee on 29<sup>th</sup> November 2021**

**Resolved** the minutes were agreed as a true and accurate record.

#### **PA 02/22 Matters raised from the minutes**

No matters were raised from the previous minutes.

#### **PA 03/22 To agree the next actions with the transfer of the land from Bollington Town Council to Bollington Health & Leisure.**

There had been a meeting with the trustees of BHL, Cllr KE and the Clerk on the 8<sup>th</sup> December. The retired Clerk had written a 'letter of comfort' to attach the lease to assure BHL the TC would resolve the drain after the transfer had been completed. The background of the transfer was discussed with members. They felt to enter a dispute with the landowner who had taken a small section of the Cheshire East land was not worth the legal costs involved at this time. It was acknowledged the landowner had paid for the drain to be cleared at Christmas, but it was still an issue. The Clerk had gained two quotes to investigate the blocked drain, but no further quotes could be submitted as it was not clear what the problem was that was causing the blockage.

*The Chair allowed Cllr KE to speak on the situation.*

**Resolved** the Clerk would instruct an investigation camera in the drain and report back with costs of the works to resolve the issues to Full Council.

**Resolved** the TC would not use the 'letter of comfort' but resolve the drain before the transfer.

**PA 04/22 To receive the report from the meeting with the allotment holders from Heath Road on 23<sup>rd</sup> November with Cllr Jon Weston and the Clerk and agree actions.**

There had been a meeting with the Heath Road allotment holders to ask if they would set up an allotment association and improve the site. They had agreed and it had been an incredibly positive meeting. They had asked that another meeting was arranged with the Clerk in March. Their concerns were as follows; the footpath was very muddy and needed stones putting down, the hose pipe was damaged, and they had been promised a fence along the hedge line to prevent animals entering. It was agreed the Clerk would come back to the Committee with quotes for materials.

**PA 05/22 To receive a report from the meeting with the Civic Users, Cllr James Nicholas and the Clerk on 13<sup>th</sup> December 2021 and agree proposals from the meeting.**

**To further agree the Town Council reviews the charges of the hire of the Civic Hall in 2022/23.**

*The Chair allowed Cllr JN to speak on the situation.*

The Committee discussed the meeting and the request from the members. The Art Group wanted more tables and better lighting. They had also requested the security lights were repaired in the car park (this had been actioned due to the welfare of the users).

**Resolved** the Committee felt the number of tables were adequate and asked for a quote for lights to be provided.

There had been a debate on the relationship between BLOG and Dancetech on availability for bookings.

**Resolved** the Clerk was advised not to deviate from the agreement in place.

It was noted the next meeting was on 16<sup>th</sup> February.

**PA 06/22 To receive the written report from the Clerk summarising the statutory reports carried out in the Civic Hall and the Town Hall and agreed subsequent actions.**

The following reports had been carried out in both the Civic Hall and the Town Hall.

**Legionella Control check Civic Hall November 2021 GREEN**  
**CONTRACT SERVICES**

Water systems particularly good and library responsible for their own, no history of monitoring now we have schematic drawings.

#### Recommendations

Legionella testing - training in house put in place

Closed loop systems only worked on by specialist engineers

Expansion vessels need 6 month purging and interconnecting pipework's Thermostatic mixer valves and mixer taps and showers blend water 27 - 42 C. The warm water downstream of a present a potential legionella risk due to the distance the TW is installed away from the outlet, so TMVs will be scheduled for annual servicing. TMTs & Mixer showers are less of a risk as they are directly at the point of use and will typically not be scheduled for servicing.

We need to check that the old domestic hot water pipework is fully disconnected from the cold-water system and is drained.

Four points of routine maintenance flushing that needs to be carried out – boiler room, mixing valves, point of water hear and random cold.

**Resolved** the Clerk was instructed a plumber to carry out the works

#### Legionella Control check Town Hall November 2021 GREEN CONTRACT SERVICES

Overall, we have no significant risk

Legionella testing - training in house put in place

Closed loop systems only worked on by specialist engineers and not identified.

Flushing which needs to be carried out little used outlets – cellar, water heater in kitchen instantaneous handwash and random cold need routing maintenance, flushing.

**Reviewed 2023**

#### Fire Risk Assessment Bollington Town Hall Nov 2021

- PAT testing 2019 out of date – action instructed
- No one trained on EVAC chair – done HP, JM, KB
- All fire doors leading on to staircase do not meet FD30 specification
- Glazing on ground floor doors and reception hatch are not fire rated – check – 3 months
- All doors in basement are not fire rated and ceilings do not plaster boarded – replace fire doors to FD30s and program under draw the ceilings in the basement with 3 months fire protection. Clerk gained quotes .
- Fire Drills – one done in June but no documentation to train staff.
- Weekly test of fire alarm not done
- Emergency lighting – actioned .
- Electrical hard wiring due 2023 - 5 yearly

The Clerk had gained three quotes for fire doors and compliance.

1) Quote A - £5,785.00 plus VAT NB not including replacement glass in foyer.

li) Quote B - £19,023.00 plus VAT

lii) Quote C - £9,562.00 plus VAT

**Resolved** Quote A would be accepted subject to the addition of the glass replacement in the hatch

### **Fire Risk Assessment Bollington Civic Hall Nov 2021**

- Electrical hard wiring 2023 – 5 yearly
- PAT testing out of date 2019 – to be actioned in February
- Electrical kettle on hob in library – notice installed
- Fire exit in Kitchen – door open / thumb turn/ Remove signage as not necessary
- Fire Alarm panel indicated a fault needs attention- Personnel to make a decision to repair sensor (£600) or replace fire alarm £5,121.58 (last time quote £6,300 and £6,800 circa). Resolved in one month
- Move to fire extinguisher down to 1.1 m – done
- Fire alarm on weekly basis – not done but actioned
- The Competent person should undertake 6 monthly /annual checks on fire alarm – actioned. CE provide client proof library is done – checked by clerk
- Emergency lighting needs someone new to be trained.

**Resolved** the fire sensor would be replaced and the new fire alarm put into 2023/24 budget.

**Resolved** a quote for a thumb turn would be obtained

### **ASBESTOS Report at CIVIC Hall GREEN CONTRCT SERVICES NOV 2021 reinspect 2022**

- Kitchen Ceiling – encapsulate as damaged
- Damage above fire escape – encapsulate
- Apply warning labels – actioned
- Water ingress in lobby – encapsulate
- BLOG storage area damaged – encapsulate
- ceiling tiles all damaged in entrance encapsulate and clean (environment)
- Water damage on ceiling and above window repair and encapsulated
- The textured coating to main hall is damaged and requires encapsulating

### **ASBESTOS Report at Town Hall GREEN CONTRCT SERVICES NOV 2021**

- Access to loft space was restricted the ducting flanges could not be safely accessed therefore we presume asbestos. Advise further investigate.
- Missing signs – replaced by Clerk

**Resolved** the Clerk would again quote to take the above actions.

The Clerk reported that she had completed an insurance claim for the leak in the Civic Hall roof and met with the loss adjuster who was due to investigate the best method of repairing the roof.

**PA 07/22 To approve permission to repair the roof on the garage as there is a leak with associated electrics.**

**Resolved** the Clerk would obtain a quote.

**PA 08/22 To receive a report from Cllr J Weston on the progress of the transfer of the land to the residents of Turner Rise and to note the solicitors quote of £650 plus VAT and disbursements.**

*Deferred*

**PA 09/22 To agree not to change the deed of variation of the lease to Brookbank House in relation to the utility costs due to costs of £500 plus VAT and disbursements if any.**

**Resolved** The Committee agreed this was an unnecessary cost and the Clerk should draft a letter of agreement subject to Brookbank House agreement.

**To note the next meeting is on Wednesday 16<sup>th</sup> March 2022**

Meeting closed at 11.50 pm