



Cyngor Tref Llangollen Town Council

02.03.2021

Annwyl Aelodau'r Pwyllgor,

Dear Committee Members,

Rhoddir rhybudd trwy hyn o gyfarfod cynhadledd fideo o'r Pwyllgor Rheoli Asedau ar **Ddydd Mawrth 9 Mawrth 2020 am 6.00 yh**, at ddibenion trafod y busnes a nodir yn yr agenda isod.

Notice is hereby given of a video conference meeting of the Asset Management Committee on **Tuesday 9 March 2020 at 6.00 pm**, for the purpose of transacting the business set out in the agenda below.

Hysbysir aelodau o'r Cyngor y Dref drwy hyn i fynychu.

Members of the Town Council are hereby summoned to attend.

Mae crynodeb o eitemau gohebiaeth a chyhoeddiadau amrywiol a dderbyniwyd ers y cyfarfodydd diwethaf wedi'u cynnwys ac mae ar gael yn swyddfa'r Cyngor y Dref i ddarllen yn llawn os oes angen.

A summary of correspondence items and miscellaneous publications received since the last meetings are included and are available in the Town Council office to read in full if required.

Mae'r cyfarfodydd yn agored i'r wasg a'r cyhoedd.

The meetings are open to the press and public.

Dolen y cyfarfod yw: -

<https://meet.starleaf.com/4861734186/app>

The meeting link is: -

<https://meet.starleaf.com/4861734186/app>

Yn gywir,
Yours faithfully,

Gareth Thomas

Clerc y Dref a'r Swyddog Ariannol Cyfrifol.
Town Clerk and Responsible Financial Officer.

Pwyllgor Rheoli Asedau

Asset Management Committee

Agenda 09.03.2021

- | | |
|---|---|
| <p>1. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn
Ymddiheuriadau am absenoldeb.</p> | <p>Apologies for absence.
To receive, consider and accept apologies
for absence.</p> |
| <p>2. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o
fuddiant ar eitemau ar yr agenda.</p> | <p>Declaration of Interest.
To receive any known declarations
of interest in items on the agenda.</p> |
| <p>3. Cofnodion.
I awdurdodi'r Cadeirydd i arwyddo
cofnodion yr cyfarfod blaenorol y
Pwyllgor gynhaliwyd ar 8 Rhagfyr
2020 fel cofnod cywir.</p> | <p>Minutes.
To authorise the Chair to sign the minutes
of the previous meeting of the Committee
held on 8 December 2020 as a correct
record.</p> |
| <p>4. Cyhoeddiadau y Cadeirydd.
I dderbyn cyhoeddiadau gan y
Cadeirydd.</p> | <p>Chairs announcements.
To receive announcements from
the Chair.</p> |
| <p>5. Adroddiadau Clerc y Dref.
I dderbyn adroddiadau a gyflwynwyd gan yr
Clerc y Dref ac ystyried yr argymhellion
yndo.</p> <ul style="list-style-type: none">a) Yswiriant.b) Rhaglen waith Neuadd y Dref.c) Gŵyl Fwyd. | <p>Town Clerk Reports.
To receive reports submitted by the Town
Clerk and considered the recommendations
therein.</p> <p>Insurance cover.
Town Hall work programme.
Food Festival.</p> |
| <p>6. Gohebiaeth.
I ystyried gohebiaeth a dderbyniwyd ac i
wneud unrhyw benderfyniadau
angenrheidiol arno.</p> | <p>Correspondence.
To consider correspondence received and to
make any necessary decisions.</p> |
| <p>8. Adroddiadau.
I dderbyn adroddiadau a gyflwynwyd i'r
Pwyllgor a phenderfynu pa gamau, os o
gwbl, i'w cymryd.</p> | <p>Reports.
To receive reports submitted to the
Committee and determine what action, if
any, to be taken.</p> |

Adroddiadau
Reports

Mae adroddiadau yn ddogfennau gwaith ac felly nid yw nhw cael eu cyfieithu.
Reports are working documents and are therefore not translated.

Asset Management Committee
09.03.2021

REPORT AUTHOR: Town Clerk.
SUBJECT: Insurance cover.
REPORT FOR: Decision.

1. Summary

1.1 To consider the appointment of a chartered surveyor to undertake a valuation of the Town Hall to provide a building reinstatement cost assessment.

2. Background.

2.1 The Committee agreed at the last meeting to engage the services of a chartered surveyor to undertake a valuation of the Town Hall.

2.2 Following discussion with or insurers, specifications to quote were sent to Chartered Surveyors with the experience of commercial valuation to provide a building reinstatement cost assessment to the companies listed below on the 6 January 2021 for return by the 5 February 2021.

Contractor	Price (ex VAT)
SP Projects, Unit 16 Mold Business Park, Wrexham Road, Mold	£1,500.00
BA Commercial, 2 Friarsgate, Grosvenor St, Chester.	£1,850.00
Rockall Surveyors. Applegarth House, 22 Demage Lane, Chester.	Did not quote
Dee Surveys Limited, Chester.	Did not quote
Allied surveyors 19 Clwyd Street, Rhyl, Clwyd.	Did not quote

3. Recommendation.

3.1 It is recommended that the Asset Management Committee agrees to appoint BA Commercial, 2 Friarsgate, Grosvenor St, Chester to undertake a valuation of the Town Hall to provide a building reinstatement cost assessment.

4. Reasons for recommendation.

4.1 To maintain and safeguard Town Council assets.

Asset Management Committee
09.03.2021

REPORT AUTHOR: Town Clerk.
SUBJECT: Town Hall work programme.
REPORT FOR: Decision.

1. Summary

1.1 To consider the current and future work programme in relation to the Town Hall.

2. Background.

2.1 At the Town Council meeting on the 8 September 2018, it was resolved that the Town Council approves the amended business plan and takes account of the priorities contained within to inform the budget process for the 2019/20 financial year and that consideration be given to maintaining considerable financial support for the Town Hall until the end of the term of this Council.

2.2 However the pandemic led to the Town Council to limit expenditure to those items identified in the Town Council risk assessment, contractual commitments and cost and supplies directed at recovery measures required in response to the easing of COVID-19 restrictions. In addition, the decision of the Town Council to support the application for grant in aid from the Circular Economy fund however placed a potential call on funds financial year to fund the project until reimbursed by the Welsh Government. Provision was made to cover this additional, unbudgeted, funding requirement from this year's budget and as a consequence the funds allocated for Town Hall projects were diverted.

3. Current works.

3.1 The priority at the beginning of this financial year was ensuring that the Town Hall could, when allowed, open safely in compliance with the regulations. The Town Hall did reopen for short period of time to allow dance classes and other permitted activities and the measure undertaken proved to provide a satisfactory level of security. Unfortunately, the period of time that the Town Hall was capable of being open was very limited, however the Facilities Officer has taken the opportunity to ensure that as much work as possible could be done during this during the closure as it has afforded an uninterrupted period of time to undertake painting and other works.

3.2 Members will be aware of the painting that had been undertaken to the box office, main entrance, box office area and the first floor. Work continues on painting the backstage areas and all this has been carried out by the Facilities Officer with assistance from volunteers. In recent weeks work has begun on the refurbishment of the balcony seating which is involved the stripping back the seating and the repair and painting of the balcony floor. The re upholstery costs will be covered by a generous donation that has been secured by the Facilities Officer and with other funds available from the Friends of The Town Hall.

3.3 As stated previously there were other repairs and alterations required to the balcony, which will be funded out of the general repair and renewal funds. These included the replacement of floor boarding and additional joinery works to existing window arches, at floor level, which were a potential health and safety hazard sanding back the flooring and painting.

- 34 Work continues on the rear stairs but in view of the fact that the Facility Officers is working on the refurbishment of the balcony this redecoration is now being undertaken by contractors. In addition, the contractors are undertaking alterations to the two changing rooms by removing the large sinks and worktops with smaller vanity units to provide more space.
- 3.5 Externally emergency work has been done to the roof of the garage and the morgue to make the area watertight. However, there are leaks occurring on the main roof area which need further investigation and it is suggested that a rooftop drone survey be commissioned to identify areas of potential damage which are not clearly visible from within the roof structure.

4. Telephony and IT networks.

- 4.1 The pandemic has focused attention on the need for reliable internet access. The office currently has super-fast broadband connectivity which offers download in the region of 75mps but unfortunately only an upload in this region of 10mps. Work has been, in the past, been undertaken to provide Wi-Fi connectivity in the Chamber and to the main auditorium, however due to the nature of the building, its age and extremely thick walls there are significant losses in signals in many areas of the Town Hall.
- 4.2 In addition, the offices have a number of access points which were installed by the County Council when the building in their ownership. This results in a network of unused access points and cabling which needs to be rationalised coupled with the fact that at there is a separate Wi-Fi network to operate the CCTV system. More recently the improved heating system operates on a remote basis using online apps. It would therefore be beneficial to rationalise the networking cable in the building and provide a more useful network which focuses on the needs of the Members, staff and users of the Town Hall.
- 4.3 Fortunately, the Town Hall is able to be connected through Fibre to the Premises (FTTP) which would allow for improved connectivity maintaining a download speed. As a consequence, BT can offer Ultrafast Enhanced 2 which will provide download speeds up to 314mps and upload speed up to 48mps.
- 4.4 installation of a new internal network with In-wall access points throughout the building would allow far more flexible use of the Town Hall. The improved upload speeds itself will allow for streaming of live performances attracting wider audience across the country. It would also allow the Town Council to stage online screenings which would be direct income generators fo the Town Council itself not reliant on third party bookings to smaller audiences and therefore easier to operate should social distancing continue.
- 4.5 The Town Clerk has therefore been discussing the requirements of a new networking with our IT provider who has suggested that the works should be divided into three phases. The first will involve the purchase of the necessary replacement equipment and new access points (wired and Wi-Fi connections), secondly the move to Ultrafast Enhanced 2 and finally the identification of a suitably qualified network cabling company to undertake the works throughout the Town Hall.

- 4.6 Phase one would purchase equipment to replace existing including a floor standing data cabinet with cooling fan, patch cables, rack, Ubiquiti Networks UniFi Managed Gigabit PoE Switch, an APC uninterruptible power supply providing battery backup, voltage stabilisation and surge protection for electronic systems and Ubiquiti Networks UniFi HD In-wall access points to be fixed in the office, chamber, stage, main hall, and lighting box. The cost of the phase one equipment is £3,490.00 and given that there is no longer a call on finance's for other projects, the funds are available within the equipment and repair and renewal costs centres for the upgraded equipment.
- 4.7 The move to Ultrafast Enhanced 2s would cost £69 per month but as well as the enhanced broadband speed the office telephone system could be provided via Microsoft 365 Business Voice as an add one to the existing licence for a cost of £18 per a month which would provide two lines one for each member of staff. Therefore, total cost would be very similar to existing but with two lines and more flexibility of use including a cloud-based phone system with advanced features including call transfer, multilevel auto attendants, and call queues, calling plans with 1,200 minutes per use per month within UK, dial-in audio conferencing for up to 250 people per meeting, call from anywhere on any device through the Microsoft Teams app on desktop, mobile, web, and desk phones and around-the-clock customer support seven days a week, backed by Microsoft.

5. Recommendation

54.1 It is recommended that the Asset Management Committee.

- a) commissioned a rooftop drone survey to identify areas of potential damage which are not clearly visible from within the roof structure.
- b) purchases the necessary replacement equipment and new access points (wired and Wi-Fi connections) from existing funds.
- c) purchase BT Ultrafast Enhanced 2
- d) Identifies a qualified network cabling company to undertake networking works throughout the Town Hall during the 2021/22 financial year.

6. Reasons for recommendation

6.1 To maintain and build the resilience of Town Council assets.

Asset Management Committee
09.03.2021

REPORT AUTHOR: Town Clerk.
SUBJECT: Food Festival.
REPORT FOR: Decision.

1. Summary.

1.1 To consider supporting an outdoor food festival coordinated by Llangollen Food Festival on Centenary Square.

2. Background.

2.1 Llangollen Food Festival have been considering the position in respect their event in 2021. They are concerned about being able to undertake an indoor event and therefore they are proposing to utilise Centenary Square to facilitate a smaller scale food festival concentrating on local producers and projects.

3. Town Council involvement.

3.1 The organisers have contacted the Town Clerk to investigate the possibility of as to whether the Town Council would be willing to support this event. They recognise that that there is a financial risk associated with the event and are therefore seeking some support of the Town Council in terms of coordinating the road closure notices and the cost of traffic management.

3.2 In discussion with the festival organisers they have indicated that they would be happy to include a wider focus to the event which would be a springboard to allow other community groups to launch their forward programmes for 2022 when hopefully restrictions will have been lifted significantly and a near normal situation in respect of local events will be in place.

3.3 Working with the festival organisers the Town Council would be able to influence the involvement of a wider community interests in the event. Through the use of the Town Police Clauses Act 1847 the Town Council can arrange the necessary road closures, at no cost, and consideration could be given to some financial support towards traffic management costs.

4. Recommendations.

4.1 It is recommended that the Asset Management Committee.

- a) supports the community event on the centenary square,
- b) utilises the Town Police Clauses Act 1847 to arrange the necessary road closures,
- c) seeks support from full council to provide some financial assistance towards the traffic management costs of the event.

5. Reasons for recommendation.

5.1 To support community initiatives and encourage post Covid-19 recovery initiatives.