

LLANGOLLEN TOWN COUNCIL
MINUTES OF THE ASSET MANAGEMENT COMMITTEE HELD 13th FEBRUARY 2018.

Present: Cllr Baker, Cllr Beech, Cllr Edwards, Cllr Haddy, Cllr Richards (Chair).
G. Thomas (Town Clerk).

AMC/1.18 Election of Chairman.

It was proposed by Cllr Edwards and seconded by Cllr Beech that Cllr Richards be elected as Chairman of the Asset Management Committee for the forthcoming year. There being no other nominations Cllr Richards was duly elected as Chair of the Committee for the ensuing year.

AMC/2.18 Apologies for Absence.

Cllr Haddy.

AMC/3.18 Election of Vice Chairman.

It was proposed by Cllr Beech and seconded by Cllr Edwards that Cllr Baker be elected as Chairman of the Asset Management Committee for the forthcoming year. There being no other nominations Cllr Baker was duly elected as Vice Chair of the Committee for the ensuing year.

AMC/4.18 Declarations of interests.

None.

AMC/5.18 Confirmation of membership.

Members consider the co-option of ex officio members under the terms of reference and it was proposed by Cllr Edwards and Seconded by Cllr Baker that the Chair of the Friends of Llangollen Town Hall should be invited to attend the committee.

It was resolved to co-opt the Chair of the Friends of Llangollen Town Hall as a member of the Committee.

All agreed

AMC/6.18 Reports.

Members considered verbal reports from the Town Clerk on the painting of the auditorium and the outcome of the Insurers Building Surveyor in respect to damage of the Town Hall roof. Unfortunately, the insurers would be advised that the damage was due to nail rot and minor residue in some of the roof valleys and general wear and tear and that very little would be covered by the insurance.

In view of the damage caused and the danger of the cast iron guttering falling on pedestrians it was proposed by Cllr Beech and seconded by Cllr Edwards that a comprehensive survey of the damaged roof structure should be undertaken, and urgent remedial works be identified.

It was resolved to contact reputable contractors to facilitate repairs.

All agreed.

AMC/7.18 Correspondence.

There were no matters considered under this agenda item.

AMC/8.18 Future Agenda items.

Building compliance guidelines.

AMC/9.18 Resolution to exclude the press and public.

It was proposed by Cllr Edwards and seconded by Cllr Beech to exclude the press and public on agenda item relating Shop 2 Llangollen Town Hall on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

It was resolved to exclude the press and public.

All agreed.

AMC/10.18 Correspondence Shop 2 Llangollen Town Hall.

Following consideration of the correspondence from the tenant of Shop 2 It was proposed by Cllr Edwards and seconded by Cllr Beech that the Town Council did not accede to the request outlined in the email.

It was resolved that the Town Clerk would send a detailed letter outlining the Committees views on this matter.

All agreed.

There being no other business the Chair declared the meeting closed at 7.03.

LLANGOLLEN TOWN COUNCIL
MINUTES OF THE ASSET MANAGEMENT COMMITTEE HELD 13th MARCH 2018.

Present: Cllr Baker, Cllr Beech, Cllr Edwards, Cllr Haddy, Cllr Richards (Chair).

AMC/11.18 Apologies for Absence.

None.

AMC/12.18 Declarations of interests.

Cllr Edwards declared an interest in item 3a) on the agenda.

AMC/13.18. Minutes of Meeting.

It was proposed by Cllr Edwards and seconded Cllr Beech that the minutes of the last meeting of the Asset Management Committee held on the 13th February 2018, be approved.

It was resolved that the Chair could sign the minutes as a correct record.

All agreed.

AMC/14.18.

AMC/14.18 a) Ground Maintenance Tender.

Members considered a report on the tenders received for the Ground Maintenance contract. It was accepted that the price offered by the new contractor was compatible with previous rates and the company is well known to the Town Council having undertaken other works in recent years.

It was proposed by Cllr Haddy and seconded by Cllr Baker that the contract be awarded to the tender received.

It was resolved to award the Ground Works contract to Mr H. Edwards, The Old Stables, Llantysilio, Llangollen subject to the contract review in September 2018.

All agreed.

AMC/14.18 b) Town Hall, Display Energy Certificate.

Members noted the report on the requirement to display a Display Energy Certificate. It was proposed by Cllr Beech and seconded by Cllr Edwards that the details of the report be implemented

It was resolved to make the necessary arrangement to comply with the Energy Performance of Buildings (Certificates and Inspections) (England and Wales) 2007 in respect of the Town Hall.

All agreed.

AMC/14.18 Correspondence.

There were no matters considered under this agenda item.

AMC/8.18 Future Agenda items.

Building compliance guidelines.

There being no other business the Chair declared the meeting closed at 6.40 pm.

LLANGOLLEN TOWN COUNCIL
MINUTES OF THE ASSET MANAGEMENT COMMITTEE HELD 10th APRIL 2018

Present: Cllr Baker, Cllr Beech, Cllr Edwards, Cllr Richards (Chair).

In attendance: Ms Sian Glyn-Jones. Town Clerk Mr. G. Thomas.

AMC/17.18 Apologies for Absence.

Cllr Haddy.

AMC/18.18 Declarations of interests.

None.

AMC/19.18. Minutes of Meeting.

It was proposed by Cllr Baker and seconded Cllr Beech that the minutes of the last meeting of the Asset Management Committee held on the 13th March 2018, be approved.

It was resolved that the Chair could sign the minutes as a correct record.

All agreed.

AMC/20.18. Reports.

AMC/20.18 a) Running a (public) building.

Members received a presentation on the health and safety aspects of running a public building for information.

AMC/20.18. b) Town Hall roof survey and repairs.

Members received a report on the actions required to expedite the issues raised in the survey report prepared by Chambers Conservation.

It was proposed by Cllr Beech and seconded by Cllr Edwards that the actions identified be implemented.

It was resolved that Chambers Conservation Ltd prepare a detailed specification and tender documentation for the reroofing of the western roofs.

All agreed.

AMC/20.18. c) Copy of Asset register

Members received a copy of the Town Councils Asset Register 2018 for information.

AMC/21.18 Correspondence.

Correspondent.	Purpose.	Action
Farnborough Casualty Claims acting for Zurich Municipal Insurance.	Copy of denial letter.	Members to note decision of the insurers

It was proposed by Cllr Beech and seconded by Cllr Edwards to accept the schedule of correspondence.

It was resolved that the items of correspondence be noted.

All agreed.

AMC/22.18 Future Agenda items.

Roof Tenders.

AMC/23.18 Resolution to exclude the press and public.

It was proposed by Cllr Edwards and seconded by Cllr Beech to exclude the press and public on agenda items 10 and 11 on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

It was resolved to exclude the press and public.

All agreed.

AMC/24.18 Rent areas.

Following consideration of a report from the Town Clerk, it was proposed by Cllr Edwards and seconded by Cllr Beech that the Town Council advise the tenant of the likelihood of legal action to recover arrears.

It was resolved that the Town Clerk would advise the tenant on the Town Council decision.

All agreed.

AMC/25.18 Centenary Square.

Members consider a request to allow private access to the new Centenary Square from an adjoining property.

It was proposed by Cllr Edwards and seconded by Cllr Baker that the request be declined.

It was resolved that the Chair would advise the individual of the rationale behind the Committee's decision to refuse the request.

All agreed.

There being no other business the Chair declared the meeting closed at 6.54pm.

LLANGOLLEN TOWN COUNCIL
MINUTES OF THE ASSET MANAGEMENT COMMITTEE HELD 12th JUNE 2018

Present: Cllr Baker, Cllr Beech, Cllr Edwards, Cllr Haddy.

In attendance: Ms Sian Glyn-Jones. Town Clerk Mr. G. Thomas.

AMC/1.19 Election of Chairman.

It was proposed, seconded and resolved that Cllr Richards be elected as Chairman of the Asset Management Committee for the forthcoming year.

All agreed.

AMC/2.19 Apologies for Absence.

Cllr Richards

AMC/3.19 Election of Vice Chairman.

It was proposed, seconded and resolved that Cllr Baker be elected as Vice Chairman of the Asset Management Committee for the forthcoming year.

All agreed.

AMC/4.19 Declarations of interests.

None.

AMC/5.19 Confirmation of membership.

Members consider the co-option of ex officio members under the terms of reference.

It was proposed, seconded and resolved that that the Chair of the Friends of Llangollen Town Hall should continue to attend the committee.

All agreed

AMC/6.19 Minutes of last meeting

It was proposed, seconded and resolved that the Chairman be authorised to sign the minutes of the Town Council meetings held on the 19th April 2018, as a correct record.

All agreed.

AMC/7.19 Reports.

AMC/7.19 a) Town Hall terms and conditions of hire.

Members consider a report on the Town Hall terms and conditions of hire,

Subject to some minor changes it was proposed, seconded and resolved to agree to the terms and conditions of hire.

All agreed.

AMC/7.19 b) Post of Town Hall Supervisor.

Members consider a report on the post of Town Hall Supervisor following the resignation of the incumbent.

It was proposed, seconded and resolved that the Asset Management Committee endorses the creation of a new post of Facilities Officer, as defined in the job description, subject to consideration of this report by the Human Resources Committee and agreement from the Town Council for a supplementary estimate to cover the additional cost of this post in this financial year. All agreed.

AMC/7.19 c) Tree surveys.

Members consider a report on the implications of a recent tree survey undertaken at the Recreation Ground and the Town Hall.

It was proposed, seconded and resolved that the Asset Management Committee seeks fixed price quotations, from reputable companies, to undertake the works identified in the tree survey.

All agreed.

AMC/7.19 d) Centenary Square official opening and management.

Members consider a report on the official opening of the new centenary Square and to establish management practices for the site thereafter.

It was proposed, seconded and resolved to:

- a) Hold an official incentive of the centenary Square on the 8th of July 2018.
- b) Authorise the space booking form for use by Charitable or Voluntary organisations for the promotion of their cause to ensure at the Town Council is indemnified for money loss of damages caused by third-party users.
- c) Enforce a zero-tolerance policy in respect of any obstacles placed in the curtilage of the site owned by the Town Council.

All agreed.

AMC/7.19 e) Chain Bridge retention.

Members consider a report on the actions in respect of the final retention payments associated with the Chain bridge project.

It was proposed, seconded and resolved that the Asset Management Committee notify Shemec Ltd of the Town Council's intention not to release the final retention monies and that they will be used to secure the services of an alternative contractor to get the outstanding defects rectified.

All agreed.

AMC/7.19 f) Town Hall lift emergency phone line.

Members consider a report on the termination of the contract with BT to provide an additional phone line to the Town Hall lift.

It was proposed, seconded and resolved that the Asset Management Committee authorises the termination of the telephone line.

All agreed.

AMC/8.19 Correspondence.

There were no matters considered under this agenda item.

AMC/9.19 Future Agenda items.

Roof tenders.

AMC/10.19 Resolution to exclude the press and public.

It was proposed, seconded and resolved to exclude the press and public on agenda item relating Shop 1 Llangollen Town Hall on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

It was resolved to exclude the press and public.

All agreed.

AMC/11.19 To consider relinquishing the lease on Shop 1 Town Hall.

Members consider a report on the relinquishments of the current tenant's lease on Shop 1 Town Hall.

It was proposed, seconded and resolved that to:

- a) Agree to relinquish the lease with the tenant of Shop 1, Llangollen Town Hall subject to three month notice period.
- b) Engages the services of Sutherland estate agents limited to market the property to prospective new tenants.

All agreed.

There being no other business the Chair declared the meeting closed at 7.10.

LLANGOLLEN TOWN COUNCIL
MINUTES OF THE ASSET MANAGEMENT COMMITTEE HELD 24th JULY 2018

Present: Cllr Baker, Cllr Beech, Cllr Edwards, Cllr Haddy, Cllr Richards (Chair)

In attendance: Ms Sian Glyn-Jones. Town Clerk Mr. G. Thomas.

AMC/12.19 Apologies for Absence.

None.

AMC/13.19 Declarations of interests.

None.

AMC/14.19 Minutes of last meeting.

It was proposed, seconded and resolved that the Chairman be authorised to sign the minutes of the Asset Management Committee meeting held on the 12th June 2018, as a correct record.

All agreed.

AMC/15.19 Reports.

AMC/15.19 a) Town Hall roof tenders

Members consider a report on the tenders received for town hall roof repairs. The lowest price from Grosvenor Construction of Kinmel Bay, was considerably above the potential budget of £41,000.00 and therefore the recommendations of Chambers Conservation Ltd is was to enter into discussions with Grosvenor Construction on the basis of a reduced scope (valley gutter and roof slopes adjacent only), in order to reduce the scope in-line with the budget referenced budget as prioritise by the Town Council.

It was proposed, seconded and resolved that Chambers Conservation Ltd enters into discussions with Grosvenor Construction, on the basis of a reduced scope specification, in order to bring the works in line with the potential budget available and as prioritised by the Town Council.

All agreed.

AMC/.19 b) Energy contracts.

Members consider a report from LSI Energy Brokerage (LSI) leaders in the energy purchasing for over 20 years who had successfully negotiated and arranged that transfer of the Town Councils energy supplies three years ago. LSI have investigated the market and are currently recommending 36-month contracts to clients to ensure price stability for the next three years in a market that has shown a general upwards trend for the past few years. As a result of tendering to a number of national suppliers, British Gas has offered the most competitive price for contract renewal and therefore they recommend that the Town Council accept this offer as soon as possible to safeguard the price. British Gas offers monthly billing and also have online access for account management

It was proposed, seconded and resolved that that the Asset Management Committee agree to the transfer of the Town Councils energy accounts to British Gas, for a 36-month period, based on the tendering process undertaken by LSI Energy Brokerage.

All agreed.

AMC/17.19 c) Fixed Wire Testing.

Members consider a report the urgent need to undertake a fixed wire testing of the Town Ina Ball Electrical Contracting Services, one of the Town Council's authorised contractors, had supplied a quotation to undertake this work of £1,280. Cllr Baker expressed concerns as he thought the work could not be undertaken for the price quoted.

It was proposed, seconded and resolved that the that Ian Ball Electrical Contracting Services would be employed to undertake fixed wire testing in the Town Hall.

Agreed with one abstention.

AMC/17.19 d) Bookings.

Members consider a report on the coordination of booking of major events in the Town Hall together with the process for confirmation of bookings.

It was proposed, seconded and resolved to:

- a) agree to the establishment of an annual coordinating meeting to plan major bookings for the Town Hall in order to maintain the confidence in the booking system.
- b) endorse the booking flowchart and agrees that a signed booking form should be returned within ten working days to secure a booking and that failure to do so would release the dates for use by other users.

All agreed.

AMC/18.19 Correspondence.

There were no matters considered under this agenda item.

AMC/19.19 Future Agenda items.

Revised roof tenders.

Letting of Shop 1.

There being no other business the Chair declared the meeting closed at 7.10.

LLANGOLLEN TOWN COUNCIL
MINUTES OF THE ASSET MANAGEMENT COMMITTEE HELD 9th OCTOBER 2018

Present: Cllr Beech, Cllr Edwards, Cllr Haddy.

In attendance: Ms Sian Glyn-Jones. Town Clerk Mr. G. Thomas.

AMC/25.19 Apologies for Absence.

It was proposed seconded and resolved to accept the apologise from the following Councillors:

Cllr Baker who was attending a funeral.

Cllr Richards who was on Honeymoon.

Given the absence of both the Chair and Vice Chair It was proposed, seconded and resolved that Cllr Edwards be nominated to take the Chair for the meeting.

AMC/26.19 Declarations of interests.

Cllr Edwards on agenda item 4(a)

AMC/27.19 Minutes of last meeting.

It was proposed, seconded and resolved that the Chairman be authorised to sign the minutes of the Asset Management Committee meeting held on the 4th September 2018, as a correct record.

All agreed.

AMC/28.19 Reports.

AMC/28.19(a) Tree surgery

Members consider the tenders received for tree surgery. The price offered by the lowest contractor was compatible with previous rates and the company was well known to the Town Council having undertaken other works in recent years.

It was proposed, seconded and resolved that the Asset Management Committee awards the tree surgery contract to the following contractor, Green Valley Solutions, Fronhyfryd, Vicarage Road, Llangollen.

All agreed.

AMC/29.18 Budget preparation 2019/20.

Members consider a report on the budget requirements of those areas of Town Council business under the control of the Committee. Members considered the revised business plan priorities and the implications for the budget process for 2019/20.

It was proposed, seconded and resolved that the agreed draft budget be present to the Budget working Group by the Chair of the Committee prior to the draft budget being considered by Full Council.

All agreed.

There being no other business the Chair declared the meeting closed at 17.45.

LLANGOLLEN TOWN COUNCIL
MINUTES OF THE ASSET MANAGEMENT COMMITTEE HELD 29th NOVEMBER 2018

Present: Cllr Baker, Cllr Beech, Cllr Edwards, Cllr Haddy and Cllr Richards (Chair)

In attendance: Ms Sian Glyn-Jones. Town Clerk Mr. G. Thomas.

AMC/35.19 Apologies for Absence.

None.

AMC/36.19 Declarations of interests.

None.

AMC/37.19 Minutes of last meeting.

It was proposed, seconded and resolved that the Chairman be authorised to sign the minutes of the Asset Management Committee meeting held on the 16th October 2018, as a correct record.

All agreed.

AMC/38.19 Resolution to exclude the press and public.

It was proposed, seconded and resolved to exclude the press and public on agenda item relating Shop 1 Llangollen Town Hall on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

It was resolved to exclude the press and public.

All agreed.

AMC/39.19 Approach to set up a pop-up shop.

Members consider the use of Shop 1 as a pop-up shop in the lead up to Christmas.

It was proposed, seconded and resolved to refuse the request.

All agreed.

AMC/40.19 Town Hall. Lease applications

Members received an update from the Town Clerk regarding applications for the tenancy of

It was proposed, seconded and resolved to delegate authority to the Town Clerk and the Chair of the Committee to enter into negotiations with Ms Stove and Ms Jackson, with a view to offering them a lease on the shop unit.

All agreed.

There being no other business the Chair declared the meeting closed at 17.55.

LLANGOLLEN TOWN COUNCIL
MINUTES OF THE ASSET MANAGEMENT COMMITTEE HELD 12th FEBRUARY 2019

Present: Cllr Beech, Cllr Edwards, Cllr Haddy and Cllr Richards (Chair)

In attendance: Ms Sian Glyn-Jones. Town Clerk Mr. G. Thomas.

AMC/41.19 Apologies for Absence.

It was proposed seconded and resolved to accept apologies from, Cllr T. Baker who had family commitments.

All Agreed.

AMC/42.19 Declarations of interests.

None.

AMC/43.19 Minutes of last meeting.

It was proposed, seconded and resolved that the Chairman be authorised to sign the minutes of the Asset Management Committee meeting held on the 29th November 2018, as a correct record.

All agreed.

AMC/44.19 Reports.

AMC/44.19 a) Shop 1, Llangollen Town Hall.

Members considered a report on improvements undertaken to Shop 1.

It was proposed, seconded and resolved that the Asset Management Committee endorse the actions taken by the Town Clerk in consultation with the Chair of the Committee to improve the marketability of the unit.

All agreed.

AMC/44.19 b) Remembrance Sunday Service 2019.

the establishment of a Remembrance Sunday working group.

It was proposed, seconded and resolved that the Asset Management Committee agree to the establishment of a Remembrance Sunday working group based on the membership defined in the report and that the Town Council representatives on the group be the Chair of the Asset Management Committee and Cllr Beech.

All agreed

AMC/44.19 c) Fundraising events.

Members considered a report on fundraising activities target at providing additional equipment or resources for the Town Council.

It was proposed, seconded and resolved that the Asset Management Committee agrees to a float of £1,000 to underwrite the costs of fundraising events specifically aimed at providing additional equipment or resources for the Town Council.

All agreed.

AMC/44.19 d) Risk Assessments.

Members received and consider risk assessments for the Chainbridge, Centenary Square, the Recreation Ground and Pen y Bryn Cemetery.

It was proposed, seconded and resolved that the Asset Management Committee noted the assessments and ensures that resources are made available to mitigate any risks identified. All agreed.

There being no other business the Chair declared the meeting closed at 19.25.

LLANGOLLEN TOWN COUNCIL
MINUTES OF THE ASSET MANAGEMENT COMMITTEE HELD 12th MARCH 2019

Present: Cllr Baker Cllr Beech, Cllr Edwards and Cllr Haddy

In attendance: Ms Sian Glyn-Jones. Town Clerk Mr. G. Thomas.

AMC/45.19 Apologies for Absence.

It was proposed seconded and resolved to accept apologies from, Cllr Richards who had family commitments.

All Agreed.

In the absence of Cllr Richards Cllr Baker Chaired the meeting.

AMC/46.19 Declarations of interests.

Cllr Haddy item 4(a) on the agenda.

AMC/47.19 Minutes of last meeting.

It was proposed, seconded and resolved that the Chair be authorised to sign the minutes of the Asset Management Committee meeting held on the 12th February 2019, as a correct record.

All agreed.

AMC/48.19 Reports.

AMC/48.19 a) Shop 1, Llangollen Town Hall.

Members considered a report on revised amendments to the own council terms of conditions of hire.

It was proposed, seconded and resolved that the Asset Management Committee agrees to the proposed changes to the terms and conditions of hire, subject to confirmation of maximum capacities.

All agreed.

AMC/48.19 b) Provision of photocopying facilities.

Members received a report on the provision of photocopying facilities

It was proposed, seconded and resolved that the Asset Management Committee: -

- a) agrees to entering into a new lease arrangement with Rawson Digital Ltd for the provision of a Xerox C colour network copier.
- b) recommends that the Town Council consider an in-depth examination of the use of paper in the office with view to reducing the volumes used.

All agreed.

AMC/49.19 Resolution to exclude the press and public.

It was proposed, seconded and resolved to exclude the press and public on agenda item relating Shop 1 Llangollen Town Hall on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

All agreed.

AMC/34.19 Town Hall. Lease applications

Members consider applications to lease Shop 1, Llangollen Town Council
It was proposed, seconded and resolved that the Asset Management Committee agrees to lease shop 1 the Town Hall, Llangollen to Mr William Brennan, trading as Occasions.
All agreed.

There being no other business, the Chair declared the meeting closed at 18.35.