

Pwyllgor Rheoli Asedau

Asset Management Committee

Agenda
25.05.2023

- | | |
|--|--|
| <p>1. Cyhoeddiadau'r Cadeirydd.</p> | <p>Chairs announcements.</p> |
| <p>2. 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>3. 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>4. Cofnodion.
I awdurdodi'r Cadeirydd i arwyddo cofnodion yr cyfarfod blaenorol y Pwyllgor fel cofnod cywir.</p> | <p>Minutes.
To authorise the Chair to sign the minutes of the previous meeting of the Committee as a correct record.</p> |
| <p>5. Adroddiadau Clerc y Dref.
I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae adroddiadau yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu.</p> <p>a) Rhestrcontractwyr profedig.
b) Cynllun Rheoli Asedau</p> | <p>Town Clerk Reports.
To receive reports submitted by the Town Clerk and considered the recommendations therein. Reports are working documents and are therefore not translated.</p> <p>Approved contractors list.
Asset Management Plan</p> |
| <p>6. Adroddiadau i'r Pwllgor.
I dderbyn adroddiadau a gyflwynwyd i'r Cyngor Tref a phenderfynu pa gamau, os o gwbl, i'w cymryd. Mae adroddiadau yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu.</p> | <p>Reports to Committee.
To receive reports submitted to the Town Council and determine what action, if any, is to be taken. Reports are working documents and are therefore not translated.</p> |
| <p>7. Gohebiaeth.
I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. (Gellir derbyn gohebiaeth ar ôl i'r agenda gael ei chyhoeddi a gellir ei hystyried yn y cyfarfod hwn).</p> | <p>Correspondence.
To consider correspondence received and to make any necessary decisions thereon. (Correspondence can be received after the agenda has been published and may be considered at this meeting).</p> |

REPORT AUTHOR: Town Clerk.
SUBJECT: Approved Contractors list.
REPORT FOR: Decision.

1. Summary

1.1 To reaffirm the contractors on the Town Councils approved contractors list.

2. Background.

2.1 The Public Contracts Regulations 2015, gives Councils the power to exempt contracts below £25,000 from a tendering exercise. However, Councils must have access to pre-approved contractors to supply routine services or who can be called upon to provide emergency services.

2.2 The use of approved contractors lists also allows the Town Council take significant steps to support not only to local businesses, but it will also contribute towards the Town Council's commitment to carbon neutrality by 2030 as buying goods and services locally is both good for the economy and good for the environment. Initially contractors were invited for inclusion on the approved contractors list by way of local advertisement.

2.3 Periodic assessment of the list is recommended to review and update the contractors' details and competencies are recommended and therefore a revised approved contractors list is appended.

3. Recommendation.

3.1 It is recommended that the Committee reaffirm the contractors standing data on the Town Council's approved contractors list and sanctions the use of the new form with immediate effect.

4. Reasons for recommendation

4.1 To maintain and safeguard Town Council assets.

Appendix 1.

Commodity area.	Approved Contractor.	Address.	Bank details.			Expiry Date.
			Bank	Sort code	Account No.	
AV Products and Services.	ORB Sound and lighting.	Greenheys, Geraint, Llangollen.	STARLING	60-83-71	20577809	31/03/22
Cleaning services.	J Devlin.	97 Cae Gwilym Lane, Cefn Mawr, Wrexham.	HALIFAX	11-08-76	11749562	31/03/22
Decorating supplies.	Morgans Decorators Merchants.	Unit 6, Trade Centre, 8NN, Maes-Y-Clawdd, Oswestry.	LLOYDS	30-00-02	04088706	31/03/22
Electrical services.	Ian Ball Electrical Contracting.	6 Church St, Llangollen.	HSBC	40-30-15	31404733	31/03/22
Emergency glazing boarding up.	G Roberts.	15 Maes Pengwern.	HSBC	40-30-15	71402811	31/03/22
Fixed wiring inspections.	Ian Ball Electrical Contracting.	6 Church St, Llangollen.	HSBC	40-30-15	31404733	31/03/22
Gas boiler maintenance.	AW Renewables Ltd.	21 Maesmawr Road, Llangollen.	NAT WEST	55-81-42	90744659	31/03/22
General building maintenance.	Galione Property Solutions.	Penybryn, Oswestry.	SANTANDER	09-01-20	89029494	31/03/22
General building maintenance.	G Roberts.	15 Maes Pengwern.	HSBC	40-30-15	71402811	31/03/22
General building maintenance.	Ben Black Carpentry	2 Acerddu, Rhewl, Llangollen.	NATIONWIDE	07-01-16	41077072	31/03/22
Ground works.	H Edwards.	Tyn Llan, Llantysilio, Llangollen.	TSB	30-96-33	14964868	31/03/22
Ground works	T Edwards	Dovetail Cottage, Regent Street, Llangollen				
Ground works.	P.W. Dallimore Limited.	53 Pendre Ave, Prestatyn.	SANTANDER	09-01-50	04419235	31/03/22
Ground works.	Derwen College.	Whittington Rd, Gobowen, Oswestry.	LLOYDS	30-99-95	28839168	31/03/22
Ironmongery.	Watkin and Williams.	6 Berwyn St, Llangollen.	HSBC	40-30-15	81399098	31/03/22
IT computer maintenance.	ACS Technology.	Wheatsheaf Workshops, Unit G1A, High St, Wrexham.	BARCLAYS	20-25-69	23135853	31/03/22
Janitorial supplies.	Border supplies.	Unit 44, Mile Oak Industrial Estate, Maesbury Rd, Morda.	HSBC	40-30-16	01378007	31/03/22
Legal Services.	GHP Legal.	The Old Bank, Berwyn Street, Llangollen.	BARCLAYS	20-25-77	80074292	31/03/22
Lightning Protection Maintenance.	Ian Ball Electrical Contracting.	6 Church St, Llangollen.	HSBC	40-30-15	31404733	31/03/22
Locks, Keys and Associated.	Paul Ashby Locksmith.	Cae Llwyn, Meifod, Powys.	COOP	08-92-50	68617749	31/03/22
Locks, Keys and Associated.	Watkin and Williams.	6 Berwyn St, Llangollen.	HSBC	40-30-15	81399098	31/03/22
PAT Testing.	Ian Ball Electrical Contracting.	6 Church St, Llangollen, LL20 8HY	HSBC	40-30-15	31404733	31/03/22
Photocopying.	Rawsons digital.	Unit 4 The Bridge Business Centre, Wrexham.	BARCLAYS	20-37-63	33889483	31/03/22
Plumbing, Sanitary & Associated.	AW Renewables Ltd.	21 Maesmawr Road, Llangollen.	NAT WEST	55-81-42	90744659	31/03/22
Skip hire.	Lelo skip hire.	Graig Lelo Works, Bryn Saith Marchog, Corwen.	NAT WEST	52-21-51	28007840	31/03/22
Software.	ACS Technology.	Wheatsheaf Workshops, Unit G1A, High St, Wrexham.	BARCLAYS	20-25-69	23135853	31/03/22
Stationery and office supplies	Bates Office.	Rhos Ddu Industrial Estate, Gwersyllt, Wrexham	HSBC	40-6-30	00182867	31/03/22
Street illuminations.	Mega Electrical NW Ltd.	The Rising Sun, Denbigh Road, Nannerch, Mold.	SANTANDER	09-01-28	36390260	31/03/22
Storage Backup Licences.	ACS Technology.	Wheatsheaf Workshops, Unit G1A, High St, Wrexham.	BARCLAYS	20-25-69	23135853	31/03/22
Tools and Consumables.	Watkin and Williams.	6 Berwyn St, Llangollen.	HSBC	40-30-15	81399098	31/03/22
Tool hire.	Griffiths Hire Shops.	Maes Y Clawdd Ind Est, Shrewsbury Rd, Oswestry.	NAT WEST	60-16-04	74117548	31/03/22
Traffic Management.	Sunbelt	Grange House, Coppi Industrial Estate, Wrexham				
Traffic Management.	J T & M Signs Ltd.	20, H T M Business Park, Abergele Rd, Rhuddlan, Rhyl.	HSBC	40-11-60	31042696	31/03/22

Window Cleaning.	Bedazzled.	16 Aston Grove, Wrexham.	RBS	16-34-44	1008735	31/03/22
------------------	------------	--------------------------	-----	----------	---------	----------

REPORT AUTHOR: Town Clerk.
SUBJECT: Asset Management Plan.
REPORT FOR: Decision.

1. Summary

1.1 To consider the adoption of the draft Asset Management Plan.

2. Background

2.1 The use and management of the Town Councils assets play a fundamental role in the delivery of Council and local priorities, as well as to shape and influence the quality of life for local people, businesses, and its visitor offer.

3. Asset Management Plan

3.1 The Asset Management plan) appended defines the framework within which the Town Councils land and property assets will be managed to ensure effective governance and financial management. The plan is proportionate to the scale of the Town Council.

3.2 The Asset Management Plan will help guide future decisions concerning the use, retention, protection, disposal and acquisition of property assets to meet the operational needs and supports the agreed strategy along with the priorities of the Council.

3.3 The plan also seeks to ensure that assets and other miscellaneous resources are sustainably and efficiently managed, remain fit-for-purpose, provide value for money and support Community needs.

3.4 The Objectives of the Asset Management Plan are to:

- Ensure that assets are managed to meet statutory requirements, are fit for purpose and are in a good standard of condition in accordance with condition surveys – to be reviewed every 3 years.
- Manage assets in a sustainable and cost-effective way.
- Protect and optimise the value of the Council's assets whether operational or non-operational.
- Provide a co-ordinated approach to asset management across the Council reflecting service needs.
- Manage the assets and leasing opportunities to give due consideration to increasing revenue income and/or reducing revenue costs in support of the Councils agreed Strategy.
- Identify and develop opportunities for joint working with partners.
- Meet the needs of the local community through the provision of facilities whether it is for recreation and social interaction.
- To identify and protect local Greenspaces from development through the Neighbourhood Planning process.

4. Recommendation

4.1 It is recommended that the Asset Management Committee

a) adopts the Asset Management plan.

b) endorse the schedule of works currently prioritised in the action plan.

5. Reason for recommendations.

5.1 To ensure the probity in the maintenance of Town Council assets.

LLANGOLLEN TOWN COUNCIL

ASSET MANAGEMENT PLAN



2023 – 2026

1. INTRODUCTION

- 1.1 The Asset Management Plan defines the framework within which the Councils land and property assets will be managed. It guides future decisions concerning the use, retention, protection, disposal and acquisition of property assets to meet the operational needs and supports the agreed strategy along with the priorities of the Council. The plan also seeks to ensure that assets including property, fleet, plant, operational equipment, and other miscellaneous resources are sustainably and efficiently managed, remain fit-for-purpose, provide value for money and support Community needs.
- 1.2 Llangollen Town Council manages and is responsible for a diverse portfolio of assets including offices, public spaces, cemeteries and monuments.
- 1.3 The Asset Management Plan is not an asset register of all of the property or other interests held by the Council, it is a document that sets out a transparent co-ordinated approach to managing its assets to meet requirements and supports future decision.

2. ROLE OF ASSETS

- 2.1 The use and management of the Town Councils assets play a fundamental role in the delivery of Council and local priorities, as well as to shape and influence the quality of life for local people, businesses, and its visitor offer.
- 2.2 Assets such as open spaces provide opportunities interaction; they are places where residents can connect and interact, and they can help divert anti-social behaviour. Building assets can provide for physical or local community activities including dance and theatre addressing wellbeing as well as providing social interaction to help address loneliness etc.
- 2.3 The type and form of assets that the Council will therefore retain, develop, or seek to acquire are:
 - Operational Assets which are required to directly support Council services e.g., Council Offices, storage facilities.
 - Non-Operational Assets (Freehold or leasehold) which are commercial assets and generate a revenue income stream or present an in-house opportunity for the Council to support the delivery of quality services.
 - Property assets actively used by community groups including indoor sports, social clubs, arts, culture or other.
 - Local Community Assets - those that meet the needs of the local community through the provision of facilities whether it is for recreation and social interaction, such as open spaces,
- 2.4 Where assets do not comply with the above criteria consideration will be given to the asset either being better utilised, repurposed or disposed.

3. PURPOSE OF THE ASSET MANAGEMENT PLAN

3.1 The Asset Management Plan supports the Town Council's principal vision and objectives as set out in the Councils Strategy:

***"the common vision of making Llangollen A Town in which to Live, Work, Play and Stay. and specifically, to
"be a council that effectively manages and maintains both community and council assets."***

3.2 The Asset Management Plan will also help to protect the Council's position as a landowner and leaseholder.

4. OBJECTIVES

4.1 The Objectives of the Asset Management Plan for Llangollen Town Council assets only are to:

- Ensure that assets are managed to meet statutory requirements, are fit for purpose and are in a good standard of condition in accordance with condition surveys – to be reviewed every three years.
- Manage assets in a sustainable and cost-effective manner.
- Protect and optimise the value of the Council's assets whether operational or non-operational.
- Provide a co-ordinated approach to asset management across the Council reflecting service needs.
- Manage the assets and leasing opportunities to give due consideration to increasing revenue income and/or reducing revenue costs.
- Identify and develop opportunities for joint working with partners.
- Meet the needs of the local community through the provision of facilities whether it is for recreation and social interaction.
- To identify and protect local open spaces in Llangollen Town Council ownership from development.

4.2 All of these uses and others assist the local economy by sustaining the vitality of the town.

5. RESPONSIBILITIES - ASSET MANAGEMENT PLAN

5.1 The responsibilities of the role are as follows:

- To address the function and contribution of the Council's property portfolio as a corporate resource supporting the delivery of corporate objectives.
- To plan ahead for corporate use and provision of the Council's property assets.
- To be responsible for putting the necessary asset management plan in place
- To be responsible for ensuring that the Council's Asset Management Plan is maintained and updated.
- Ensure that the Asset Management Plan is properly implemented.

5.2 The Town Clerk is supported in this role by the Facilities Officer

5.3 Committee Reporting Structure

- 5.4 The Asset Management Committee will take all decisions or make recommendations on resources and priorities, acquisitions, disposals and capital investment. The Committee will also monitor the performance of the property portfolio.
- 5.5 The role in relation to property management is to ensure that all facilities and land under the Council's ownership and control are managed effectively to provide a pleasant and safe environment for residents and visitors to the town in an efficient and cost-effective manner. Full Council will approve and adopts the policy framework and the budget.

6. ASSET DATA

- 6.1 The Council maintains information on the various types of assets that it holds:
- Land in its various uses
 - Property holdings
 - Civic regalia
 - Operational equipment including hand tools, pa system, crowd barriers etc.
- 6.2 A central asset register is held and maintained on the Town Councils Scribe financial system. This where applicable will include a record of equipment supplier's information and any warranties. A copy of the Councils asset list is available on line at www.llangollentowncouncil.gov.uk

7. PLANNED MAINTAINANCE PROGRAMME

- 7.1 As part of the Asset Management Plan, the Council will devise and maintain a 3-year planned Priority Action Plan (appended)

8. ASSET REVIEW PROGRAMME

- 8.1 It is recognised that as the Town Council develops there will be changes in the type of services, service delivery and/or community requirements that may render assets either surplus to requirements or requiring investment to deliver a different service either directly by the Council or via partnering arrangements or otherwise.
- 8.2 The Council will undertake a review of the Councils land and buildings holdings every three years. At that time, all operational properties will have a full maintenance and condition survey carried out, subject to lease conditions and access. These condition surveys will help determine the future planned maintenance (budgetary) needs of the building and liabilities to the Council.
- 8.3 In addition to the regular condition surveys various specialist surveys will be commissioned from time to time to identify or monitor specific problems, e.g., structural, water hygiene, asbestos, subsidence, etc.

9. SURPLUS LAND & BUILDINGS

- 9.1 The Town Clerk should review any excess land or buildings for alternative use including future commercial income opportunities on a regular frequency. Any decisions put forward Asset Management Committee should be aligned to the

corporate objectives of the Town Council and in accordance with the Asset Management Plan

10. DISPOSAL POLICY

10.1 When an asset has been identified as surplus to requirements to meet its aims and objectives, it shall be investigated as to whether it can be used in an alternative way. This may involve liaising with the local planning authority to establish whether it can be used for housing etc. Each asset will be evaluated on a case-by-case basis by the Asset Management committee .

10.2 In accordance with the Councils financial regulations:

“14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).”

10.3 The approval to purchase, acquire by other means, lease, sell or disposal of land and property is a matter reserved for Full Council only.

10.4 If Full Council decides that the asset should be disposed of on the open market, then a professional estate agent will be appointed to facilitate the disposal of the asset. The Council will have due consideration of the state of the market to ensure best value return.

11. ACQUISITION POLICY

11.1 The Town Council will monitor the availability of any assets that may be required to meet the Council requirements as details in section two of the Asset Management Plan.

11.2 Any possible acquisitions will be recommended via the Asset Management Committee and be supported by a proportionate business case.

11.3 The acquisition of land and property is a reserved matter for Full Council. In accordance with the Councils financial regulations:

“14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).”

11.4 The Council will consider assets that may be devolved from Denbighshire County Council that are within the Llangollen Town area supported by a proportionate business case.

12. INVESTMENT

12.1 The Council will consider land and property acquisitions where there is a benefit to the Council in meeting its corporate objectives, generating an income in support of service costs and / or in accordance with the Asset Management Plan.

12.2 Where there is a robust economic and a prudent sustainable payback period/ income stream investment into land and/or property proposals will be considered by the Asset Management Committee. The Committee will make recommendations to Full Council to consider.

13. PARTNERSHIPS

13.1 The Council will consider entering partnerships or similar formal arrangement where appropriate with external providers providing that the arrangement/s supports the Council in meeting its objectives. Such agreements will require the approval of Full Council, setting out clear Governance arrangements and accountabilities. The Council recognises that it will still retain obligations under partnering agreements.

14. ENERGY AND SUSTAINABILITY

14.1 The Town Council has declared a climate emergency and has committed to making the Council's activities net zero carbon by 2030. The Town Council recognises its responsibilities for the use of energy, transport, water, and other natural resources with the aim of reducing consumption and minimising the impact on the environment.

14.2 The Council will implement energy saving measures such as solar panels, LED lighting and insulating where possible.

14.3 The Council also recognises its responsibilities to the Energy Performance of Buildings Directives.

15. HEALTH & SAFETY

15.1 Steps are taken continually to ensure that properties comply with legislative and regulatory requirements. On-going programmes of compliance testing to measure and control risk are in place to address key issues relating to:

Gas installation testing annually.

Lift testing quarterly.

Electrical installation testing – tested on a 5-year rolling programme.

Legionella testing annually.

Asbestos management and Fire risk assessments and general health and safety audits ongoing management.

15.2 Additionally, the Council has a schedule of safety inspections for public access land and equipment,

16. MONITORING THE PLAN

16.1 This is a living document that will be constantly reviewed and updated via regular meetings of key staff and by the committee via regular updates and reports.

Asset Management Priority Action Plan

In Progress
Completed
Action pending
Review
Withdrawn

2023.24	Item	Specific Task	Target	Outcomes	Status	Spend
Contracted works						
	Floral Displays summer planting and watering	Contract in place	May-23	Town floral displays		£3,000.00
	Timber planters	Contract in place	May-23	Town floral displays		£4,600.00
	Floral Displays planting	Contract in place	Sep-23	Town floral displays		£3,000.00
	Town Hall CCTV	Appoint contractors	Jul-23	Improved security		£2,000.00
	Christmas illuminations	Contract in place	Nov-23	Safeguarding asset		£9,000.00
Priority actions						
						Projected Cost
1	Chainbridge	Undertake works	Oct-23	Ensure structural integrity		£8,000.00
2	CCTV decommissioning	Redundant equipment	Oct-23	Cost reduction		£750.00
3	Town Hall transfer to led stage lighting.	Replace fittings	Dec-23	Running cost savings		£14,500.00
4	Town Hall internal improvements	Appoint contractors	Dec-23	Safeguarding asset		£12,000.00
5	Parade Street land acquisition	H&S works and improvements	Jan-24	Open space in front of Chamber		£5,000.00
6	Town Hall outbuildings refurbishment	Appoint contractors	Apr-24	Safeguarding asset		£200,000.00
					Total	£261,850.00
					Available Revenue Budget	£41,800.00
					Asset reserves	£20,000.00
					Grants received	£1,200.00
					Variance	£198,850.00
					Grants required	£198,850.00

2024.25						
Contracted works						Spend
	Floral Displays summer planting and watering	Contract in place	May-24	Town floral displays		£3,000.00
	Floral Displays winter planting	Contract in place	Sep-24	Town floral displays		£4,800.00
	Town Hall transfer to led stage lighting.	Appoint contractors	Oct-24	Running cost savings		£6,000.00
	Christmas illuminations	Contract in place	Nov-24	Safeguarding asset		£9,000.00
Priority actions						Projected Cost
7	Pen y Bryn Cemetery	Feasibility study	Mar-24	Establish more productive use of land		£3,000.00
8	Town Hall Office painting	Appoint contractors	Jan-25	Safeguarding asset		£2,000.00
9	Town Hall fire alarm system	Appoint contractors	Dec-21	Safeguarding asset		£30,000.00
					Total	£57,800.00
2025.26						
Contracted works						Projected Cost
	Floral Displays summer planting and watering	Contract in place	May-25	Town floral displays		£7,000.00
	Floral Displays winter planting	Contract in place	Sep-25	Town floral displays		£900.00
	Christmas illuminations	Contract in place	Nov-25	Safeguarding asset		£9,000.00
Priority actions						
10	Town Hall fixed wire testing	Appoint contractors	May-23	Safeguarding asset		£3,000.00
11	Chainbridge	Commission survey	Jun-23	Ensure structural integrity		£3,000.00
12	Town hall exterior painting	Appoint contractors	Aug-23	Safeguarding asset		£20,000.00
					Total	£42,900.00