

Pwyllgor Rheoli Asedau

Asset Management Committee

Agenda 25.07.2023

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| <p>1. Ethol Cadeirydd y Pwyllgor.
I benodi Cadeirydd am y flwyddyn i ddod.</p> | <p>Election of Committee Chair.
To appoint a Chair for the ensuing year.</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. Ethol Is-Gadeirydd Pwyllgor.
I benodi Is-Gadeirydd am y flwyddyn i ddod.</p> | <p>Election of Committee Vice Chair.
To appoint a Chair for the ensuing year.</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. 25.05.2023</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> <ul style="list-style-type: none">a) Penodi Aelodau heb bleidlais.b) Gwaith brys.c) Goleuadau Nadolig gwaith trydanol. | <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.
Appointment of Non-voting members.
Urgent works.
Christmas illuminations electrical works</p> |
| <p>6. Rhan B
Gwahardd y cyhoedd a 'r Wasg.
Yn rhinwedd Deddf Cyrff Cyhoeddus (Derbyn i Gyfarfodydd) 1960, ni chaiff y wasg na'r cyhoedd eu cynnwys yn y trafodaethau ar yr eitem ganlynol ar y sail y byddai eu datgelu yn niweidiol i fudd y cyhoedd oherwydd natur gyfrinachol y busnes i'w drafod.</p> | <p>Part B
Exclusion of Public and Press.
By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item 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.</p> |
| <p>7. Gwaith a gwelliannau ir cwrtil Neuadd y Dref.</p> | <p>Town Hall curtilage works and improvements.</p> |

REPORT AUTHORS: Town Clerk.
SUBJECT: Non-voting members.
REPORT FOR: Decision.

1. Summary.

1.1 To consider the co-option of non-voting members.

2.0 Background.

2.1 Under the Asset Management Committee's terms of reference it may co-opt non-voting members and appoint appropriate Subcommittees or Working Groups to facilitate the work of the Committee.

2.2 Previously the Committee has co-opted non-voting members and in the past Ms. Sian Glynn Jones has served in that capacity given here knowledge on several matters that fall under the remit of the Committee and her input to the work of the Committee has been invaluable.

2.3 There is no limit on the number of cooption's and therefore consideration could be given to another appointment from either user of the Town Hall or tenants to give an added perspective to the management of the most significant asset that the Town Council owns.

4. Recommendation.

4.1 It is recommended that the Committee considers.

- a) re appointing Ms Sian Glyn Jones as a non-voting member.
- b) Considers any other co-option's from either users of the Town Hall or tenants as non-voting members on the Cittaslow Committee.

5. Reason for the recommendation.

5.1 To ensure effective corporate governance.

REPORT AUTHORS: Town Clerk.
SUBJECT: Urgent works
REPORT FOR: Decision.

1. Summary.

1.1 To endorse actions to expedite urgent works.

2.0 Background.

2.1 Since the last meeting of the committee there have been a number of urgent works that have had to be undertaken on the Town Hall and this report has been prepared to advise Members of the actions taken in line with financial regulations 4 Budgetary control and authority to spend.

3. Shop units' welfare facilities

3.1 Toilet facilities for the shops situated in the n the former morgue to the rear of the Town Hall. Recently staf were contacted by tenants due to the fact that the allocated toilet was suffering from a severe damp, mould and blown plaster.

3.2 In view of the need to provide welfare facilities for the shop the Town Clerk commissioned Warren Handyman Services ,from the Town Council's select list of contractors, to upgrade the second WC unit in the building ,which was not suffering from the same issues, in order to allow the tenants access to welfare facilities.

4. Lighting and sound system infrastructure

4.1 Following a meeting between the lighting technicians, from the various Town Hall users, Town Council staff and ACS Technology, the Town Councils ICT contractor it was identified that PoE Switches in the lighting box needed upgrading. Power over Ethernet (PoE) is an access layer technology that combines data signals and electrical power into a single ethernet cable connection to enable remote powered device operation of network and lighting systems.

4.2 Another issue that needed to be addressed was whether we purchased two of these switches as a failsafe mechanism. This would mean that only half i.e., 12 of the switches are used in each unit so that if there is a failure of one switching unit, which is a possible although not highly likely, then the lighting system can continue operate by moving the ethernet cables to the other switch. This then allows for the reordering or repair the damaged unit thereafter. Obviously, this doubles the cost but does provide the backup to minimise disruption of performances.

4.3 As the lighting system is scheduled to be looked at by the technicians during July the Town Clerk contacted the Chair of the Asset Management Committee to agree the purchase of two Ubiquiti USW-Pro-24-POE UniFi Gen2 24-Port Managed Rackmount Gigabit PoE+ Switches. To ensure cyber security these works will be caried out by ACS Technology to ensure the safe integration with other network elements within the Town Hall.

5. Financial Impact.

5.1 The cost of these works are as follows.

- a) Refurbishment of the toilet unit £470
- b) Purchase of the Ubiquiti Switches £1,122

5.2 Therefore, authorisation is sought to endorse the actions of Town Clerk to expedite these works in line with financial regulations.

6. Recommendation.

6.1 It is recommended that the Committee endorses the actions of Town Clerk to expedite these works.

7. Reason for the recommendation.

7.1 To fulfil the Town Councils' responsibilities under the landlord and tenants act and to maintain assets.

REPORT AUTHORS: Town Clerk.
SUBJECT: Christmas illuminations electrical works.
REPORT FOR: Decision.

1. Summary.

1.1 To consider the co-option of non-voting members.

2. Background.

2.1 Following the installation of the Christmas illuminations in 2023 by the new contractor Mega electrics a debriefing has been undertaken to highlight issues associated with not only the switch on the lights but the ongoing maintenance of the assets which has not been survey for a number of years.

3. Electrical safety works.

3.1 Mega electrics have undertaken a survey and have identified a number of key issues that need to be addressed as a matter of urgency to ensure electrical safety as detailed in the table below:

Item	Description	Amount
Lighting columns	Upgrade cut outs to include time clocks and RCD protection at two locations.	£640.00
Cabling	Replace all old cables which are white standard flex from feeder pillars to illumination as the existing is not weather protected and showing signs of corrosion and install new sockets and plugs remove redundant cable across Bridge Street to the square.	£1,900.00
Market street	Add an extra IP 66 enclosure with distribution and time clock situated in the utility cabinet as current cables are jointed in connector blocks not to regulations and add a permanent identified socket for the one street power supply.	£1,500.00
Town Hall	Install new cabling and allocated sockets for the illuminations on the Town Hall as the existing is showing signs of corrosion. Remove all redundant cables and fit new power sockets and install containment to keep cables tidy where they drop from catenary wires to buildings.	£2,200.00
Feeder pillar switch	Re wire internal controls within the feeder pillar so the switch on plunger will function on switch on day.	£200.00

Christmas tree	Install new supply cable to the location as the existing is not weather protected and showing signs of corrosion	£300.00
	Net cost	6,740.00
	VAT	1,348.00
	Total cost	8,088.00

4. Financial Impact:

- 4.1 The current illuminations cost code covers the annual installation of the lighting and there is no provision for the refurbishment of the electrical connections however these works are urgent and of a critical nature warrants action before this year festive period to ensure the safe operation of the illuminations.
- 4.2 Therefore, authorisation is sought to allocate funds from reserves to cover these emergency electrical works.

5. Recommendation.

- 5.1 It is recommended that the Committee authorisation the allocation of £6,740 from reserves to cover the emergency electrical works.

6. Reason for the recommendation.

- 6.1 To fulfil the Town Councils' responsibilities to maintain electrical installations in compliance with legally required standards and to ensure health and safety.