

Pwyllgor Rheoli Asedau

Agenda 03.06.25

Asset Management Committee

- 1. Ethol Cadeirydd y Pwyllgor.**
I benodi Cadeirydd am y flwyddyn i ddod.
- 2. Ymddiheuriadau am absenoldeb.**
I dderbyn, ystyried a derbyn
Ymddiheuriadau am absenoldeb.
- 3. Datganiadau o Fuddiant.**
I dderbyn unrhyw ddatganiadau o
fuddiant ar eitemau ar yr agenda.
- 4. Ethol Is-Gadeirydd Pwyllgor.**
I benodi Is-Gadeirydd am y flwyddyn i
ddod.
- 5. Cofnodion.**
I awdurdodi'r Cadeirydd i arwyddo cofnodion yr
cyfarfod blaenorol y Pwyllgor fel cofnod cywir.
- 6. Penodi Aelodau heb bleidlais.**
I benodi aelodau nad ydynt yn pleidleisio
- 5. Adroddiadau i Pwyllgor.**
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.
 - a)** Cylchlythyr aelodau.
 - b)** Plannu Cynnar y Gwanwyn.
 - c)** Dyletswyddau Gofal Cyngor y Dref
- 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.
- 7. Gwasanaethu lifft a system diogelwch tân**

- Election of Committee Chair.**
To appoint a Chair for the ensuing year.
- Apologies for absence.**
To receive, consider and accept apologies for
absence.
- Declaration of Interest.**
To receive any known declarations of interest
in items on the agenda.
- Election of Committee Vice Chair.**
To appoint a Chair for the ensuing year.
- Minutes.**
To authorise the Chair to sign the minutes of
the previous meeting of the Committee as a
correct record.
- Appointment of non-voting members.**
To appoint non-voting members
- Reports to Committee.**
To receive reports submitted by the Town
Clerk and considered the recommendations
therein. Reports are working documents and
are therefore not translated.
Member bulletin.
Early Spring Planting.
Town Council Caretaking duties
- 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.
- Lift servicing and fire safety system.

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 members and in the past Ms. Sian Glynn Jones has served in that capacity, given her knowledge on matters that fall under the remit of the Committee and her input regarding 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 the appointment of non-voting members.

5. Reason for the recommendation.

5.1 To ensure effective corporate governance.

REPORT AUTHOR: Deputy Town Clerk.
SUBJECT: Member Bulletin
REPORT FOR: Decision.

1.0 Introduction

1.1 To receive the Members Bulletin.

2.0 Background

2.1 The Member Bulletin has been prepared to help keep Members of the Committee informed on the status, performance, and condition of Town Council assets. The bulletin is aimed at ensuring that all Committee Members have the same information, reducing misunderstandings or duplication.

2.2 Discussion on the bulletin is seen as an opportunity for Councillors to raise questions, suggest changes, or initiate discussions on aspects of the Town Council portfolio of assets.

2.2 The bulletins will be a feature of all future meetings, and the content will included

- Maintenance and other complete work
- Maintenance work underway –
- Proposed future works programme.
- Suggested future actions.

3. Recommendations

3.1 It is recommended that Members note and accept the bulletin.

4. Reason fort recommendations.

4.1 To develop and understanding of asset management issues facing the Town Council



Asset Management Member Bulletin

UPDATE

Maintenance & other work completed –

- Gents' toilet bathroom light repaired
- Perspex fitted to Town Hall round window
- Pen Y Bryn Gate repaired
- Bin store ventilation installed & damp treated
- Cube storage fitted to side of stage area and being used by groups
- Winter planting that was removed was potted up and sold for donations to Mayor's fund (£90 raised) & surplus compost sold & recycled (saving on skip hire £200)
- Town Hall benches (Wingetts) repaired by Tidy Towns Team – slats were bowed & were replaced. The Town square was also tidied up at this time.
- Contact made for survey of Town Hall tree, awaiting response from Tree Surgeons.

Maintenance work underway –

- Items ordered and arriving for works by James Barber – awaiting time with Stage free for work to commence
- Storage box for cloths & drapes purchased and ready for side of stage to be free to place & fill
- Safer storage of stage extensions and poles – awaiting area to be free to commence work
- Water tank decommissioning Tender document prepared and ready to go out to Tender to 5+ Businesses
- Repair & replacement of Benches in area on hold until Commuted Sums application has been reviewed and outcomes circulated by DCC
- Tender documents ready to review for Fire system and Lift maintenance

Proposed future works programme – (ongoing aspect)

- Need to review recycling and waste collection arrangements
- Strimming and cutting back (& chipping required) to garden area between TIC & Town Hall – this needs urgent attention as ivy is becoming a problem, ash tree has self-seeded, and it is extremely overgrown, and the flooring has trip hazards and needs weedkiller or hand clearing
- Jet washing of Town Hall front & Town square to remove the excessive pigeon mess (Town square will require sand brushing between pavers)

- Look at purchase of a decoy bird of prey with sounds to be placed in the Tree, in a bid to deter the pigeons as a longer-term solution
- Need to review the Chair storage situation in the main auditorium as chairs are frequently being stored on the landing areas and blocking fire escapes, as they are at the rear of the main auditorium – (explore use of changing room 4 for chair storage and use of ante-chamber room as 2nd changing room – suggest removal of partition wall to make space larger and install lockable cupboards with makeup area and mirrors over / or explore use of Foyer entrance way for chair storage)
- Fridge and dishwasher in welfare room – users have stated they believe there is a need for refrigeration, especially when they are in for many weeks.
- Removal of old filing cabinets in changing room 3 which contain old beer cans that have disintegrated
- Side of stage area needs de-cluttering and reorganising with safe storage solution for stage extensions and poles
- Removal of old curtains from under stage area and storage solution explored or donation to sewing group.
- Exploration of employing caretaker/cleaner for Town Hall underway
- Replace cracked washbasin and washstand in ladies toilet
- Installation of Perspex splashbacks under hand dryers to tidy up dirty walls and bare plaster and to make cleaning more efficient.
- Replace vinyl floorcoverings on landing, welfare room ladies and disabled toilets and office kitchen and toilets.
- Install hand dryer in toilet on back stairwell.
- Repair hole in floor side of stage from old water pipe
- Replace missing tiles in Changing Room 4
- Remove cushions from changing room 4 and ladies' toilet – replace changing room cushion with 1 long fireproof cushion to seating area (no cushions in ladies' toilet)
- Clean and treat Foyer tiles with appropriate product.
- 2 lights not working in the ladies toilet need new bulbs.
- Series of cosmetic & maintenance work required such as Painting, filling holes, silicone sealing, damp treatment and tidying up – to areas such as Office, Chambers, Hallway, Changing Rooms, wall behind the Bar, walls in all toilets, changing room bare woodwork, fire escape stairwell handrail, double doors main entrance touch ups, front of stage re-painting black, etc.
- Deep clean of whole building including balcony seats and flooring, main auditorium floor with light buffing, main stairwell handrails and banister, all floors, windowsills, Chambers etc.
- Propose locking Pen Y Bryn Gate and putting up a sign until decision on work needed is made and funding can be sought.
- Keyboard frame/stand has been damaged and now needs a new frame building and will need a permanent location or removing and replacing.

Suggestions.

That bi-annual planting is recycled and sold becomes part of our yearly works and commitments, taking donations towards the Mayors charity and hereby saving the Town Council £400/£500 annually in skip hire and ensuring we are being environmentally friendly, whilst supporting local Community groups and organisations. This should be scheduled better to enable old planting to make use of new plant pots, making the job easier and quicker and avoiding loss of plants due to drought and being left in plastic bags before being sorted out. Look at annual planting that can specifically be re-grown in subsequent years and are not annual plants, so as to be able to sell on.

That the maintenance of the garden area between the Town Hall and TIC becomes part of the annual and bi-annual maintenance regime, which will prevent it becoming so overgrown and will reduce the cost of the work as chippers will not be needed etc. The maintenance of the Ivy growing up the Town Hall needs to be kept on top of to prevent damage to the building.

Bringing in a landscape architect to look at Pen Y Bryn and come up with a design and long-term solution for the gravestones and seating areas which make best of the views and to gain an idea of costings.

REPORT AUTHOR: Deputy Town Clerk.
SUBJECT: Early Spring Planting.
REPORT FOR: Decision.

1.0 Introduction

- 1.1 This report outlines the benefits of installing compost bins in the outside area of the Town Hall which adjoins the Tourist Information building and interplanting the grasses on the bank of the Centenary square with early spring flowering bulbs,
- 1.2 Along with designing and building of Bug Hotels by local Junior schools to be installed in the Garden area at the side of the Town Hall/TIC building. These initiatives will support urban biodiversity, enhance the local environment, and provide cost savings on waste disposal of our planter's compost.
- 1.3 The introduction of compost bins, bug hotels and early spring flowering bulbs will provide long-term environmental, financial, and community benefits.

2. Benefits to Wildlife and Pollinators and the community.

- 2.1 The project will have significant benefits to local ecosystems by
 - Encouraging Pollinators as early spring flowering bulbs, such as crocuses, snowdrops, and miniature daffodils provide an essential food source for bees and other pollinators emerging from hibernation.
 - Improving urban biodiversity by creating a more hospitable environment for insects and small wildlife will contribute to a healthier ecosystem in the town centre.
- 2.2 The presence of flowers in early spring will also improve the visual appeal of the Town Square while supporting ecological sustainability. The bulbs will naturalise over the years, continuing to add to the visual and environmental impact.
- 2.2 In terms of community Involvement surplus compost produced can be distributed to local community garden projects, strengthening community ties and environmental awareness and fostering a sense of shared environmental responsibility. Collaborative projects could be developed with the junior schools to design and build bug hotels to be installed in the area adjoining the Town Hall and Tourist Information Centre. This will encourage educational involvement and create an additional habitat for beneficial insects, further promoting urban biodiversity and environmental awareness among young people.
- 2.3 Continued working with the Tidy Town Team to tidy up the area adjoining the Town Hall will enhance the surrounding environment, creating a cleaner and more welcoming space for residents and visitors. This collaboration will ensure better maintenance of green spaces and reinforce community pride in the town's appearance.

3. Cost savings on waste disposal

- 3.1 The proposal will also result in some cost savings as the disposal of surplus planting waste has historically required skip hire, incurring significant costs. The introduction of compost bins will eliminate the need for this, allowing organic waste to be processed on-site. Composting of the organic waste will ensure a more environmentally responsible approach to disposal while reducing landfill contributions.

4. Implementation

- 4.1 There will be several phases of implementation of this project which will include
- Selection of the appropriate locations within the outside area of the Town Hall for compost bins, ensuring ease of access and minimal visual impact.
 - Exploring the most appropriate type of compost bins for the area, which are the most efficient and quickly produce compost for re-use.
 - Seeking grant funding from the Sustainable Development Fund to assist with the purchase and construction of the compost bins which could cover between 50% and 75% of the project costs.
 - Selection of early spring flowering bulbs to maximize flowering potential and pollinator support, and which will also naturalise within the current planting.
 - Community engagement with local gardening groups, schools, and residents to manage composting efforts and ensure effective usage of the compost produced.

5. Recommendations.

- 5.1 It is recommended that the Committee approves the early spring planting proposals'

7. Reasons for recommendation.

- 7.1 To support the Town Council's commitment to Climate Change and biodiversity policies.

REPORT AUTHOR: Deputy Town Clerk.
SUBJECT: Town Council Caretaker.
REPORT FOR: Decision.

1. Summary.

1.1 To consider direct employment of a Town Council Caretaker.

2. Background.

2.1 At present, general and window cleaning is carried out by an external contractor, and plant watering is managed through a separate contract. Minor maintenance tasks are either dealt with on an ad hoc basis by staff or referred to external contractors, often resulting in delays or higher costs for simple tasks.

2.2 The Asset Management Committee, whilst considering the current arrangements for service contracts in the Town Hall and Council Offices, asked for a report to examine direct employment of a part-time or full-time Town Council Caretaker to undertake some or all of these duties.

2.3 The costs of the provision of these services in 2024.25 are detailed below together with an assessment of the hours worked over 52 weeks.

Service	Annual cost 24.25	Hours/week
Cleaning	£3,145	3
Window cleaning	£ 310	0.5
Watering	£3,000	1
Minor repairs	£ 520	3
	£6, 975	7

2.4 The floral display watering contact contract has one more year to run and therefore will cease in September 2025, when the works could be transferred to a new post, Window cleaning can be stopped at any time and obviously minor repairs are only undertaken as when they are required and are subject to quotations from the Town Council's select list of contractors.

2.5 Regarding contract cleaning services, recent market testing was conducted through quotations from several contractors. However, as the Committee is currently exploring the option of bringing this service in-house, these quotations will be placed on hold until a final decision is made on the preferred service delivery model.

2.6 Under these circumstances the current contract would continue on a monthly basis with our existing contractor until a decision is made by the Management and Establishment committee, who have delegated authority to recruit and select staff, with the exception of the post of Town Clerk/RFO.

- 2.7 On first examination the cleaning and maintenance of the building by a caretaker appears to have a number of benefits which include: -
- Cost efficiency: Replacing the current cleaning contracts may offset costs
 - Improved responsiveness: On-site presence allows for quick attention to issues and proactive maintenance.
 - Better standards and accountability: A directly employed staff member can be better managed, trained, and held accountable to Council standards.
 - Increased support for staff and events: A Caretaker can assist with room preparation, deliveries, and general logistics.
 - Enhanced building condition: Regular, light-touch maintenance reduces the need for more costly repairs in the long term.

2.8 However, with specific regard to the cleaning of the premises, employing in-house staff instead of contract cleaners presents several challenges. These issues have been encountered in the past and were a key factor in the Council's decision to outsource the service. Contract cleaning services offer distinct advantages, particularly in terms of cost-efficiency, operational flexibility, and streamlined management especially in critical areas such as: -

- No equipment purchase: Cleaning companies provide their own tools, machinery, and cleaning products.
- Trained staff: Contract cleaning companies specialize in hygiene and maintenance, ensuring staff are trained in the latest cleaning techniques, safety protocols, and regulations (e.g., COSHH, infection control).
- Flexibility and Scalability adjustable staffing: Cleaning schedules and staff numbers can be scaled up or down based on events, seasons, or facility use without the need for rehiring or layoffs.
- Emergency cover: Contractors can provide temporary replacements quickly in case of absences or increased need.

2.9 The ability to guarantee reliable emergency cover was a decisive factor in the Town Council's earlier decision to outsource cleaning services. Persistent and growing pressure from service users to maintain high standards of cleanliness made it essential to adopt a solution that could consistently meet demand without disruption, a need that remains as urgent today as ever.

3. Financial Implications.

3.1 A cost comparison between the employment of a new member of staff and the current contracted services provision in 2024.25 detailed in paragraph 2.3 has been undertaken. From the analysis if the Town Council was minded appointing an individual at the lowest spinal column point and for a minimum of 7 hours per week then these duties could be undertaken in house for less money, once all services are transferred to the post, as detailed below.

Hours	Rate	Annual salary	Employer NI	Employer pension	Total costs
	SCP 2				
7	£12.26	£4,463			£4,463

14	£12.26	£8,925	£589	£806	£10,320
	SCP 3				
7	£12.45	£4,532			£4,532
14	£12.45	£9,064	£610	£847	£10,520
21	£12.45	£13,595	£1,289	£2,207	£17,091
	SCP 4				
7	£12.65	£4,605			£0
14	£12.65	£9,209	£631	£891	£10,731
21	£12.65	£13,814	£1,322	£2,272	£17,408
	SCP5				
7	£12.85	£4,677			£4,677
14	£12.85	£9,355	£653	£934	£10,942
21	£12.85	£14,032	£1,355	£2,338	£17,725

3.2 However, from the experiences of staff and the unpredictability of role it is felt that a 14-hour working week, as a minimum, would provide greater flexibility and provide adequate time to deliver the elements of job role. Consideration must also be given to as to whether the appointment would be on a fixed point, and is so at what point, or should the position be placed on a scale with progression reflecting years of service.

3.3 In addition to the advantages outlined in paragraph 3.3, it is strongly recommended that the proposed role be supported by the continued use of a dedicated cleaning contractor. This combined approach would allow the new position to consolidate multiple existing contracts into a single, streamlined staff role delivering increased flexibility, improved efficiency, and a more consistent, responsive standard of building care. The role would be directly responsible for:

- Providing emergency cleaning support at the Town Hall and Council Offices, complementing the work of contract cleaners.
- Window cleaning.
- Conducting light maintenance tasks, including minor repairs, and painting.
- Overseeing the general upkeep of both the interior and exterior of the building, including routine checks for damage or deterioration.
- Assisting with the setup and breakdown of rooms for meetings and events.
- In future years, maintaining the regular care and watering of planters.

4. Wider Considerations

4.1 In considering this new position the Management and Establishment Committee will also have to take into account other external pressures that the Town Council may face. In particular, the cost of the new post and other pressures on the Town Council's budget such as the current debate over the closure of public toilets on Market Street which may necessitate alternative provisions being considered by the Town Council, or alternative methods of delivering this service in support of the County Council operations.

4.2 In this context whilst the appointment may be expedient in the short term, it could potentially be expanded in the future. Therefore, the Town Council needs to consider any increase in this establishment carefully as any changes to job roles would necessitate renegotiating contracts. Hence, it is imperative that, in the short term, the existing arrangements remain in place.

5. Recommendation

5.1 That the Asset Management Committee:

- a) agrees the role and remuneration for the position of Town Council Caretaker.
- b) recommends that the Management and Establishment Committee consider the creation of a Town Council Caretaker post.

6. Reason for Recommendation,

6.1 To ensure ongoing governance of key assets,