

## Pwyllgor Rheoli Asedau

Agenda  
16.02.24

## Asset Management Committee

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| <p>1. <b>Ymddiheuriadau am absenoldeb.</b><br/>I dderbyn, ystyried a derbyn<br/>Ymddiheuriadau am absenoldeb.</p> <p>2. <b>Datganiadau o Fuddiant.</b><br/>I dderbyn unrhyw ddatganiadau o fuddiant<br/>ar eitemau ar yr agenda.</p> <p>4. <b>Cofnodion.</b><br/>Awdurdodi'r Cadeirydd i lofnodi cofnodion<br/>cyfarfod blaenorol y Pwllgor a gynhaliwyd<br/>ar 14.11.2023 fel cofnod cywir.</p> <p>5. <b>Adroddiadau Clerc y Dref.</b><br/>I dderbyn adroddiadau a gyflwynwyd gan yr<br/>Clerc y Dref ac ystyried yr argymhellion<br/>ynddo. Mae adroddiadau yn ddogfennau<br/>gwaith ac felly nid ydynt wedi'u cyfieithu.</p> <p>a) <b>Amnewid stoc goleuadau theatrig yn<br/>raddol.</b></p> <p>6. <b>Rhan B</b></p> <p>7. <b>Gwahardd y cyhoedd a 'r Wasg.</b><br/>Yn rhinwedd Deddf Cyrff Cyhoeddus<br/>(Derbyn i Gyfarfodydd) 1960, ni chaiff y<br/>wasg na'r cyhoedd eu cynnwys yn y<br/>trafodaethau ar yr eitem ganlynol ar y sail y<br/>byddai eu datgelu yn niweidiol i fudd y<br/>cyhoedd oherwydd natur gyfrinachol y<br/>busnes i'w drafod.</p> <p>8. <b>Dyfnbrisiau gwasanaeth tywodi llawr.</b></p> <p>9. <b>Anfonebau Eithriadol</b></p> | <p><b>Apologies for absence.</b><br/>To receive, consider and accept apologies<br/>for absence.</p> <p><b>Declaration of Interest.</b><br/>To receive any known declarations of<br/>interest in items on the agenda.</p> <p><b>Minutes.</b><br/>To authorise the Chair to sign the minutes<br/>of the previous meeting of the Committee<br/>held on the 14.11.2023 as a correct record.</p> <p><b>Town Clerk's Reports.</b><br/>To receive reports submitted to the Town<br/>Clerk and considered the recommendations<br/>therein. Reports are working documents<br/>and are therefore not translated.</p> <p><b>Phased replacement of theatrical lighting<br/>stock.</b></p> <p><b>Part B</b><br/><b>Exclusion of Public and Press.</b><br/>By virtue of the Public Bodies (Admission to<br/>Meetings) Act 1960, the press and public<br/>are excluded from discussions on the<br/>following item on the basis that disclosure<br/>thereof would be prejudicial to the public<br/>interest by reason of the confidential<br/>nature of the business to be transacted.</p> <p><b>Floor sanding services quotations.</b></p> <p><b>Outstanding Invoices</b></p> |
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**REPORT AUTHORS:** Town Clerk.  
**SUBJECT:** Phased replacement of theatrical lighting stock.  
**REPORT FOR:** Decision.

**1. Summary.**

1.1 To consider collaborating with a contractor off the town council approved contractors list to facilitate the phased replacement of theatrical lighting stock with led units.

**2. Background.**

2.1 As part of the Town Councils declaration of an ecological and climate emergency the Climate emergency action plan identified continued working with lighting technicians to develop a phased replacement of theatrical lighting stock with LED to lower energy consumption with a target date of by September 2021.

2.2 Initial discussions have been undertaken with the technicians and the most suitable light units that would achieve the greatest energy savings have been identified. Clearly there are a significant number of potential suppliers with each unit having slightly different configuration or functionality.

**3. Financial regulation**

3.1 Financial regulation stipulate that when the Town Council it is to enter into a contract of less than £25,000 but above £3,000 in value for the supply of goods or materials or for the execution of works or specialist services the Clerk shall obtain three quotations (priced descriptions of the proposed supply). The Council may, by resolution, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Councillors.

3.2 As the replacement of lighting units is a specialism the Town Clerk has spoken with Mr Barber who has significant experience of not only the units and suppliers but also the operations within the Town Hall to see if he would act as a project manager. Following discussions, he has indicated that he would be willing to act in this capacity and would test the market and identify the most appropriate and cost-effective units for the Town Hall. Individual units would then be discussed with the Town Clerk who would place the orders. It is felt that this would provide the appropriate safeguards to ensure the most appropriate replacement units are acquired whilst maintaining fiscal probity

3.3 In addition to the acquisition of lighting units Mr Barber has indicated that he is willing to make up the necessary wiring connections rather than purchasing from suppliers which would achieve further savings and will fit and commission all units. All these works would be for a fixed fee of £850.00.

**4. Recommendations.**

4.1 It is therefore recommended that the Committee recommends the Town Council suspends part of the Town Councils Financial Regulations to facilitate the commissioning of Mr James Barber to undertake the project management of the phased replacement of theatrical lighting stock at the fixed fee of £850.00.

**4. Reason for the recommendation.**

4.1 To assist in the efficient and effective management of Town Council assets.