

Pwyllgor Rheoli Asedau

Asset Management Committee

Agenda 18.06.24

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.

Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfod blaenorol y Pwyllgor a gynhaliwyd ar 16.02.2024 fel cofnod cywir.

6. 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.

- a) Penodi Aelodau heb bleidlais.
- b) Cynllun Rheoli Asedau 2024-27.

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 held on the 05.2024 as a correct record.

Town Clerk's Reports.

To receive reports submitted to the Town Clerk and considered the recommendations therein. Reports are working documents and are therefore not translated.

Appointment of Non-voting members.
Asset Management plan 2024 -27.

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.

4. Recommendation.

4.1 It is recommended that the Committee considers.
a) re appointing Ms Sian Glyn Jones as a non-voting member.

5. Reason for the recommendation.

5.1 To ensure effective corporate governance.

This consultation arrived to late to be added to the agenda of our May meeting. Can I request an extension so it can be considered on the 18 June 2024.

REPORT AUTHORS: Town Clerk.
SUBJECT: Asset Management plan 2024 -27.
REPORT FOR: Decision.

1. Summary.

1.1 To consider revisions to the Asset Management plan 2024 -27.

2. Background

2.1 Members considered the Asset Management at their last meeting, but since then detailed costings have been provided by Chambers Conservation in respect of the works to the garage and morgue and a risk management report has been received from the Town Council’s insurers Zurich Municipal. The implications of these documents are detailed individually

3. Town Hall outbuildings.

3.1 The Consultant Quantity Surveyors Cavendish Bloor Ltd, have provided costs for two options as detailed below.

Ref	Summary	with Option A	with Option B	Comments
1	Building Works	126,700	126,700	
2	External Works	8,500	16,700	
3	Main Contractor's Preliminaries	27,000	28,700	20% allowance
Total: Building Works		162,200	172,100	
4	Contingencies	24,300	25,800	15% allowance
Total: Cost Limit (Excluding Inflation)		186,500	197,900	
5	Inflation (BCIS - General Building Cost Index) Base Date 2Q24	4,700	4,900	Construction mid-point: 1Q25
Total: Cost Limit		191,200	202,800	

3.2 Clearly both option are in excess of what was presented in the last Asset Management Plan however, the Town Clerk believes that these figure could be revised, in consultation with the Architects as they included elements for a much larger scheme including the conversion of the police garage which will be completed soon under another contract and for the resurfacing of the area between the Chamber entrance and the Police Station.

3.3 The cost based on eliminating these elements detailed in the quantity surveyors pricing could reduce £143,000 (subject to confirmation with Chamber Conservation).

3.4 Given the experience on the pricing of the works to the Town Hall outbuildings it is also proposed that more detailed costings are prepared fo the proposed works to

Pen y Bryn Cemetery and that these works are not undertaken until more detailed feasibility study, supported by grant in aid, is completed.

3.5 These variations in costings are reflected in a revised Asset Management Plan, as detailed in the appendix.

4. Risk management report

4.1 A member of the risk support team, working on behalf of Zurich Municipal, recently visited the Town Hall and has prepared a Risk Engineering Report which has highlighted a number of risks as detailed in the risk improvement action plan as detailed below.

Onsite Date	RIA	RIA ID	Completion Status	Action Title	Priority
31 May 2024	1	00001	Not yet actioned	Hot Work Permit Scheme	Important
31 May 2024	2	00002	Not yet actioned	Automatic Fire Alarm System - New System Design and Installation	Important
31 May 2024	3	00003	Not yet actioned	Electrical Systems and Equipment use of extension cables	Important
31 May 2024	4	00004	Not yet actioned	Storage of Transportable Waste Bins	Important
31 May 2024	5	00005	Not yet actioned	Fire Safety Risk Assessment	Important

4.2 The specific risk associated with these risk improvement areas identified by the assessor and the Town Councils response are as follows: -

Risk Improvement Area	Town Council response
<p><u>Hot Work Permit Scheme.</u> Significant fire risks are associated with hot work processes - such as welding and cutting, grinding and the use of bitumen boilers - which may be undertaken in connection with structural alterations and routine maintenance work. These risks may be further aggravated by contractors who are not familiar with your premises, and who may not be aware of the potential risks. Therefore, you are to introduce a Hot Work Permit Scheme to control all hot work - whether done by contractors or your own employees.</p>	<p>There is potential risk in respect of roofing works and therefore a Hot Work Permit Scheme should be implemented by the due date.</p>
<p>The target Implementation date for remedial action is 3 Sep 2024</p>	<p>Achievable.</p>
<p><u>Automatic Fire Alarm System.</u> There is currently no automatic fire detection system installed in the Town Hall. In view of the nature and occupation of the premises, the value of capital assets and the prime importance of the Town Hall</p>	<p>This has been identified in the Asset Management Plan as a priority in the 2025-26 financial year and the report supports the identified need for action.</p>

<p>facilities, an automatic fire alarm system is to be installed throughout the building with the objective of ensuring prompt detection and automatic communication with the public fire service at all times. The system is to conform to minimum standard of Category L2 of British Standard 5839-1:2017 Fire Detection and Alarm Systems for Buildings and incorporate a monitored remote signalling facility to a BS EN 50518:2019+A1:2023 approved alarm receiving centre. An LPCB or BAFE certified fire detection Company is to be approached to provide a tender specification.</p>	
<p>The target Implementation date for remedial action is 11 Jun 2025</p>	<p>Scheduled for April 2025.</p>
<p><u>Electrical Systems and Equipment use of extension cables.</u> At the time of survey, a number of electrical sockets maybe over loaded. Electrical faults are one of the causes of many fires and serious personal injuries; therefore, it is very important that electrical systems are properly installed and maintained to minimise these risks. Whilst the use of temporary cables may be necessary, occasionally it is important that these are not used to provide a permanent or long-term solution, due to the fact that temporary trailing cables can overload electrical sockets, they are a trip hazard to personnel and are vulnerable to being easily damaged. Damaged cabling increases the risk of fire and electrocution. Additional power points are to be installed by a competent electrician where there is a needed.</p>	<p>The identified risk is accepted, and remedial action should be undertaken immediate to cabling in the Chamber. Tenant’s will also be reminded of their obligations to comply.</p>
<p>The target Implementation date for remedial action is 3 September 2024.</p>	<p>Achievable.</p>
<p><u>Storage of Transportable Waste Bins.</u> At the time of survey, the transportable refuse bins were positioned against the building and were not secured or locked. We understand there are proposals in place to relocate these bins into the adjacent garage, but it was not known when this is likely to happen. Combustible waste, kept in the open is frequently</p>	<p>This has been identified as a risk by the Committee and work to convert the garage to a secure bin store will be completed this year.</p>

<p>targeted by arsonists especially if in close proximity to buildings. It is very important you deny arsonists easy access to materials that they may use to fuel a fire. The risks to your property and business are to be significantly reduced by ensuring that:</p> <ul style="list-style-type: none"> • The combustible waste must be disposed of more frequently. • Combustible waste must be kept away from the building and, preferably, in a secured area. • Alternatively, locked refuse receptacles can be used, but robust procedures must be in place to ensure they are kept locked when not in use. 	
<p>The target Implementation date for remedial action is 3 September 2024.</p>	<p>Achievable.</p>
<p><u>Fire Safety Risk Assessment.</u> At the time of survey, it could not be ascertained if a fire safety risk assessment has been carried out. It is a legal requirement to assess the fire risks in your premises and to regularly review them.</p>	<p>There is a fire risk assessment which is reviewed annually and when significant alteration are made to equipment or the structure of the building.</p>
<p>The target Implementation date for remedial action is 3 September 2024.</p>	<p>Note recent Fire Safety Risk Assessment (appended)</p>

5. Recommendation.

4.1 It is recommended that the Asset Management Committee: -

- a) agrees to seek cost reductions in consultation with Chamber Conservation and in the interim amends the Asset Management Plan to reflect a potential cost of £143,000 for the works associated with the Town Hall outbuildings refurbishment.
- b) undertakes a detailed feasibility study, supported by grant in aid, fo the proposed works to Pen y Bryn Cemetery.
- c) Implements the findings of the Risk Engineering Report.
- d) Notes the content of the current Fire Safety Risk Assessment.
- e) That the budget allocation in the Asset Management Plan be referred to full Council for ratification.

5. Reason for recommendations.

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

Annex A.

Asset Management Plan.								
2024-25	Action	Outcomes	Business plan action supported.	Target	Spend	Funding Budget	Grant Aid	Source
Floral Displays summer planting	Contract in place	Town floral displays	Encourage and endorse responsible and sustainable behaviour	May-24	£3,000.00	£3,000.00	£0.00	
Floral Displays watering	Contract in place	Town floral displays	Encourage and endorse responsible and sustainable behaviour	May-24	£3,000.00	£3,000.00	£0.00	
Floral Displays winter planting	Contract in place	Town floral displays	Encourage and endorse responsible and sustainable behaviour		£2,600.00	2,600.00	£0.00	
Christmas illuminations	Contract in place	Support business community.	Cater for events and cultural performances to attract visitors to the town centre and create a unique sense of place	Nov-23	£11,000.00	11,000.00	£0.00	
Town Hall transfer to led stage lighting.	Contract in place	Operating cost savings	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	Jul-24	£14,500.00	£14,500.00	£0.00	
Priority actions CCTV decommissioning	Quotations and Appoint contractors	Retrieval of equipment	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	Oct-23	£750.00	£750.00	£0.00	

Town Hall outbuildings refurbishment	Grant application	Safeguarding asset	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	Jan-24	£143,000.00	£20,000.00	£123,000.00	Clocaenog
Pen y Bryn Cemetery Feasibility study	Grant Application	Establish more productive use of land	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	Mar-24	£25,000.00	£5,000.00	£20,000.00	HLF
Total					£200,250.00	£57,250.00	£143,000.00	
2025-26								
Contracted works								
Floral Displays summer planting	Contract for renewal	Town floral displays	Encourage and endorse responsible and sustainable behaviour	May-24	£5,000.00			
Floral Displays watering	Contract for renewal	Town floral displays	Encourage and endorse responsible and sustainable behaviour		£3,500.00			
Floral Displays winter planting	Contract for renewal	Town floral displays	Encourage and endorse responsible and sustainable behaviour	Sep-24	£3,800.00			
Christmas illuminations	Contract for renewal	Safeguarding asset	Cater for events and cultural performances to attract visitors to the town centre and create a unique sense of place	Nov-24	£12,000.00			
Priority actions								

Town Hall fire alarm system	Quotations and Appoint contractors	Safeguarding asset	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	April-25	£35,000.00
Town Hall and office painting	Quotations and Appoint contractors	Safeguarding asset	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	Dec-25	£30,000.00

Total **£89,300.00**

2026-27

Contracted works

Floral Displays summer	Contract in place	Town floral displays	Encourage and endorse responsible and sustainable behaviour	May-26	£7,000.00
Floral Displays winter planting	Contract in place	Town floral displays	Encourage and endorse responsible and sustainable behaviour	Sep-26	£900.00
Floral Displays watering	Contract for renewal	Town floral displays	Encourage and endorse responsible and sustainable behaviour		£3,500.00
Christmas illuminations	Contract in place	Safeguarding asset	Cater for events and cultural performances to attract visitors to the town centre and create a unique sense of place	Nov-26	£12,000.00

Priority actions

Town Hall fixed wire testing	Quotations and Appoint contractors	Safeguarding asset	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	May-26	£8,000.00
Chain Bridge painting	Quotations and Appoint contractors	Safeguarding asset	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	Aug-26	£40,000.00
Total					£71,400.00

