

PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor/Trustee/Representative,

9 March 2023

You are summoned to attend a meeting of the **PANNETT ART GALLERY AND WHITBY MUSEUM JOINT MANAGEMENT COMMITTEE** to be conducted in the **Normanby Room, Whitby Museum**, on **Tuesday 14 March 2023 at 2:00pm**, the agenda for which is set out below.



Michael King
Town Clerk

To: Whitby Town Council: Councillors: Mrs A Brown, Mrs H Coughlan, R Dalrymple, J Harston, G Goodberry, A Jones, J Nock, Mrs L Wild and Mrs N L Wilson;
Whitby Literary & Philosophical Society: Ms A Roberts, Ms S Booth, D Rodwell-Cox, Ms D Gildroy, C Pyrah and G Pipe

Cllrs Redfern and Mrs Turner (sub)

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To receive and resolve upon apologies for inability to attend.
- 2. DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**
To declare any interests which members have in the following agenda items.
- 3. PUBLIC PARTICIPATION**
Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person). Note: Questions regarding Whitby Museum & Literary & Philosophical Society are not permissible.
- 4. MINUTES** **page 3**
To approve as an accurate record the minutes of the committee meeting held on 13 December 2022.
- 5. PROPOSED MAINTENANCE SCHEDULE** **page 7**
- 6. BUILDING MAINTENANCE EXPENDITURE 2022/23 TO DATE** **page 11**

7. REPORT ON PROPERTY MATTERS – ISSUES AS RAISED BY LIT & PHIL

page 15

8. AGREED ACTION POINTS

To record actions and timescales resolved above

WHITBY TOWN COUNCIL

Minutes of the meeting of the **PANNETT ART GALLERY AND WHITBY MUSEUM JOINT MANAGEMENT** Committee held in the Normanby Room, Whitby Museum on Tuesday 13 December 2022 at 2:00pm.

Present: Whitby Town Council: Councillors, J Nock (Chair), Mrs A Brown, R Dalrymple, G Goodberry, J Harston, A Jones, J Redfern (Sub), Mrs S Turner (Sub) and Mrs N Wilson;
Whitby Literary & Philosophical Society Ms S Booth, Mrs D Gilroy, G Pipe, Mrs W Price(Sub), Mrs A Roberts, Mrs H Wright (sub).

Also: M King, Town Clerk, A Cowey Deputy Clerk & Civic Officer and H Berry, PAG Curator.

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972

271/22 APOLOGIES FOR ABSENCE

Apologies for inability to attend were received from Councillor, Mrs H R Coughlan, Councillor Mrs L Wild, D Rodwell-Cox and C Pyrah.

MOVED by Councillor J Redfern, seconded by Councillor A Jones and unanimously

RESOLVED that the apologies be accepted.

272/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

STANDING ORDERS SUSPENDED

273/22 PUBLIC PARTICIPATION

None.

STANDING ORDERS REINSTATED

274/22 MINUTES OF MEETING HELD ON 27 SEPTEMBER 2022.

MOVED by Councillor Mrs Wilson, seconded by Mrs A Roberts and

RESOLVED that minutes of the Pannett Art Gallery and Whitby Museum Joint Management Committee Held on 27 June 2022 having been circulated be taken as read and signed by the Chairman as true record. 7 in favour 3 against 1 abstention

It was noted that the members of the Literary and Philosophical Society raised concerns on minute no 180/22 it was not noted that the WLPS refused to provide indemnification of liability documents for the work carried out on the grills contrary to what was put in the minutes.

275/22 PROCEDURAL REVIEW

Members went through the proposed Terms of Reference and Scheme of Delegation circulated prior to the meeting.

MOVED by Councillor Mrs N Wilson, seconded by Councillor Mrs A Roberts, and unanimously

RESOLVED that the following amendments are included in the procedures;

- i) there are at least four meetings of the Joint Management Committee held a year;
- ii) written procedures are developed;
- iii) a monitoring/ review is implemented.

The Terms of Reference, as amended, are referred to Finance Policy and General Purposes Committee for approval.

MOVED by G Pipe, seconded by Councillor J Nock,

RESOLVED unanimously that the Town Clerk produces a procedure for the future maintenance of the building, to be discussed at the next meeting of the Joint Management Committee.

276/22 BUILDING MAINTENANCE EXPENDITURE 2022/23 AND BUDGET BIDS

The Town Clerk answered questions about the above circulated prior to the meeting.

MOVED by Mrs Roberts seconded by Councillor A Jones and

RESOLVED unanimously that the building maintenance expenditure 2022/23 and budget bids are received.

277/22 REPORT ON PROPERTY MATTERS**a) External Decoration**

A quotation has been received for the external decoration of the building; £13,950.00 for labour and materials plus £6,100.00 for scaffolding. This quotation will be submitted to Full Council for approval.

b) Roof Drainage

Lawsons have identified the issue with the roof drainage - the pipes into the hoppers need enlarging to 110mm to cope with overflow water. It was agreed that quotations are obtained for this work.

c) Building Survey

The Town Clerk to formulate a maintenance procedure. It was suggested that consideration be given replacing the existing windows in the building with heritage style uPVC windows.

Quotations for Legionella testing will be obtained in January.

An issue with a joint on the central heating system in the boiler room was highlighted and will need to be looked at urgently. Vaillant have been contacted to repair two boilers.

d) Prospective Electrical Survey

An electrical survey will be required as soon as possible for inclusion in a joint application between the Art Gallery and Museum for grant funding from MEND. It has been indicated that applications for this funding will be open early next year.

e) Museum Floor Condition

Ongoing.

f) Assignment of Café Operating Licence

Members discussed the positioning of electricity meters for a more accurate reading. At present each appliance is monitored individually. Finance Policy and General Purposes Committee approved the operating licence of the café on a three-year basis.

g) Improvements to Doorway at Rear of Building

Support for the improvements was given by Finance Policy and General Purposes Committee on the understanding that the security keypad remains on the exterior of the backdoor. A canopy will be installed to shelter people entering the building while inputting the code or waiting for access, in line with building regulation requirements. The external rear door will be refurbished, and automatic internal glass doors installed. Judgment on the proposed planters for the rear of the building was reserved.

MOVED by Councillor Goodberry, seconded by Councillor Harston and unanimously

RESOLVED that the above information is noted.

278/22

AGREED ACTION POINTS

Action	Target Date
a) MK to prepare a programme of procedures	March 2023
b) MK to organise an electrical survey.	
c) Legionella testing	January 2023
d) Quotations obtained for Roof Drainage	2023
e) Heating Boilers	Ongoing
f) Rear entrance	Ongoing

MOVED by Councillor Ms S Booth, seconded by Councillor Mrs Wilson

RESOLVED that the action points are agreed.

Maintenance Programme

Item 5

Category	Weekly	Monthly	Quarterly	Half-yearly	Yearly	Five-yearly
Fabric (Internal)	Walk round				Shutters	Condition Survey
	Vacuuming and mopping floors				Floor	
	Cleaned spills on floors promptly (as necessary)				Deep Clean	
	Reactive maintenance (as necessary)					
Fabric (External)	Leaks/Drips	Condensation				
	Walk round					Condition Survey
	Drains - visual	Gutters/Drains				
	Locking points					
Utilities	Car park					
	Boiler check	Header Tank	Meter		Service (Ideal)	Electrical Safety
		Ball Valve			Service (Vaillant)	
					RPZ Valve	
				Gas Safety		
Alarms	Fire Alarm Test			ADT Intruder Test	Smoke Detectors	
	Fire Door test			ADT Fire Test		
	Emergency Lighting			ADT CCTV		
Systems	Trade Refuse	Lift (two months)			Air Conditioning	
Equipment					Automatic Doors	
	Ladders		First Aid boxes		PAT Testing	
					Fire Extinguishers	

COSHH Notes

Developed appropriate procedures and stocked supplies for spill control.

Reviewed supply labels.

Ensured that air from chemical and trash storage areas vents to the outdoors.

Stored chemical products and supplies in sealed, clearly labelled containers.

Researched and selected the safest products available.

Ensured that supplies are being used according to manufacturers' instructions.

Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions.

Substituted less- or non-hazardous materials (where possible)

Scheduled work involving odorous or hazardous chemicals for periods when the building is unoccupied.

Ventilated affected areas during and after the use of odorous or hazardous chemicals.

WLPS Notes

3a.

(1) A Building Survey shall be carried out every X (5/10) years

(2) Items identified in the Building Survey will be determined by the following criteria:

- a. Critical – things that need doing immediately
- b. Current – needs doing but not imminent
- c. Preventative – long term preventative actions and Planned Maintenance

(3) For each category and item identified the following procedure will be carried out:

Critical

- a. Establish the work to be carried out
- b. Obtain quotes for the work to be undertaken
- c. Agree the timescale for the work to be carried out
- d. Identify how the work will be financed, e.g. from WT funds; grants etc

Current

- a. Establish the work to be carried out
- b. Obtain quotes for the work to be undertaken
- c. Agree the timescale for the work to be carried out
- d. Identify how the work will be financed, e.g. from WT funds; grants etc

Longer Term

- a. Establish the work to which may need to be carried out e.g. roof replacement; insulation etc.
- b. Estimate cost of work
- c. Identify when work may need to be done
- d. Consider how the work will be financed, e.g. from WT funds; grants etc

Planned Maintenance

Establish a Planned Maintenance Schedule relating to:

- Routine painting
- Heating maintenance
- Drains
- Lift
- Water – Legionella
- Window Frames
- Brick work
- Air Con
- Etc

Identifying what needs to be checked/undertaken when and by whom etc.

3b. The place and timings of the JMC meetings to be scheduled at the beginning of each calendar year. Meetings should normally held quarterly but twice yearly as a minimum.

3c. (i) Financial information relating to the maintenance of the building to be produced by 1st June each year.

(ii) A team is established of a small number of JMC members to review the figures and aim to come to a consensus relating to the amount to be paid by WLPS prior to a meeting after 30th October.

(iii) At a JMC meeting after 30th October the figures relating to the maintenance of the building are reviewed and an agreement relating to the amount to be paid by WLPS agreed.

WHITBY TOWN COUNCIL
JOINT MANAGEMENT COMMITTEE – 14 MARCH 2023

BUILDING MAINTENANCE EXPENDITURE 2022-2023 TO DATE

1. Introduction

1.1 The table below shows building expenditure to the end of January (month 10

Heading	Paid	Invoiced	Tn. no	Details	Net (£)	Vat (£)	Gross (£)
5001	Facilities Management						
5001/1	Gas						
21/04/22	07/04/22	13	ENGIE Gas Limited - Gas Charges	954.73	190.95	1,145.68	
20/05/22	07/05/22	40	ENGIE Gas Limited - Gas Charges	668.08	133.62	801.70	
23/06/22	09/06/22	57	ENGIE Gas Limited - Gas Charges	449.82	89.96	539.78	
21/07/22	11/07/22	109	ENGIE Gas Limited - Gas Charges	320.39	64.08	384.47	
23/08/22	11/08/22	142	ENGIE Gas Limited - Gas Charges	223.94	44.79	268.73	
26/09/22	09/09/22	152	ENGIE Gas Limited - Gas Charges	241.05	12.05	253.10	
21/10/22	09/10/22	228	ENGIE Gas Limited - Gas Charges	314.51	62.90	377.41	
23/11/22	09/11/22	229	ENGIE Gas Limited - Gas Charges	520.68	104.14	624.82	
05/01/23	22/12/22	321	ENGIE Gas Limited - Gas Charges	720.69	144.14	864.83	
25/01/23	11/01/23	322	ENGIE Gas Limited - Gas Charges	956.88	191.38	1,148.26	
5001/1	Gas Total			5,370.77	1,038.01	6,408.78	
5001/2	Electricity						
25/04/22	25/04/22	26	TotalEnergies Gas & Power -	1,006.49	201.30	1,207.79	
23/05/22	05/05/22	42	TotalEnergies Gas & Power -	979.93	195.99	1,175.92	
23/06/22	07/06/22	77	TotalEnergies Gas & Power -	878.81	175.77	1,054.58	
22/07/22	05/07/22	86	TotalEnergies Gas & Power -	901.74	180.35	1,082.09	
23/08/22	05/08/22	141	TotalEnergies Gas & Power -	947.00	189.40	1,136.40	
22/09/22	05/08/22	143	TotalEnergies Gas & Power -	1,467.70	293.54	1,761.24	
21/10/22	05/10/22	226	TotalEnergies Gas & Power -	1,524.44	304.89	1,829.33	
24/11/22	05/11/22	235	TotalEnergies Gas & Power -	1,588.39	317.68	1,906.07	
21/12/22	05/12/22	302	TotalEnergies Gas & Power -	1,690.27	338.06	2,028.33	
31/01/23	18/01/23	343	TotalEnergies Gas & Power -	0.00	0.00	0.00	
5001/2	Electricity Total			10,984.77	2,196.98	13,181.75	
5001/3	Water Charges						
28/09/22	24/06/22	122	Business Stream - Water Charges -	532.16	0.00	532.16	
10/11/22	24/09/22	233	Business Stream - Water Charges -	780.02	0.00	780.02	
23/12/22	23/12/22	288	Macy Browns - Reimbursement of	-1,000.00	0.00	-1,000.00	
30/01/23	24/12/22	323	Business Stream - Water Charges -	2,339.47	0.00	2,339.47	
5001/3	Water Charges Total			2,651.65	0.00	2,651.65	
5001/4	Trade Waste						
04/05/22	01/04/22	5	Scarborough Borough Council -	595.27	0.00	595.27	
5001/4	Trade Waste Total			595.27	0.00	595.27	
5001/5	Business Rates						
28/09/22	25/07/22	114	Scarborough Borough Council -	240.00	0.00	240.00	
5001/5	Business Rates Total			240.00	0.00	240.00	

Income & Expenditure

Item 6

5001/6 Hygiene Contracts

27/04/22	27/04/22	32	Cathedral Hygiene - Air Freshener	19.50	3.90	23.40
27/05/22	27/05/22	87	Cathedral Hygiene - Air Freshener	19.50	3.90	23.40
28/06/22	01/04/22	53	Rentokil Initial UK Ltd - Hygiene	48.19	9.64	57.83
28/06/22	13/04/22	54	Rentokil Initial UK Ltd - Hygiene	48.19	9.64	57.83
28/06/22	10/05/22	55	Rentokil Initial UK Ltd - Hygiene	48.19	9.64	57.83
28/06/22	08/06/22	59	Rentokil Initial UK Ltd - Hygiene	48.19	9.64	57.83
08/08/22	28/07/22	112	PHS Group - 1 Baby Changer	1,072.47	214.49	1,286.96
08/08/22	12/07/22	118	Rentokil Initial UK Ltd - Hygiene	39.86	7.97	47.83
15/08/22	15/08/22	138	Cathedral Hygiene - Air Freshener	121.00	24.20	145.20
28/09/22	11/08/22	150	Rentokil Initial UK Ltd - Hygiene	39.86	7.97	47.83
28/09/22	07/09/22	151	Rentokil Initial UK Ltd - Hygiene	39.86	7.97	47.83
27/10/22	27/09/22	190	Cathedral Hygiene - Air Freshener	71.49	14.30	85.79
10/11/22	12/10/22	198	Rentokil Initial UK Ltd - Hygiene	39.86	7.97	47.83
22/11/22	09/11/22	260	Rentokil Initial UK Ltd - Hygiene	39.86	7.97	47.83
28/11/22	27/10/22	275	Cathedral Hygiene - Air Freshener	71.49	14.30	85.79
28/12/22	27/11/22	315	Cathedral Hygiene - Air Freshener	71.49	14.30	85.79
27/01/23	27/01/23	354	Cathedral Hygiene - Air Freshener	71.49	14.30	85.79
30/01/23	02/12/22	336	Rentokil Initial UK Ltd - Hygiene	39.86	7.97	47.83
30/01/23	09/01/23	344	Rentokil Initial UK Ltd - Hygiene	39.86	7.97	47.83

5001/6 Hygiene Contracts Total **1,990.21** **398.04** **2,388.25**

5001/7 Security Patrols

28/06/22	30/04/22	61	Lewis Hart Security Services -	401.25	80.25	481.50
28/06/22	31/05/22	62	Lewis Hart Security Services -	401.25	80.25	481.50
11/07/22	30/06/22	74	Lewis Hart Security Services -	401.25	80.25	481.50
05/10/22	31/08/22	217	Vistech Security Ltd - Park/Museum	423.04	84.60	507.64
05/10/22	31/08/22	218	Vistech Security Ltd - Park/Museum	409.82	81.96	491.78
10/11/22	01/11/22	241	Vistech Security Ltd - Park/Museum	738.42	147.68	886.10
10/11/22	01/12/22	242	Vistech Security Ltd - Park/Museum	738.42	147.68	886.10
22/11/22	30/09/22	219	Vistech Security Ltd - Park/Museum	738.42	147.68	886.10
30/01/23	10/01/23	342/2	Vistech Security Ltd - November	-47.63	-9.53	-57.16
30/01/23	10/01/23	342/3	Vistech Security Ltd - December	404.94	80.99	485.93
24/02/23	31/01/23	366	Vistech Security Ltd - Park/Museum	738.42	147.68	886.10

5001/7 Security Patrols Total **5,347.60** **1,069.49** **6,417.09**

5001/8 Alarm Call Outs

5001/9 ADT Contract

28/06/22	01/05/22	49	ADT Fire & Security PLC - Intruder	1,811.33	362.27	2,173.60
28/06/22	01/05/22	50	ADT Fire & Security PLC - Fire	771.19	154.24	925.43
28/06/22	01/05/22	51	ADT Fire & Security PLC -	485.74	97.15	582.89
28/06/22	01/05/22	52	ADT Fire & Security PLC - CCTV	3,861.00	772.20	4,633.20

5001/9 ADT Contract Total **6,929.26** **1,385.86** **8,315.12**

5001/10 ADT Repairs and Maintenance

08/08/22	30/06/22	100	ADT Fire & Security PLC - Repair	76.00	15.20	91.20
28/09/22	23/08/22	186	ADT Fire & Security PLC - Repair	397.00	79.40	476.40
10/11/22	01/11/22	237	ADT Fire & Security PLC - Repair	278.43	55.69	334.12
20/12/22	25/11/22	297	ADT Fire & Security PLC - Work on	459.34	91.87	551.21
07/02/23	31/01/23	368	ADT Fire & Security PLC - Work on	242.00	48.40	290.40

5001/10 ADT Repairs and Maintenance Total **1,452.77** **290.56** **1,743.33**

Income & Expenditure

Item 6

5001/11 Cleaning/Hygiene Supplies

17/05/22	21/04/22	39	Brian Oakley - External window	180.00	0.00	180.00
08/08/22	17/07/22	111	PHS Group - Consumables	404.30	80.86	485.16
08/08/22	30/07/22	113	PHS Group - Consumables	222.64	44.53	267.17
28/09/22	11/08/22	188	Brian Oakley - External window	180.00	0.00	180.00
10/11/22	10/11/22	238	Brian Oakley - External window	180.00	0.00	180.00
20/12/22	09/11/22	296	PHS Group - Consumables	477.98	95.60	573.58
30/01/23	05/01/23	332	PHS Group - Consumables	56.40	11.28	67.68
07/02/23	03/02/23	363	Brian Oakley - External window	180.00	0.00	180.00

5001/11 Cleaning/Hygiene Supplies Total **1,881.32** **232.27** **2,113.59**

5001/12 Fixtures and Fittings (R&M)

11/07/22	24/06/22	85	UK Safety Management - PAT	346.26	69.25	415.51
28/09/22	18/08/22	146	North East Security Shutters -	480.00	96.00	576.00
22/11/22	24/10/22	270	Screwfix - Shelving for Soper	331.67	66.33	398.00
22/11/22	11/11/22	273	Amazon Services Europe S.A.R.L -	10.41	2.08	12.49
20/12/22	30/11/22	298/1	Wilf Noble Construction & Plant	28.56	5.72	34.28
20/12/22	28/11/22	301	Amazon Services Europe S.A.R.L -	7.07	1.42	8.49
30/01/23	30/11/22	329/1	Wilf Noble Construction & Plant	27.22	5.44	32.66
07/02/23	16/01/23	330	Amazon Services Europe S.A.R.L -	10.10	2.02	12.12
07/02/23	31/01/23	357/1	Wilf Noble Construction & Plant	42.75	8.55	51.30
07/02/23	01/02/23	367	Howden Joinery Group - Supplies	186.15	37.23	223.38

5001/12 Fixtures and Fittings (R&M) Total **1,470.19** **294.04** **1,764.23**

5001/13 Lift Maintenance

04/05/22	12/04/22	15	Scarborough Lifts - Supplied and	85.00	17.00	102.00
11/07/22	13/05/22	70	Scarborough Lifts - Supplied and	365.00	73.00	438.00
08/08/22	13/07/22	98	Scarborough Lifts - Repair to 'lift	146.25	29.25	175.50
30/01/23	21/12/22	337	Scarborough Lifts - Engineer visit	227.50	45.50	273.00
30/01/23	16/01/23	349	Scarborough Lifts - Annual	260.00	52.00	312.00

5001/13 Lift Maintenance Total **1,083.75** **216.75** **1,300.50**

5001/14 Operational Equipment (New)

5001/15 Air Conditioning

08/08/22	26/07/22	115	Andrews Air Conditioning -	286.62	57.32	343.94
08/08/22	26/07/22	116	Andrews Air Conditioning -	300.00	60.00	360.00
09/08/22	27/07/22	166	Andrews Air Conditioning -	212.50	42.50	255.00

5001/15 Air Conditioning Total **799.12** **159.82** **958.94**

5001/16 Heating System

11/07/22	11/07/22	73	H Pickup M & E Services Ltd -	1,241.82	248.36	1,490.18
08/08/22	31/07/22	106	H Pickup M & E Services Ltd -	112.31	22.46	134.77
23/12/22	14/12/22	305	Vaillant Group UK Limited - Call-	458.33	91.67	550.00
30/01/23	11/01/23	345	European Water Technology - RPZ	250.00	0.00	250.00

5001/16 Heating System Total **2,062.46** **362.49** **2,424.95**

5001/17 Repairs & Maintenance (General)

04/05/22	28/04/22	18	Green End Electrical - Call out to	70.00	14.00	84.00
14/09/22	31/08/22	163	Lawsons Builders and High Access	300.00	60.00	360.00
14/09/22	24/08/22	170	Azul Services Ltd - Service	70.00	14.00	84.00
28/09/22	25/07/22	144	Dock End Engineering - Ground	449.40	89.88	539.28
10/11/22	26/10/22	240	JD Roach (Builders) Ltd -	7,225.00	1,445.00	8,670.00

Income & Expenditure**Item 6**

10/11/22	16/10/22	248	Green End Electrical - Replace	1,310.00	262.00	1,572.00
10/11/22	26/10/22	284	Pannett Art Gallery - Concluding	-7,225.00	0.00	-7,225.00
22/11/22	16/11/22	259	Lawsons Builders and High Access	300.00	60.00	360.00
20/12/22	30/11/22	298/3	Wilf Noble Construction & Plant	27.13	5.42	32.55
20/12/22	30/11/22	298/4	Wilf Noble Construction & Plant	53.55	10.71	64.26
30/01/23	31/10/22	326	H E Wooley LTD - Fire	117.25	23.45	140.70
30/01/23	30/11/22	329/2	Wilf Noble Construction & Plant	19.11	3.82	22.93
30/01/23	30/11/22	329/3	Wilf Noble Construction & Plant	14.69	2.94	17.63
30/01/23	30/11/22	329/4	Wilf Noble Construction & Plant	14.69	2.94	17.63
07/02/23	31/01/23	357/2	Wilf Noble Construction & Plant	44.38	8.88	53.26
07/02/23	31/01/23	357/3	Wilf Noble Construction & Plant	7.44	1.49	8.93
07/02/23	31/01/23	357/4	Wilf Noble Construction & Plant	8.06	1.61	9.67
5001/17 Repairs & Maintenance (General) Total				2,805.70	2,006.14	4,811.84
5001/99 Maintenance Reserve						
5001 Facilities Management Total				45,664.84	9,650.45	55,315.29

ITEMS FOR JOINT MANAGEMENT MEETING: 14th March 2023

We would like the following items to go on the Agenda. The reason they have been set out in this way is to aid discussion at the meeting. We thought it would be helpful to set out some information as we understand it and proposals for discussion. This may save time and give JMC members time to consider draft proposals before the meeting.

Reference to the law is as we have researched it and not provided as definitive legal advice.

1 GAS SAFETY

Issue: Gas Certificate.

There is a common law duty on the landlord to ensure that gas installations and appliances provided with properties are safe.

A Landlord has responsibility for maintenance and annual safety check and the issuing of a Gas Safe safety certificate is appropriate and advisable.

Where the landlord supplies premises with gas appliances already installed, then annual maintenance and safety checks should be carried out. A record kept of the inspection and results and kept for at least two years.

Proposal:

- (i) That if a Gas Certificate is not currently in place then this should be effected as soon as possible and checks carried out and recorded annually and JMC routinely advised. Cost to be advised by Town Clerk.
- (ii) Any observations or recommendations are reported to the JMC.
- (iii) If any serious issues arise from the survey which may result in the closure of the building, that an Emergency JMC meeting is arranged as soon as possible

Timescale: Within one month.

2 ELECTRICAL SAFETY

Issue: Serviceability and safety of the electrical wiring throughout the building.

The Electricity at Work Regulations 1989. *'All systems shall at all times be of such construction as to prevent, so far as is reasonably practicable, danger. As may be necessary to prevent danger, all systems shall be maintained so as to prevent, so far as is reasonably practicable, such danger.'* There is a responsibility is to ensure the EICR tests (Electrical Installation Condition Report) are done, recorded and available for inspection at any point.

The Electricity at Work regs note that, 'practical experience of use may indicate an adjustment to the frequency at which preventive maintenance needs to be carried out. This is a matter for the judgement of the duty holder, who should seek all the information they need to make this judgement including reference to the equipment manufacturer's guidance.' Regulation 4(2) then goes on to say that recording the results does form part of an effective monitoring system,

ensuring that the duty holder, or landlord in your case can be certain that requirements have been complied with. British Standard Code of Practice BS 7671 also covers guidance on maintenance, but not legal obligations however, landlords can find themselves with large fines for failing to meet fire safety requirements

The Landlord and Tenants Act 1985 states that a property's electrical installation must be 'Safe at the beginning of the tenancy' and 'Maintained in a safe condition for the entire duration of the tenancy'. The A commercial landlord has a legal responsibility to ensure that a property's electrical system is safe.

The 1957 Occupiers' Liability Act stipulate that occupiers have a duty of care towards anyone who visits their property. This is especially important in properties where large amounts of people may be visiting on a daily basis. Electrical safety is obviously critical.

Proposal:

- (i) That an electrical survey be arranged as soon as practicable – within one month
- (ii) That plan put in place to undertake essential recommendations for presentation to JMC to include estimate of costs; timescale of work; how it will be implemented bearing in mind the use of the building
- (iii) If any serious issues arise from the survey which results in the closure of the building that an Emergency JMC meeting is arranged as soon as possible

Timescale: One month

3 HEATING

Issue: Queries as a result of the Heating Survey

- (i) Valiant boilers in the old building. Is there a service/maintenance agreement in place with a log book to record work undertaken?
- (ii) Is it correct that the two Ideal Imax boilers need replacing due to failures on the flue runs and general ongoing faults? How critical is this? What is the cost?
- (iii) Unvented cylinders must be maintained annually by an approved operative to comply to G3 of the building regulations. Has this been undertaken annually and is it recorded in a log book to demonstrate compliance? We understand that the current unvented cylinder is nearing the end of its lifespan. How critical is this? What would be the costs involved?

Proposal:

Town clerk to address each of these points and report on each of these matters.

Timescale

Report to be provided to members of JMC one month in advance of next JMC meeting.

4 FLOOR

Issue:

- (i) Floor Survey
- (ii) Outside Drain Investigation

Proposal:

- (i) That arrangements for the Floor Survey can be finalized with G W Maybank Buildings Conservation LLP and a joiner to lift and replace floor boards for initial inspection and report. This report can then be used for tender documents as required.
- (ii) Outside Land Drain Survey/Investigation carried out to establish efficiency or otherwise of the drains as recommended by G W Maybank Building Conservation LLP. Bell and Snoxell, Chartered Surveyors, has recommended Peter Grant, Drain Doctor North East for this work who has quoted £830 + VAT as his daily rate and includes a detailed Wincam report highlighting the condition of the drainage system.

Timescale: One month

5 FUNDING FOR BUILDING WORK

Issue: Conservation of the Building**Proposal:**

- (i) To receive a report from Town Clerk on current round of funding for MEND.
- (ii) To investigate as a matter of urgency the National Heritage Lottery Fund 10 Year Strategy – Investment principles – Saving Heritage
- (iii) To investigate and submit bid to final round of MEND 2024 if still available.
- (iv) Identify any other sources of funding.

Timescale

MEND bid to be submitted within deadline; other matters to be reported on within 14 days and appropriate mechanism put in place ensure bids are submitted within time.

6 OPERATING PROCEDURES

Issue: Operating Procedures

- (i) To receive draft Operating Procedures
- (ii) To agree Operating Procedures

7 BUILDINGS INSURANCE

Issue: To identify if any building or building services matters affect the insurance provision.

Proposal: