



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

22 February 2024

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 27 February 2024 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, A Jones,
J Nock, C Riddolls, S Smith, 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

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 24 October 2023.
- 5. BUILDING MAINTENANCE EXPENDITURE 2023/24** **page 7**
- 6. REPORT ON PROPERTY MATTERS** **page 11**
- 7. 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 on **Tuesday 24 October 2023 at 2:00pm** in the Normanby Room, Whitby Museum.

Present Whitby Town Council: Councillors Mrs A Brown, Mrs H R Coughlan, A Jones, J Nock (Chair), C Riddolls, S Smith and Mrs L Wild;
Whitby Literary & Philosophical Society Mrs S Booth, P Richards (Sub), Mrs A Roberts, R Williams (Sub) and Mrs H Wright (sub).

Also: Town Clerk, Deputy Clerk & Civic Officer, 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.

232/23 APOLOGIES

Apologies for inability to attend were received from Councillors R Dalrymple, and Mrs N L Wilson (Whitby Town Council), Mr C Pyrah, D Gildroy, G Pipe and D Rodwell-Cox Whitby Literary & Philosophical Society.

MOVED by Councillor Jones seconded by Councillor Mrs Coughlan

RESOLVED that the apologies from Councillors R Dalrymple and Mrs N L Wilson, (WTC) C Pyrah, Mrs D Gilroy, G Pipe and D Rodwell-Cox, (WLPS) be accepted.

233/23 DECLARATION(S) OF INTEREST & REQUEST FOR DISPENSATION

None.

STANDING ORDERS SUSPENDED

234/23 PUBLIC PARTICIPATION SESSION

No public present.

STANDING ORDERS REINSTATED

235/23 MINUTES

MOVED by Councillor Mrs Coughlan, seconded by Councillor Mrs Brown

RESOLVED that the minutes of the Pannett Art Gallery and Whitby Museum Joint Management Committee Held on 27 June 2023 having been circulated be taken as read and signed by the Chairman as true record.

It was noted that the Town Clerk and Museum Manager will be looking at the cleaning schedule.

Following concerns raised regarding the locking of the park gates in the evening – it was reported that this action is scheduled within the duties of the

security Patrols.

MOVED by Mrs Booth, seconded by Councillor Mrs Wild

'That the Park gates are locked on the first patrol at 9pm

An amendment was

MOVED by Councillor Mrs Brown, seconded by Councillor Jones

RESOLVED that '11pm' is substituted for '9pm' and 'second' for 'first'.

A vote on the substantive motion was then taken and unanimously

RESOLVED that the Park gates are locked on the second patrol at 11pm

236/23

BUILDING MAINTENANCE EXPENDITURE 2020/23

The Committee considered and discussed the expenditure for 20/23 circulated prior to the start of the meeting.

MOVED by Councillor Mrs Coughlan, seconded by Smith and

RESOLVED unanimously that the Building Maintenance Expenditure as circulated is received.

237/23

BUILDING MAINTENANCE EXPENDITURE 2023/24

The Joint Management Committee went through the figures circulated prior to the meeting.

MOVED by Councillor Mrs Brown seconded by Mrs Coughlan

RESOLVED unanimously that the information circulated is received.

238/23

REPORT ON PROPERTY MATTERS

Literary and Philosophical Society reported on the work carried out to improve the rear entrance to the building.

The Town Clerk is attending an in-house training course to enable him to carryout Legionella testing which will include supplying official logbooks for the monitoring of hot and cold water within the building.

Further issues with the lift were reported which could be either the wiring loom or control panel printed control board. It was agreed that prices be obtained for both the wiring loom and control panel printed control board.

Once the use of a mobile has been tested in the lift - a note is displayed in the lift with a contact number in case the lift gets stuck.

The Curator of the Pannett Art Gallery reported on grants that had been applied for to assist with the electrical works. MEND funding will be open next year for applications.

The replacement of an elbow joint and valves on the heating system has reduced pressure.

MOVED by Councillor Mrs Coughlan, seconded by Councillor Jones and

RESOLVED that the report on property matters is received and all matters raised are included in future items.

It was unanimously agreed that agenda item 8 would be discussed following the agenda item 10

239/23 AGREED ACTION POINTS

- Contact Security Company regarding the locking of the Park Gates, and ensure the car park lights are on for evening meetings
- Obtain prices for the lift elements as discussed and take to the appropriate committee
- Legionella testing
- Emergency Plan
- Dates of electricity work pencilled in for 2 weeks in December.

240/23 EXCLUSION OF PRESS AND PUBLIC

MOVED by Councillor Nock, seconded by Councillor Jones

RESOLVED That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 240/23, due to the confidential nature of the business to be transacted

241/23 QUOTATION FOR ELECTRICAL WORKS

MOVED by Councillor Nock, seconded by Councillor Mrs Brown

RESOLVED a) that the Joint Management Committee seeks a payment from the Whitby Literary and Philosophical Society on account of a portion of the total annual payment from Museum entrance fees to facilitate necessary expenditure on building maintenance; and
b) that it is recommended to Full Council that approval be given for these works to be carried out by NTL Electrical Services at a (net) cost of £13,551.25

(Councillor Mrs Wild left the meeting following the above agenda item 3.20pm)

Signature 27 February 2024

Budget Headings Transaction Details

Start of year 01/04/23

Heading

5001 Facilities Management

5001/1 Gas

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
25/04/23	11/04/23	22		ENGIE Gas Limited - Gas Bill Pannet	808.22	161.64	969.86
25/05/23	10/05/23	60		ENGIE Gas Limited - Gas Bill Pannet	708.70	141.74	850.44
23/06/23	08/06/23	94		ENGIE Gas Limited - Gas Bill Pannet	462.48	92.50	554.98
24/07/23	11/07/23	141		ENGIE Gas Limited - Gas Bill Pannet	349.05	69.81	418.86
23/08/23	09/08/23	175		ENGIE Gas Limited - Gas Bill Pannet	94.68	18.94	113.62
22/09/23	08/09/23	196		ENGIE Gas Limited - Gas Bill Pannet	233.09	46.62	279.71
24/10/23	10/10/23	210		ENGIE Gas Limited - Gas Bill Pannet	160.53	32.11	192.64
21/11/23	10/11/23	256		ENGIE Gas Limited - Gas Bill Pannet	781.73	156.35	938.08
21/12/23	07/12/23	309		ENGIE Gas Limited - Gas Bill Pannet	940.18	188.04	1,128.22
5001/1 Gas Total					4,538.66	907.75	5,446.41

5001/2 Electricity

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
25/04/23	05/04/23	21		TotalEnergies Gas & Power - Electri	1,038.62	207.72	1,246.34
25/05/23	05/05/23	59		TotalEnergies Gas & Power - Electri	920.80	184.16	1,104.96
21/06/23	05/06/23	93		TotalEnergies Gas & Power - Electri	1,008.86	201.77	1,210.63
21/07/23	05/07/23	140		TotalEnergies Gas & Power - Electri	1,093.21	218.65	1,311.86
23/08/23	05/08/23	174		TotalEnergies Gas & Power - Electri	1,042.18	208.44	1,250.62
21/09/23	05/09/23	194		TotalEnergies Gas & Power - Electri	1,182.67	236.54	1,419.21
24/10/23	05/10/23	211		TotalEnergies Gas & Power - Electri	1,034.65	206.93	1,241.58
21/11/23	05/11/23	254		TotalEnergies Gas & Power - Electri	1,051.11	210.22	1,261.33
27/12/23	05/12/23	311		TotalEnergies Gas & Power - Electri	970.23	194.05	1,164.28
5001/2 Electricity Total					9,342.33	1,868.48	11,210.81

5001/3 Water Charges

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
13/07/23	24/06/23	135		Business Stream - Pannett Gallery a	524.31	0.00	524.31
25/10/23	24/09/23	232		Business Stream - Pannett Gallery a	798.87	0.00	798.87
5001/3 Water Charges Total					1,323.18	0.00	1,323.18

5001/4 Trade Waste

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
04/05/23	20/04/23	38		North Yorkshire Council - Trade Was	670.80	0.00	670.80
21/08/23	31/07/23	169		North Yorkshire Council - Trade Was	8.85	0.00	8.85
5001/4 Trade Waste Total					679.65	0.00	679.65

5001/5 Business Rates

5001/6 Hygiene Contracts

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
	04/12/23	302		Rentokil Initial UK Ltd - Service P	42.33	8.47	50.80
	10/01/24	303		Rentokil Initial UK Ltd - Service P	42.33	8.47	50.80
27/04/23	27/04/23	25		Cathedral Hygiene - Monthly periodi	71.49	14.30	85.79
04/05/23	12/04/23	42		Rentokil Initial UK Ltd - Service P	39.86	7.97	47.83
30/05/23	27/05/23	63		Cathedral Hygiene - Monthly periodi	71.49	14.30	85.79
02/06/23	09/05/23	71		Rentokil Initial UK Ltd - Service P	39.86	7.97	47.83
27/06/23	27/06/23	101		Cathedral Hygiene - Monthly periodi	71.49	14.30	85.79
13/07/23	07/06/23	120		Rentokil Initial UK Ltd - Service P	39.86	7.97	47.83
13/07/23	07/07/23	131		Rentokil Initial UK Ltd - Service P	39.86	7.97	47.83
27/07/23	27/07/23	149		Cathedral Hygiene - Monthly periodi	71.49	14.30	85.79

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Whitby Town Council

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Budget Headings Transaction Details

Start of year 01/04/23

Heading

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
11/08/23	28/07/23	156	PHS August	PHS Group - Baby Changer, Hand Drie	1,140.97	228.19	1,369.16
11/08/23	09/08/23	160		Rentokil Initial UK Ltd - Service P	39.86	7.97	47.83
29/08/23	29/08/23	176		Cathedral Hygiene - Monthly periodi	71.49	14.30	85.79
27/09/23	27/09/23	180		Cathedral Hygiene - Monthly periodi	71.49	14.30	85.79
25/10/23	08/09/23	219		Rentokil Initial UK Ltd - Service P	42.33	8.47	50.80
25/10/23	11/10/23	226		Rentokil Initial UK Ltd - Service P	42.33	8.47	50.80
27/10/23	27/10/23	238		Cathedral Hygiene - Monthly periodi	71.49	14.30	85.79
27/11/23	27/11/23	263		Cathedral Hygiene - Monthly periodi	71.49	14.30	85.79
19/12/23	11/11/23	301		Rentokil Initial UK Ltd - Service P	42.33	8.47	50.80
27/12/23	27/12/23	313		Cathedral Hygiene - Monthly periodi	71.49	14.30	85.79

5001/6 Hygiene Contracts Total 2,195.33 439.09 2,634.42

5001/7 Security Patrols

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
04/05/23	24/04/23	43/1	Vistech Ap	Vistech Security Ltd - INV-56605 Ap	365.00	73.00	438.00
04/05/23	01/04/23	44		Vistech Security Ltd - Security - P	738.42	147.68	886.10
02/06/23	05/05/23	70		Vistech Security Ltd - Security - P	786.06	157.21	943.27
13/07/23	31/05/23	117		Vistech Security Ltd - May Security	809.88	161.97	971.85
13/07/23	05/07/23	129		Vistech Security Ltd - June Securit	714.60	142.92	857.52
11/08/23	31/07/23	130		Vistech Security Ltd - July Securit	738.42	147.68	886.10
25/10/23	06/09/23	217		Vistech Security Ltd - August Secur	762.23	152.45	914.68
25/10/23	30/09/23	225		Vistech Security Ltd - September Se	714.60	142.92	857.52
04/12/23	30/11/23	281	Vistech De	Vistech Security Ltd - November Sec	726.51	145.30	871.81
04/12/23	31/10/23	282	Vistech De	Vistech Security Ltd - October Secu	714.60	142.92	857.52

5001/7 Security Patrols Total 7,070.32 1,414.05 8,484.37

5001/8 Alarm Call Outs

5001/9 ADT Contracts

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
02/06/23	01/05/23	72	ADT June	ADT Fire & Security PLC - Annual Ma	4,401.54	880.31	5,281.85
02/06/23	01/05/23	73	ADT June	ADT Fire & Security PLC - Annual Ma	879.15	175.83	1,054.98
02/06/23	01/05/23	74	ADT June	ADT Fire & Security PLC - Annual Ma	553.74	110.75	664.49
02/06/23	01/05/23	75	ADT June	ADT Fire & Security PLC - Annual Ma	2,064.91	412.98	2,477.89

5001/9 ADT Contracts Total 7,899.34 1,579.87 9,479.21

5001/10 ADT Repairs and Maintenance

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
04/05/23	12/04/23	40		ADT Fire & Security PLC - Additiona	4,504.00	900.80	5,404.80
02/06/23	03/05/23	76	ADT June	ADT Fire & Security PLC - Additiona	78.00	15.60	93.60
13/07/23	13/07/23	152		ADT Fire & Security PLC - Rebilled	7,976.84	1,595.37	9,572.21
08/08/23	10/07/23	132/1		ADT Fire & Security PLC - Additiona	450.72	90.14	540.86
08/08/23	10/07/23	132/2		ADT Fire & Security PLC - Credit fo	-7,976.84	-1,595.37	-9,572.21
25/10/23	02/10/23	234	ADT Octobe	ADT Fire & Security PLC - Work on f	242.00	48.40	290.40
25/10/23	12/10/23	235	ADT Octobe	ADT Fire & Security PLC - Work on f	344.72	68.94	413.66

5001/10 ADT Repairs and Maintenance Total 5,619.44 1,123.88 6,743.32

5001/11 Cleaning/Hygiene Supplies

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
04/05/23	25/04/23	28		Brian Oakley - Window cleaning - Ga	180.00	0.00	180.00
04/05/23	25/04/23	35		PHS Group - Toilet Rolls	210.90	42.18	253.08
13/07/23	10/06/23	122	PHS 13-07-	PHS Group - Glass Cleaner	15.00	3.00	18.00
13/07/23	10/06/23	123	PHS 13-07-	PHS Group - Toilet Rolls and Antiba	330.50	66.10	396.60
11/08/23	18/06/23	155	PHS August	PHS Group - BULKPACK 2PLY WHT 9000	309.90	61.98	371.88

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Budget Headings Transaction Details

Start of year 01/04/23

Heading

11/08/23	29/07/23	157	PHS August	PHS Group - Orchard Fresh Soap 5 Lt	66.00	13.20	79.20
11/08/23	26/07/23	163		Brian Oakley - Window cleaning - Ga	180.00	0.00	180.00
25/10/23	18/10/23	230		Brian Oakley - Window cleaning - Ga	180.00	0.00	180.00
04/12/23	28/10/23	276/1		PHS Group - Value: £489	408.12	81.62	489.74
04/12/23	28/10/23	276/2		PHS Group - Value: £320.8	267.35	53.47	320.82
5001/11 Cleaning/Hygiene Supplies Total					2,147.77	321.55	2,469.32
5001/12 Fixtures and Fittings (R&M)							
Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
04/05/23	27/04/23	30		Electrical Network - Kosnic Lamp -	21.86	4.37	26.23
13/07/23	31/05/23	84		Green End Electrical - Dimmer modul	76.53	15.31	91.84
07/11/23	26/10/23	248		Vinyl Signs of Whitby - Signage for	249.13	49.83	298.96
23/11/23	24/10/23	258	Barclaycar	JO & ZACK LIMITED - CCTV Camera	19.99	0.00	19.99
5001/12 Fixtures and Fittings (R&M) Total					367.51	69.51	437.02
5001/13 Lift Maintenance							
Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
04/05/23	31/05/23	36		Morris Vermaport Limited - Attend I	130.00	26.00	156.00
11/08/23	26/07/23	154		Morris Vermaport Limited - Lift cal	259.93	51.99	311.92
25/10/23	23/08/23	214		Morris Vermaport Limited - Lift cal	172.25	34.45	206.70
04/12/23	29/11/23	289	MV Dec 23	Morris Vermaport Limited - Lift cal	178.75	35.75	214.50
04/12/23	29/11/23	290	MV Dec 23	Morris Vermaport Limited - Lift cal	146.25	29.25	175.50
5001/13 Lift Maintenance Total					887.18	177.44	1,064.62
5001/14 Operational Equipment (New)							
Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
23/11/23	23/11/23	259/2	Barclaycar	Amazon Services Europe S.A.R.L - Po	133.33	26.66	159.99
5001/14 Operational Equipment (New) Total					133.33	26.66	159.99
5001/15 Air Condiioning							
Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
02/06/23	28/04/23	87		Andrews Air Conditioning - Servicin	323.62	64.72	388.34
02/06/23	28/04/23	88		Andrews Air Conditioning - Servicin	706.60	141.32	847.92
07/11/23	06/11/23	250		Green End Electrical - Aircon isola	181.47	36.29	217.76
19/12/23	07/09/23	307	Andrews De	Andrews Air Conditioning - Call out	555.00	111.00	666.00
19/12/23	07/09/23	308	Andrews De	Andrews Air Conditioning - A/C Main	323.62	64.72	388.34
5001/15 Air Condiioning Total					2,090.31	418.05	2,508.36
5001/16 Heating System							
Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
04/05/23	01/04/23	15		H Pickup M & E Services Ltd - Repai	511.78	102.36	614.14
04/05/23	05/04/23	45		H Pickup M & E Services Ltd - Call	96.84	19.37	116.21
02/06/23	01/04/23	79		H Pickup M & E Services Ltd - Boile	1,280.40	256.08	1,536.48
13/07/23	01/06/23	115		Comgas Heating Limited - Supply and	174.49	34.90	209.39
13/07/23	30/06/23	128		Comgas Heating Limited - Repair lea	78.00	15.60	93.60
25/10/23	22/09/23	222		Comgas Heating Limited - Replace le	473.82	94.76	568.58
04/12/23	22/09/23	264	Comgas Dec	Comgas Heating Limited - Replace le	15.00	3.00	18.00
04/12/23	17/11/23	284	Comgas Dec	Comgas Heating Limited - Underfloor	439.13	87.83	526.96
04/12/23	23/10/23	285	Comgas Dec	Comgas Heating Limited - Supply and	1,040.41	208.08	1,248.49
5001/16 Heating System Total					4,109.87	821.98	4,931.85
5001/17 Repairs & Maintenance (General)							
Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
24/04/23	01/04/23	20	Barclaycar	Ebay - SGS PERFORATED SHEET Metal 3	66.96	0.00	66.96

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Budget Headings Transaction Details

Start of year 01/04/23

Heading						
04/05/23	01/04/23	29	Wilf Noble Construction & Plant Hir	118.82	23.77	142.59
04/05/23	21/04/23	37	North East Plumbing and Drains Ltd	1,660.00	332.00	1,992.00
02/06/23	03/05/23	78	NTL Electrical Services - Electrica	8,607.00	1,721.40	10,328.40
02/06/23	01/04/23	83	Azul Services Ltd - Arepair to slid	70.00	14.00	84.00
13/07/23	07/06/23	121	North East Security Shutters - Call	288.00	57.60	345.60
13/07/23	26/06/23	124	UK Safety Management - PAT Testing	396.86	79.37	476.23
13/07/23	01/05/23	133	Wilf Noble Construction & Plant Hir	113.75	22.75	136.50
13/07/23	01/07/23	137	Howden Joinery Group - Archive & Si	22.68	4.54	27.22
11/08/23	01/05/23	162	Wilf Noble Construction & Plant Hir	130.60	26.12	156.72
12/09/23	03/11/23	183	PAS Scaffolding Ltd - Scaffold for	6,100.00	0.00	6,100.00
13/09/23	06/09/23	182	Mark Hunter - Painter & Decorator -	14,042.57	0.00	14,042.57
25/10/23	14/08/23	212	Green End Electrical - Replacement	523.60	104.72	628.32
25/10/23	28/11/23	223	Dan Close CCTV & Fire Ltd - 1 x Sta	70.00	14.00	84.00
25/10/23	22/09/23	229	Comgas Heating Limited - Install mi	434.20	86.84	521.04
25/10/23	01/05/23	231	Wilf Noble Construction & Plant Hir	135.20	27.04	162.24
07/11/23	02/11/23	247	Maybank Building Conservation - Mus	1,550.00	310.00	1,860.00
04/12/23	01/12/23	272	H E Wooley LTD - Fire protection -	289.10	57.82	346.92
04/12/23	25/11/23	274	Howden Joinery Group - Timber	9.34	1.87	11.21
04/12/23	04/12/23	291	Dan Close CCTV & Fire Ltd - Repair	60.00	12.00	72.00
			5001/17 Repairs & Maintenace (General) Total	34,688.68	2,895.84	37,584.52
5001/99 Maintenance Reserve						
			5001 Facilities Management Total	83,092.90	12,064.15	95,157.05
			Grand Total	83,092.90	12,064.15	95,157.05

**WHITBY TOWN COUNCIL
JOINT MANAGEMENT COMMITTEE – 27 FEBRUARY 2024**

REPORT ON PROPERTY MATTERS

1. Introduction

1.1 This report outlines prioritised work for the committee to monitor.

2. Critical Issues

2.1 Those items previously considered which have been identified as critical are:

a. **Electrical Work Identified from the Survey**

The critical aspects of the re-wire have been completed. Two outstanding switches need to be replaced at the external air-conditioning units. We are waiting for a response from the air-conditioning engineers to co-ordinate this work with the electricians.

b. **Flooring**

Full replacement of the floor is currently unfunded.

2. Current Issues

a. **External Drainage Survey**

There have been recent instances of odours at the front and rear instances following heavy rain. An investigation has eliminated the presence of natural gas. It is possible that decomposition gases are being released from the drains, but there is no definitive view on this and no blockages have occurred when the smells have been apparent.

The replacement of the displaced soil pipe to the front of the building remains a priority, but does not present as directly linked to the odours. It is recommended that the drains are flushed through, after April, and the situation is monitored.

b. **Heating System**

Work to replace thermostats in the new wing has been carried out. Replacement of the solenoids, if required will be phased into the summer.

A replacement boiler for the (twin) Ideal boilers which heat the 'new' wing is likely to be ~£5k, but additional costs will flow from reconfiguring the boiler room to position the new boiler(s) on an external wall, redirecting pipework and replacing flues. This work is programmed into the 2024-25 budget.

c. **CCTV, Fire & Intruder Alarm Systems**

The scope of work to maintain the existing contracts held by ADT is significant. It is considered appropriate to seek alternative quotes for the updating and maintenance of the intruder, fire and CCTV systems. This work is currently unfunded.

d. **Lift**

There have been three call-outs since November to incidents where the lift has stopped or indicated an overload fault. The maintenance advice received is to, 'monitor performance as could be a failing PSU.' This is the power supply to the control panel in the lift room.

Previous conversations with the service engineer suggest that we should not discount the possibility of wider failures in the control panel or wiring loom.

This is currently unfunded.

3. Conclusion

- 3.1 The JMC needs to continue to monitor these areas and any other aspects of repair and maintenance that emerge.

Recommendation – That the known works and any emerging issues are monitored by this committee.

Michael King
Town Clerk & RFO