

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

6 June 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 11 June 2024 at 11:00am**, the agenda for which is set out below.



Michael King
Town Clerk

To: Whitby Town Council: Councillors:
A Brown, H Coughlan, R Dalrymple, E Mulheran, J Nock,
C Riddolls, S Turner, and L Wild;
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. **ELECTION OF CHAIR FOR THE YEAR 2024/25**
2. **APOLOGIES FOR ABSENCE**
To receive and resolve upon apologies for inability to attend.
3. **ELECTION OF VICE-CHAIR FOR THE YEAR 2024/25**
4. **DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**
To declare any interests which members have in the following agenda items.
5. **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.
6. **TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR.**
 - a. Confirmation of the accuracy of the minutes of the meeting of the committee held on 27 February 2024 (herewith). **page 3**

- b. Confirmation of the following adopted at Full Council on 15 May 2024
 - i) Terms of reference of the committee
 - ii) Delegation arrangements to staff
 - iii) Standing orders, financial regulations, policies and procedures relating to the functions of the committee.
<https://www.whitbytowncouncil.gov.uk/uploads/2024-governance-1-standing-orders.pdf>
<https://www.whitbytowncouncil.gov.uk/uploads/2024-governance-2-financial-regulations.pdf>
<https://www.whitbytowncouncil.gov.uk/uploads/2024-governance-3-policies-procedures.pdf>
<https://www.whitbytowncouncil.gov.uk/uploads/2024-governance-4-delegation-tors.pdf>
- c. Review of the anticipated committee workload for the coming year.
(Future meetings are scheduled for 17 September 2024 and 21 February 2025)

- 7. **BUILDING MAINTENANCE INCOME & EXPENDITURE** **page 7**
2023/24 Outturn To note
- 8. **REPORT ON PROPERTY MATTERS** **page 11**
- 9. **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 27 February 2024 at 2:00pm** in the Normanby Room, Whitby Museum.

Present Whitby Town Council: Councillors Mrs A Brown, Mrs H R Coughlan, R Dalrymple, A Jones, J Nock (Chair) and C Riddolls;
Whitby Literary & Philosophical Society Mrs S Booth, Mrs S Morton (Sub), Mrs A Roberts, D Rodwell-Cox 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.

369/23 APOLOGIES

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

MOVED by Councillor Mrs A Brown, seconded by Councillor Mrs Coughlan and

RESOLVED that the apologies from Councillors S Smith, Mrs L Wild and Mrs N L Wilson, (WTC) C Pyrah, Mrs D Gilroy and G Pipe (WLPS) be accepted.

370/23 DECLARATION(S) OF INTEREST & REQUEST FOR DISPENSATION

None.

STANDING ORDERS SUSPENDED

371/23 PUBLIC PARTICIPATION SESSION

No public present.

STANDING ORDERS REINSTATED

372/23 MINUTES

MOVED by Councillor Mrs Brown, seconded by Councillor Riddolls and

RESOLVED that the minutes of the Pannett Art Gallery and Whitby Museum Joint Management Committee Held on 24 October 2023 having been circulated be taken as read and signed by the Chairman as true record.

373/23 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 Dalrymple, seconded by Mrs Roberts and

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

374/23 REPORT ON PROPERTY MATTERS

A report on maintenance matters was circulated with the agenda prior to the meeting. The following issues were discussed.

PARK GATES

The Town Clerk reported that NYC are in the process of repairing the damaged park gates.

Concerns were raised regarding the locking of the park gates once the security patrols cease, as this is a current stipulation of the WLPS insurance. PAG/WTC insurers have no issues based on the alarm system and monitored CCTV cameras. Various options were discussed regarding the locking of the gate. Warning signs for visitors parking in the park will be required notifying them that the gates will be locked at 5pm. This information would have to be included in the WTC, PAG & WLPS websites.

It was agreed that before any of the above actions are taken WLPS will contact their insurers.

LIFT

The Town Clerk reported on the quotations received to connect a mobile in the lift plus network contract. No quotations have been received for the loom. There have been a number of call outs due to the lift getting stuck, but there is no definitive answer as to the cause of the issue. Due to the age of the lift, it was suggested that prices for a replacement lift be sought. The committee were made aware that expressions of interest can be submitted for MEND funding and if a critical/urgency form is obtained from the lift company, the cost of a replacement lift could be included in the submission.

LEGIONELLA

The risk relating to legionella in the building is low, The Town Clerk is trying to identify someone locally who can carry out a formal risk assessment report.

The recent smell of 'gas' in the building will be monitored – the whole building and outside area has been checked by British Gas for gas leaks and none were found. It was suggested it could be due to the volume of rain and/or works carried out by Yorkshire Water.

A request for a gas alarm to be installed in the boiler room was made by WLPS – it was agreed that this could be installed when the boiler is replaced in the summer.

The Emergency Plan is in hand, and the Town Clerk will send the Fire Evacuation Plan on the Museum Manager.

MOVED by Councillor Dalrymple, seconded by Councillor Mrs Coughlan and

RESOLVED that the report and matters raised on property matters are received.

375/23

AGREED ACTION POINTS

- WLPS to contact their insurance Company regarding the Park Gates;
- Subject to response, develop schedule for locking up, notices for the car park & web sites;
- Obtain estimate prices for replacement of lift elements and total replacement of lift;
- Legionella risk assessment report;
- ADT.

Signature 11 June 2024

draft

**WHITBY TOWN COUNCIL
JOINT MANAGEMENT COMMITTEE – 11 JUNE 2024**

BUILDING MAINTENANCE INCOME & EXPENDITURE 2023-2024 OUTTURN

1. Introduction

1.1 The table below shows building expenditure to the end of March 2024 (month 12)

Expenditure Heading							
Paid	Invoiced	Tn. no	Details	Net (£)	Vat (£)	Gross (£)	
5001 Facilities Management							
5001/1 Gas							
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	
25/01/24	07/01/24	335	ENGIE Gas Limited - Gas Bill Pannet	1,211.52	242.30	1,453.82	
22/02/24	08/02/24	348	ENGIE Gas Limited - Gas Bill Pannet	1,189.02	237.80	1,426.82	
22/03/24	08/03/24	349	ENGIE Gas Limited - Gas Bill Pannet	415.95	83.19	499.14	
5001/1 Gas Total				7,355.15	1,471.04	8,826.19	
5001/2 Electricity							
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	
25/01/24	05/01/24	334	TotalEnergies Gas & Power - Electri	516.60	103.32	619.92	
20/02/24	05/02/24	346	TotalEnergies Gas & Power - Electri	723.57	144.71	868.28	
20/03/24	05/03/24	368	TotalEnergies Gas & Power - Electri	907.11	181.42	1,088.53	
5001/2 Electricity Total				11,489.61	2,297.93	13,787.54	
5001/3 Water Charges							
	12/02/24	372	Business Stream - Pannett Gallery a	1,152.47	0.00	1,152.47	
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	
19/01/24	11/01/24	332/2	Everflow Limited - Pannett Gallery	532.32	0.00	532.32	
16/02/24	08/02/24	342/2	Everflow Limited - Pannett Gallery	274.14	0.00	274.14	
18/03/24	08/03/24	370/2	Everflow Limited - Pannett Gallery	266.26	0.00	266.26	
5001/3 Water Charges Total				3,548.37	0.00	3,548.37	
5001/4 Trade Waste							
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							
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	

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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
11/08/23	28/07/23	156	PHS Group - Baby Changer, Hand	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
27/01/24	27/01/24	336	Cathedral Hygiene - Monthly periodi	71.49	14.30	85.79
27/02/24	27/02/24	357	Cathedral Hygiene - Monthly periodi	71.49	14.30	85.79
21/03/24	04/12/23	302	Rentokil Initial UK Ltd - Service P	42.33	8.47	50.80
27/03/24	10/01/24	303	Rentokil Initial UK Ltd - Service P	42.33	8.47	50.80
27/03/24	27/03/24	363	Cathedral Hygiene - Monthly periodi	71.49	14.30	85.79
27/03/24	07/02/24	383	Rentokil Initial UK Ltd - Service P	42.33	8.47	50.80
27/03/24	27/03/24	384	Rentokil Initial UK Ltd - Service P	118.00	23.60	141.60
5001/6 Hygiene Contracts Total				2,570.13	514.06	3,084.19

5001/7 Security Patrols

04/05/23	24/04/23	43/1	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 Security Ltd - November	726.51	145.30	871.81
04/12/23	31/10/23	282	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

02/06/23	01/05/23	72	ADT Fire & Security PLC - Annual	4,401.54	880.31	5,281.85
02/06/23	01/05/23	73	ADT Fire & Security PLC - Annual	879.15	175.83	1,054.98
02/06/23	01/05/23	74	ADT Fire & Security PLC - Annual	553.74	110.75	664.49
02/06/23	01/05/23	75	ADT Fire & Security PLC - Annual	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

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 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 Fire & Security PLC - Work on	242.00	48.40	290.40
25/10/23	12/10/23	235	ADT Fire & Security PLC - Work on	344.72	68.94	413.66
05/03/24	15/01/24	366	ADT Fire & Security PLC - Reset	338.00	67.60	405.60
5001/10 ADT Repairs and Maintenance Total				5,957.44	1,191.48	7,148.92

5001/11 Cleaning/Hygiene Supplies

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 Group - Glass Cleaner	15.00	3.00	18.00
13/07/23	10/06/23	123	PHS Group - Toilet Rolls and Antiba	330.50	66.10	396.60
11/08/23	18/06/23	155	PHS Group - BULKPACK 2PLY WHT	309.90	61.98	371.88
	9000					
11/08/23	29/07/23	157	PHS Group - Orchard Fresh Soap 5	66.00	13.20	79.20

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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)						
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	JO & ZACK LIMITED - CCTV	19.99	0.00	19.99
5001/12 Fixtures and Fittings (R&M) Total				367.51	69.51	437.02
5001/13 Lift Maintenance						
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	Morris Vermaport Limited - Lift cal	178.75	35.75	214.50
04/12/23	29/11/23	290	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)						
23/11/23	23/11/23	259/2	Amazon Services Europe S.A.R.L -	133.33	26.66	159.99
05/03/24	29/02/24	360	Normans Business Solutions - Tape	21.92	4.38	26.30
5001/14 Operational Equipment (New) Total				155.25	31.04	186.29
5001/15 Air Conditioning						
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 Air Conditioning - Call out	555.00	111.00	666.00
19/12/23	07/09/23	308	Andrews Air Conditioning - A/C Main	323.62	64.72	388.34
5001/15 Air Conditioning Total				2,090.31	418.05	2,508.36
5001/16 Heating System						
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	473.82	94.76	568.58
04/12/23	22/09/23	264	Comgas Heating Limited - Replace	15.00	3.00	18.00
04/12/23	17/11/23	284	Comgas Heating Limited -	439.13	87.83	526.96
04/12/23	23/10/23	285	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)						
24/04/23	01/04/23	20	Ebay - SGS PERFORATED SHEET	66.96	0.00	66.96
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 - A repair 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 &	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 -	1,550.00	310.00	1,860.00

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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
09/01/24	31/12/23	329	Wilf Noble Construction & Plant Hir	355.61	71.12	426.73
27/02/24	18/02/24	355	Green End Electrical - Tea Room Eme	207.93	41.59	249.52
21/03/24	29/02/24	362	Wilf Noble Construction & Plant Hir	461.62	92.33	553.95
21/03/24	12/03/24	365	Green End Electrical - Bulkhead lig	79.73	15.95	95.68
25/03/24	27/02/24	377	Amazon Services Europe S.A.R.L -	15.49	3.10	18.59
5001/17 Repairs & Maintenance (Genera)				35,809.06	3,119.93	38,928.99
5001/99 Maintenance Reserve						
5001 Facilities Management Total				92,136.96	13,427.93	105,564.89
4000/6 Recharges (Lit & Phil)						
18/10/23	18/10/23	1323	Whitby Literary & Philosophical Soc	2,537.60	0.00	2,537.60
09/02/24	06/02/24	1346	Whitby Literary & Philosophical Soc	4,505.00	0.00	4,505.00
21/02/24	06/02/24	1347	Whitby Literary & Philosophical Soc	706.60	0.00	706.60
21/02/24	06/02/24	1348	Whitby Literary & Philosophical Soc	1,012.36	0.00	1,012.36
4000/6 Recharges (Lit & Phil) Total				8,761.56	0.00	8,761.56
4000/7 60% Admission (Lit & Phil)						
05/04/23	05/04/23	1229	Whitby Literary & Philosophical Soc	5,299.80	0.00	5,299.80
05/05/23	05/05/23	1233	Whitby Literary & Philosophical Soc	6,049.80	0.00	6,049.80
08/06/23	08/06/23	1246	Whitby Literary & Philosophical Soc	5,461.20	0.00	5,461.20
05/07/23	05/07/23	1264	Whitby Literary & Philosophical Soc	7,011.60	0.00	7,011.60
02/08/23	02/08/23	1266	Whitby Literary & Philosophical Soc	9,627.00	0.00	9,627.00
17/10/23	02/08/23	1322	Whitby Literary & Philosophical Soc	10,000.00	0.00	10,000.00
19/10/23	19/10/23	1324	Whitby Literary & Philosophical Soc	8,967.60	0.00	8,967.60
13/11/23	13/11/23	1325	Whitby Literary & Philosophical Soc	7,964.00	0.00	7,964.00
01/12/23	01/12/23	1326	Whitby Literary & Philosophical Soc	3,904.40	0.00	3,904.40
05/01/24	02/01/24	1342	Whitby Literary & Philosophical Soc	292.20	0.00	292.20
05/03/24	05/03/24	1357	Whitby Literary & Philosophical Soc	5,374.40	0.00	5,374.40
4000/7 60% Admission (Lit & Phil) Total				69,952.00	0.00	69,952.00

**WHITBY TOWN COUNCIL
JOINT MANAGEMENT COMMITTEE – 11 JUNE 2024**

REPORT ON PROPERTY MATTERS

1. Introduction

- 1.1 This report outlines current issues and anticipated work, including work for which quotations have been received for the committee to prioritise prior to any funding decision of the full council.

2. Current Issues

- 2.1 The current issues which dominate follow from the flooding experience overnight from Monday 13 to Tuesday 14 May, which was discovered when the building was unlocked at 8am.

a. **Electrical Work**

NTL attended on Tuesday 14 May to make safe and isolate faulty equipment. Quotation received for replacement units outstanding £903 net. Emergency call out billed at £365. Both will be assessed as part of the insurance claim.

b. **Plumbing**

ComGas attended to assess the system and to replace the faulty equipment – a stop valve to the cistern of the toilet on the first floor. Four similar units have been identified and an order has been placed to replace all these. This work will not be covered by the insurers. Work to date, £235.

c. **Redecoration**

Two quotations have been received: for £1,800 and £1,600 both to cover interior painting of ceilings and walls on the ground and lower floors of Whitby Museum due to water damage. Ceilings and walls - To wash down with sugar soap, seal all water stains with two coats of stain block and the paint with two coats of emulsion. Price for labour and materials.

d. **Lift**

The initial call out to assess the lift and isolate its systems was undertaken on 14 May. A follow-up visit was carried out on 6 June, which has passed the lift as safe to use under supervision. A report will be prepared with additional recommendations for replacement components. Cost to date £276 callout and £600 (estimated). Both will be assessed as part of the insurance claim.

- e. An insurance claim has been lodged and a claims assessor has been allocated to the case.

- 2.2 Additional work to be completed:

f. **Boiler**

An order has been placed with ComGas to replace the ideal boilers with a

single unit. This will be relocated in the currently used part of the boiler room. This work is to be scheduled before the end of August

g. **Legionella**

An assessment will be carried out 3 July by Water Wise Services LTD.

h. **Lift**

Quotations have been received for lift replacement (£93,206.07) and Lift Refurbishment (£49,482.19) – circulated separately. If either option were considered viable, the council would need to invite three formal tenders.

i. **Possibility of changing alarm/CCTV company**

For discussion

j. **Gate locking**

Subject to confirmation that there are no insurance requirements from the Museum's perspective. We will develop a suitable schedule in conjunction with the parks management team

k. **Evacuation Plan**

For discussion

l. **Drainage flushing**

For discussion

3. Conclusion

3.1 The JMC needs to consider which of these works it considers to be a priority and how it would recommend to the council for procurement.

Recommendation – That priority works are identified within the overall schedule of critical, current and routine tasks.

Michael King
Town Clerk & RFO