

Bedwas, Trethomas & Machen Community Council



Remote Land & Building Management Committee

Tuesday 19th January 2021

Draft Minutes

Present: Amanda McConnell (Chair), Jill Winslade, Dan Llewellyn

Guests: Marcia Jones (Clerk), Andrea Soulsby (BWH Caretaker)

Apologies: Liz Aldworth

2. Declarations of Interest

NONE.

3. To receive and confirm the Minutes of the LBMC on 7th December 2020

NOTED and approved.

4. Matters Arising from the LBMC on 7th December 2020

4.1 Full Council on 7th January 2021 agreed to use AJC Electrical Solutions Ltd at cost of £114.58 plus VAT. **TO NOTE**

BTM Office including Community Garden

5. To review the current contracts and inspection schedule BTM Office

5.1 Change of broadband now completed with Talk Talk.

5.2 Renewed Contract with H3Group for 1 year. The price is the same and good service.

TO NOTE

6. To note actions and progress undertaken at the BTM Office since last meeting

6.1 Fire Alarm has now been upgraded with H3Group. They did recommend the following:

- Install sounder beacon base in disabled toilet, and base - £160.47 ex VAT
- Install additional sounder base in men's toilet, and base - £192.56 ex VAT

6.2 Members agreed to defer for 12 months as not a legal requirement. **TO**

NOTE

7. To review the BTM Office Action Plan of planned maintenance & improvements/refurbishment and agree next steps

7.1 Fire Exit

Mike Davies has been struggling to get supplies due to COVID so looking to do the work mid February.

7.2 Fire Risk Assessment

Defer until next meeting.

7.3 Removal of vegetation and repoint (Rooms A)

Marcia Jones to obtain quotations. Defer until next meeting.

7.4 Removal of vegetation and repoint (Rooms F)

Marcia Jones to obtain quotations. Defer until next meeting.

7.5 Replace Window in Chamber behind Chair's desk

CLlr Chris Morgan will let Alun Hill Window Systems know when he has removed the grid so that a template can be taken due to the unusual shape of the window.

7.6 EIHC Report

Completed on Saturday 16 January 2021.

7.7 Kitchen Flooring

Marcia Jones to obtain quotes for non slip replacement.

Community Garden

7.8 No further progress due to the weather and lockdown. Will need to do an Action Plan to outline what needs to be done.

TO NOTE

Bedwas Workmen's Hall

8. To review the current contracts and inspection schedule BWH

8.1 Members agreed for Andrea Soulsby to obtain quotations for an Asbestos Survey for the Ground Floor and 1st and 2nd Floors. A Survey of the whole building was previously done back in 2017 but the original cannot be located. Marcia Jones did advise that there is still a huge pile of papers at the offices to go through so hoping the Survey is amongst those.

8.2 Intruder Alarm cannot be sorted out remotely. An Engineer needs to physically attend the building. Members agreed to defer until next meeting so that the quotations received can be located.

9. To note actions and progress undertaken at the BWH since last meeting

9.1 Leak in Blue Room – bowl regularly emptied from the window cil.

9.1.2 Water leak in the Kitchen Art Room which has a flat roof.

9.1.3 Ladies toilets upstairs – the same as before.

9.1.4 Gents toilets upstairs – puddle on the floor.

9.1.5 Gate now fixed and has a lock.

9.1.6 Metal drain covers required all around building. Drain pipes not connected to the wall. Drain pipe missing. Quotations received from:
AR Drainage Solutions Ltd £1,225 plus VAT

- 13x metal gully pots & 2x round metal gully grids
- Install 1x grey plastic pipe, 2x bends, 1x Y section, 1x boss connector 2x reducers & pipe brackets.

Green Property Services (GPS) £720 plus VAT

- to supply and install X13 Different gully pot covers (Steel or iron) and clean out any blocked pots.

Recommendation to Full Council to use AR Drainage Solutions Ltd as very thorough when doing the quotation.

10. To review the BWH Action Plan of planned maintenance & improvements/refurbishment and agree next steps

Andrea Soulsby provided a list of work needed at the Hall listing 35 points.

Marcia Jones will transfer into the Action Plan so that it will be easier to manage. Defer until next meeting. **TO NOTE**

11. AOB

None.

12. Date of next meeting

Next Meeting: 16th March 2021 at 3pm via MS Teams.

Meeting ended 18:00pm.