

Bedwas, Trethomas & Machen Community Council

Council Offices
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13th January 2021

To: All Members of BTMCC Land & Building Management Committee

You are summoned to attend a meeting of 'LAND & BUILDING MANAGEMENT COMMITTEE' to be undertaken by remote access using MS Teams to be held on **Tuesday 16th March 2021 at 3 pm**

If you are unable to attend this meeting, please send your apologies to clerk@btmcc.co.uk or telephone (029) 20885734 prior to the meeting

In line with legislation, community council meetings are open to members of the public and press to attend.

Please contact the Clerk in advance to request joining instructions.

Members of the press and public can attend on an observation basis only and are not permitted to speak during the meeting.

The business to be transacted is set out in the agenda below. If any member requires further information on any item, please contact the Clerk prior to the meeting.

Yours sincerely,

Marcia Jones
Clerk to the Council

Remote Land & Building Management Committee

AGENDA

1. To note those present and apologies
2. Declarations of Interest
3. To receive and confirm the minutes of the LBMC on 19th January 2021
4. Matters Arising (not on the Agenda) from the LBMC on 19th January 2021

BTM OFFICE, including Community Garden.

5. To review the current contracts and inspection schedule BTM Office
6. To note actions and progress undertaken at the BTM Office since last meeting
 - 6.1 EICR: Assessment 'Unsatisfactory' – urgent work required – Quote £78 plus VAT.
 - 6.2 Radiator leak in ladies toilet - Jan 2021
 - 6.3 Boiler call out- pressure too high- 25/01/2021
 - 6.4 Pointing undertaken above window on office A - 24.02.2021
7. To review the BTM Office Action Plan of planned maintenance & improvements/ refurbishment and agree next steps.

BEDWAS WORKMENS HALL

8. To review the current contracts and inspection schedule BWH
9. To note actions and progress undertaken at the BWH since last meeting
10. BWH intruder alarm upgrade – quote - H3Group 5399 - £ 203.50 plus VAT
11. To review the BWH Action Plan of planned maintenance & improvements/ refurbishment and agree next steps.
12. AOB
13. Date of next meeting