

Bedwas, Trethomas & Machen Community Council

Remote Land & Buildings Management Committee

Tuesday 16th March 2021

Draft Minutes

Present: Amanda McConnell (Chair), Jill Winslade, Liz Aldworth

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

2. Declarations of Interest

NONE.

3. To receive and confirm the Minutes of the LBMC on 19th January 2021

NOTED and approved.

4. Matters Arising from the LBMC on 19th January 2021

NONE.

BTM Office including Community Garden

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

5.1 Annual H3Group renewed 1st March 2021.

5.2 British Gas Safety Inspection booked for the 1st June 2021.

TO NOTE

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. Work done.

6.2 Radiator leak in ladies toilets - January 2021.

6.3 Boiler call out – pressure too high - 25th January 2021.

6.4 Pointing undertaken above window in Office A - 24th February 2021. Client happy to repaint interior. Only time will tell if the exterior work has rectified the problem.

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

7.1 Marcia happy to update the Action Plan for 2021-2022 budget. Members will need to consider which work needs prioritising and report back.

7.2 Fire Exit - Mike Davies was due to do the work by mid February.

Action: Marcia to chase this up.

7.3 Replacement of Window in Chamber behind Chair's desk.

Action: Marcia to chase this up.

7.4 Recommendations for work needed by AJC Electrical Solutions Ltd:

Code C3

- i. Plastic consumer units located in fire escape routes.
- ii. Junction box lid cracked on ceiling on ground floor.
- iii. 2 x fan grills missing on the outside.
- iv. External cables not supported correctly.
- v. Fluorescent lights in Chamber room inoperative.
- vi. Plastic conduit fitted to ceiling in Chamber room using plastic saddles.
(Should be metal)
- vii. Wall light in Foyer inoperative.
- viii. Socket damaged in Chamber room near door.
- ix. Large flood light to side of building inoperative.
- x. No Fan Isolator found on fans in disabled toilet (ground floor) & gents toilets (top floor).
- xi. Gents toilet fan inoperable.
- xii. Upstairs kitchen has too few sockets near worktop, extension block being used.

Code C2

- xiii. Batten holder near rear door damaged and contains no lamp.
- xiv. Socket damaged in Chamber room near door.

No Code

- xv. Building has 2 Earths connected. TT in the back room and DLO supplied PME.

Action: Marcia to obtain quotes and further discuss at next meeting.

TO NOTE

Bedwas Workmen's Hall

8. To review the current contracts and inspection schedule BWH

8.1 Alarm, emergency lights (some not working) & fire extinguishers serviced.
Awaiting Report.

8.2 Asbestos no luck with CCBC. Have a bad copy of the one upstairs and can't see the photos.

8.3 BT phone due for renewal in 4 months time. The BWH Management Committee pays for this service.

TO NOTE

9. TO NOTE actions and progress undertaken at the BWH since last meeting
Report from Andrea Soulsby (Caretaker)

1. Most of the rubble has been removed from the very top roof - just some slates left up there.
2. Metal drain covers have all been installed round the outside of the building.
3. Drains have been jetted through - only issue is with the drains in corner by storage unit as one of these is blocked, possibly drain has collapsed.
4. Birds nest has been evicted and new air vent fixed on the external wall.
5. Stairs on West Side up to the balcony have all been finished (painted & carpet inserts completed) (no water coming in).
6. Tables are now securely stored in the boiler room on 2 x table trolleys.
7. Cleaning materials now securely stored under sink in kitchen upstairs.
8. Side light boxes at ends of seat rows in balcony - the holes in the top have now been covered and the one with exposed wiring has also been covered.
9. Carpet edges that were curling up on balcony steps have now been stuck down.
10. Bristle strip has been attached to rear fire exit door to cover the gap at bottom of door.
11. Gully pots on outside wall above ladies & gents toilets have been cleared and cleaned.
12. Walls below those gully pots have had pointing done where required.
13. Drain pipes on wall going towards the boiler room have been replaced and all downpipes secured into the bottom pipe.
14. Drain pipe missing at end of archway has been replaced.
15. In addition to the above, BWHMC have had the strip lights on dress circle, backstage corridor and all rooms backstage, replaced with led strip lights as only 2 of them had covers on them which was a H&S hazard.
16. H3Group came out as alarm went off on weekend as cannot be controlled remotely.
17. 4 doors installed on the flat roofs. Collected old doors & frames. Did the quotation include the painting of the doors and filling in a small gap near one of the doors. *Action: Marcia will check the original quotation and liaise with Andrea.*
18. There is a Coalfields Regeneration Trust Grant available – Andrea offered to apply for the Asbestos Survey (£800) and drain repairs (£1068) – deadline Monday 22nd March 2021. Members agreed.

10. BWH intruder alarm upgrade – quote – H3Group 5399- £203.50 plus VAT. Members agreed to proceed. **Recommendation for Full Council to agree.**

11. AOB

Plastic debris from the BWH roof in neighbouring gardens after bad weather last week. Cllr Liz Aldworth offered to contact CCBC to see if they could help/advise on how best to proceed with making safe. TO NOTE

12. Date of next meeting

Next Meeting: 18th May 2021 at 3pm via MS Teams.

Meeting ended 16:00pm.