

**MAESTEG TOWN COUNCIL
PROPERTY AND HEALTH & SAFETY COMMITTEE MEETING
HELD ON TUESDAY, 22nd SEPTEMBER 2020**

PRESENT:

COUNCILLORS: **CLLR R PENHALE-THOMAS (CHAIR)**
P Jenkins, G Thomas and I Williams

APOLOGIES for absence received from Councillor R Martin

**156. THE RESOLUTIONS FROM JULY 2020 MEETING
PROPERTY, H&S RECCOMENDATIONS TO FULL COUNCIL**

1) Chair and Clerk to write a letter to the former Clerk Mrs M Buckley requesting that all personal property to be removed from the Council Offices and that the letter be sent recorded delivery.

Letter sent 07/09/2020 recorded delivery – most personal belongings collected 22nd September 2020 the remaining dining room table to be collected 24th September 2020. Acting Clerk asked about the gas BBQ and gas containers and has been advised that the former clerk does not want these items. The Mayor had previously advised that Caerau Market Garden would be willing to receive these items for market garden events and that they have a safe storage area. Members agreed that Caerau Market Garden could have the gas BBQ & gas canisters.

2) Clerk to contact ITCS to remove all the cabling located upstairs in the meeting room opposite the office used by LIMCC.

ITCS contacted and have been advised that if they are data cables anyone can remove them, if there are live cables than an electrician would need to remove them. MTC Electrician advised he will sort out the cabling when in the building testing the emergency lighting and would need a set of keys to the building.

3) Chair and Clerk to produce a loan register for equipment being borrowed by local community groups.

Equipment Loan Register has been created and to be adjusted as and when equipment is loaned.

4) Clerk to request quotes from local gas safety engineers for replacing the boilers.

See Agenda item 3

5) Clerk to update log of key holders once new lock is fitted.

Lock fitted 25/06/2020

Full Council agreed the below list of Key Holders:

- a. Clerk Maesteg Town Council
- b. Deputy Clerk Maesteg Town Council – once in post
- c. Clerk Llan Middle Community Council
- d. Cleaner Maesteg Town Council
- e. Thomas & Thomas Solicitors (need access for the strong room)
- f. A Councillor for emergencies – Cllr R Martin agreed to be a key holder as she is able to drive to the building if needed.
- g. Spare Set

Full Council also agreed for Cllr P Jenkins and Cllr R Martin to be key holders to the building but not for the office. It was also agreed that SW Police and SW Fire & Rescue be advised of named key holders should there be an emergency.

A visitor log book to be placed in the foyer for all who enter and exit the building.

6) Clerk to contact the Project manager of the Town Hall works with regards to the algae on the building and any repairs necessary to the stonework.

Contacted 25/06/2020 – advised that Dawson’s Stone Masonry has been contracted for the works – However, for the Town Council to proceed with repair and cleaning the Town Hall, they may need to submit an application for listed building consent as both stone cleaning and repair can change the character of the listed building.

If it can be shown that the repairs will not harm the special character or historic fabric of the building then the work can proceed without the need for listed building consent.

BCBC Senior Conservation Officer can also meet the contractor on site with the representative of the Town Council to guide the contractor on what is required if that would help.

7) Clerk to contact a Chartered Surveys company for a detailed Building Survey – to include roof and damp survey

Due to Grade II* listed building status a specialist Surveying Company needed to be contacted. BCBC Conservation Officer provided contact details for 2 companies and quotes were received. Full Council 01/09/2020 agreed that the Chair of Property, H&S was to look at the 2 quotes and proceed with one of them.

Currently the Chair has requested further clarification from one of the quotes in order for the 2 to be comparable. Acting Clerk to chase the

response in order for the Chair to decide which quote offers value for money.

8) Clerk to contact a company to produce a Fire Risk Assessment

See Agenda item 4 to discuss

9) Cllr G Thomas to look into the prospect of new fire extinguishers that have a life time guarantee unless used.

The new 10-year life expectancy fire extinguishers are available. These cost £48.00 +VAT for 2 litres and £156.00 +VAT for 6 litres. Currently the 5-year life expectancy extinguishers cost £39.00 + VAT to replace.

The committee agreed to replace the fire extinguishers like for like as and when they become expired.

10) Clerk to source and cost installing a Digital Door Bell.

Due to the building still being closed the public, the costing of a digital door bell has been placed on hold.

RESOLVED: To note the information

157. BOILER REPLACEMENT QUOTES

The acting clerk contacted 3 Gas Safety companies that are registered for Commercial Properties and only 2 of the companies provided quotes:

- QUOTE 1 - £7,172.60
- QUOTE 2 - £17,487 +VAT
- QUOTE 3- no quote provided

Members discussed the quotes provided and noted a £10,000.00 difference between the 2.

Members discussed that the current boilers had not been condemned and therefore there was no urgency in replacing them. Likewise, members discussed that due to the age of the current boilers should any parts break the current plumber is unable to source replacement parts. Members raised concerns over the age and condition of the pipes and radiators within the building as some are deteriorating and leaking.

It was **agreed** that further investigation was needed and both companies and a third company will need to be contacted to provide a full review of the heating system within the building to include the boilers, pipes and radiators and the companies need to be made aware of the GradeII* listing status. It was suggested that a member of the committee be present when the companies visit.

RESOLVED: Acting Clerk to contact the original companies and an extra company to request further investigation and to provide a full review of the heating system within the building to include the boilers, pipes and radiators and the companies need to be made aware of the GradeII* listing status.

158. FIRE RISK ASSESSMENT REPORT – STATUTORY REQUIREMENTS AND RECOMMENDATIONS

Members were provided with the Fire Risk Assessment Report – it was noted that MTC are non-compliant in a number of areas and these have been listed below:

Non-Compliance	Statutory / Recommendation	Date to be completed	RESOLUTION	Date Completed
Fire and evacuation drills have not been carried out.	Statutory	14/10/2020	ADT have shown how to do alarm – 08/09/2020 Advised to carry out a Yearly Fire Evacuation and to use the log book to record	08/09/2020
A new assembly point has not been established	Statutory	14/10/2020	Used to be the Shelter outside the Town Hall. Resolved to use the lane opposite MTC building	22/09/2020
No evidence of periodic inspections of the electrical installations having been carried out within the last 5 years.	Statutory	14/10/2020	Acting Clerk had contacted a number of Maesteg based electricians for quotes, however none received. Resolved: Clerk to contact electricians within BCBC boundary for quotes	
No weekly fire alarm tests are recorded	Statutory	14/10/2020	ADT have shown how to complete this – 08/09/2020 Advised to carry out Weekly Fire Alarms and to use the log book to record.	08/09/2020
The premises fire action notice is the premises emergency plan. The purpose of an emergency plan is to ensure that the people in the premise know what to do if there is a fire and that the premise can be safely evacuated. The respective leaders of each group who attend the premises should ensure that all persons within their group are made aware of the contents of the fire action notice and the actions to take in case of fire, paying special	Statutory	14/10/2020	Resolved: to source Evacuation Notice Plans to be placed in each room	

attention to children and any persons with mobility issues. The respective leaders of each group should also be made aware of the significant findings of the risk assessment.				
The storage arrangements for the Liquefied Petroleum Gas (LPG) cylinders are inadequate.	Statutory	14/10/2020	Following the removal of the former clerk's possessions it was found that the former clerk did not want the gas BBQ or the gas bottles and it was agreed to donate these to a local organisation.	
In regards to persons with mobility issues, the leaders of each group should be made aware that the lift cannot be used in any evacuation. A PEEP (Personal Emergency Evacuation Plan) should be put into place for any member that may require assistance to escape in an emergency. It is recommended that any training includes awareness of the PEEP process, and a suite of general PEEPs developed based on a wide range of guidance for differing disabilities and made available where appropriate. See HM Gov fire safety risk assessment: Means of escape for disabled people for guidance.	Statutory	14/10/2020	Resolved: to purchase an emergency evacuation chair. All groups be made aware that the lift cannot be used in any evacuation. A PEEP (Personal Emergency Evacuation Plan) should be put into place for any member that may require assistance to escape in an emergency.	
fire safety awareness training - No staff training policy in place.	Statutory	14/10/2020	Resolved: Acting Clerk to ask OVW what training is available to other Clerks	
Electrical extension leads were found to be used within the premises.	Recommendation	14/10/2020	Resolved: To ask the electrician if additional power sockets can be installed	
The server in the store room at first floor should be decommissioned / removed by a competent person	Recommendation	13/12/2020	The electrician has advised he can decommission and remove the cabling. Resolved: Electrician be issued a set of keys for access to the building to complete work	
No monthly emergency lighting tests are recorded	Statutory	13/12/2020	The Electrician has shown Acting Clerk how to complete this and will provide the tool necessary. Resolved: Electrician to complete a map of the emergency lighting and to complete annual service of the emergency lighting.	

The existing cavity barrier is breached.	Recommendation	13/12/2020	Resolved: To ask the Electrician to use expanding foam / fire stopping foam in to the cavity	
The portable firefighting equipment is not correctly sited.	Statutory	13/12/2020	Single Plastic Fire Extinguisher stands can be purchased from Viking for £25.99 +VAT Resolved: Acting Clerk to count how many fire extinguishers require stands and to order them from Viking.	
The holes/gaps in the ceiling negate the fire integrity of the separating floor.	Statutory	13/12/2020	Resolved: To ask the Electrician to use expanding foam / fire stopping foam in to the cavity	
The fire action notices should identify the correct assembly point	Statutory	13/12/2020	Resolved: Acting Clerk to update the fire action notices with the lane opposite MTC building	24/09/2020
The cleaner's cupboard in the lower ground floor/basement is not fully enclosed in fire resistance. It is recommended that the premises fire alarm system is extended into this room. All works should comply with BS58391.	Statutory	13/12/2020	Resolved: Acting Clerk to ask ADT to install an extra fire alarm detector in the cleaner's cupboard.	
The housekeeping in several areas could be improved - The housekeeping in several areas could be improved	Statutory	13/12/2020	Resolved: Acting Clerk along with the Chair to clear the areas	

Members also noted that the Fire Risk Assessment Report is available to all Members should they wish to view it.

159. FIRE ALARM SERVICE REPORT AND RECOMMENDATIONS

Members were provided with the Fire Risk Assessment Report – it was noted that ADT recommend an upgrade of the system as the panel is obsolete and the fire alarms were past their life cycles. Members discussed the recommendation and **agreed** that the Acting Clerk to contact ADT and ask how much this would cost to include adding an additional fire alarm in the cleaner's cupboard.

160. RE-OPENING THE TOILETS – PROGRESS ON USING THE DISABLED TOILET

Members received a verbal update from the Chair of Property, H&S as to how this is progressing:

Given the delegated powers entrusted to the Chair of Property, H&S. The Chair has spoken to 1 candidate that had a long career in the cleaning trade and is due to meet the candidate on Tuesday 29th September 2020 to discuss the terms and conditions of the contract – members of the committee also welcome to join the meeting and times will follow. Following clarification from the Chairs of Personnel and Finance it has been agreed that the employee’s contract would be secure for 6 months should there be further Covid-19 lockdown restrictions and the toilet has to close and there would be the potential for the contract to be extended.

Members discussed how the external door would be kept open during the day as the external door is only accessible with a key from the outside. The Chair advised that this is something he would look into when the toilet is to be opened – likely to be early October.

RECCOMENDATIONS:

- The Electrician C Bickle is given a set of keys to the building in order to carry out various work
- All statutory requirements from the Fire Risk Assessment are carried out and paid for as necessary.

**Read and accepted at a remote meeting of the Council
held on 6th October 2020**

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Chair of Property, Health & Safety Committee

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Mayor