

## Notes from the Woolwell Centre Working Group Meeting on Thursday 6<sup>th</sup> May 2021

Present: Councillors Larry Taylor, Jackie Taylor and Carole Spencer

### 1. Previous meeting notes 08-04-2021

There were no outstanding actions from the last meeting and the minutes were approved.

### 2. Future Cooling annual quotation

It was agreed that changing the contract for Heating, Vent and Air Conditioning at such short notice would not be a good idea. Future Cooling has always done an excellent job so far and on that basis it was agreed to ask them to continue to provide services for the following year.

Recommendation: That the Parish Council continues to use Future Cooling as the contractor for Heating, Vent and Air Conditioning in the Woolwell Centre for the next year.

### 3. Site visit 14-04-2021 JT, LT & CS following report from surveyor

Councillors Carole Spencer, Jackie Taylor and Larry Taylor went around the building and looked at the main summary points from the building survey. Councillor Larry Taylor has pulled out the main items and is starting to get quotes for the repairs with a focus on the large items such as the roof leak and on emergency items which are a compliance issue and might prohibit use of the Centre.

Discussion was briefly had about funding some of these larger items and whether the PC might need to consider applying for a Public Works Loan.

### 4. Roof leak Studio

The roof is old now and it is difficult to guess at the extent of the works required. Quotes are being sought – see above.

### 5. Legionella Risk Assessment

Various non-compliance issues have been identified from the Assessment, including the boiler and hot water system. Councillor Larry Taylor asked whether this was a job that Future Cooling could undertake and it was agreed to ask them to quote for the rectifications.

The Legionella Assessment was paid for by the Centre but it is a landlord responsibility and it was agreed that the invoice should be passed to the Parish Council for payment.

### 6. Clerk's office refurb quotations

Quotations have been sought and we are waiting for them to be sent in. The specification includes some other, smaller jobs around the Centre so, once this piece of work is undertaken, it will tick off many of the urgent items on the spreadsheet.

### 7. Clerk's office additions for building (Extras)

As above

### 8. BPC annual commitment to WC

Councillors discussed the grant which is given from the PC to the Centre, which this year will be £20,000. Councillor Carole Spencer said that most of the grant is spent annually on running costs such as lighting and heating. There is no surplus in that for maintenance of the building.

### 9. Pre-authorised works value & Pre-authorised contractors

Councillors discussed the fact that there is no pre-authorised amount to be spent on urgent works and no list of pre-approved contractors. They considered it essential to establish both of these.

It was suggested that a file of pre-approved contractors be set up, with copies of insurance and public liability for each company.

There is a possibility of handing this over to a management company but it was considered that the building needs to be brought up to a standard first before doing this otherwise the costs would be swallowed up immediately.

Recommendation: Councillors proposed that there be a pre-authorised amount of £500 for urgent repairs. The reason for this figure being set relatively high is that the Centre is a public building and any defects must be repaired urgently.

#### 10. AOB

Lighting – a specification has been written for replacement lighting and this will also go out for quotes.

#### 11. DON

The next meeting will be on Monday 21<sup>st</sup> June at 7.30pm via Zoom.