

# BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

**Minutes of the meeting of the Facilities Management Sub Committee held on Wednesday 7<sup>th</sup> July 2021 at 1.30pm in the Hub, Myrtle Place, Bingley**

**Start: 1.30pm  
Finish: 2.45pm**

<b>Councillors present:</b>	Williams, Truelove, Goode and Owen
<b>Councillors in attendance not a member of this committee:</b>	None
<b>In attendance:</b>	Nicola Mansfield-Smith - Deputy Town Clerk
<b>Members of the public:</b>	None

- 2122/01 Election of Chairman**  
**Resolved** to elect Councillor Truelove as the Chair of the Facilities Management Committee.
- 2122/02 Election of Vice Chair**  
**Resolved** to elect Councillor Owen as the Vice Chair of the Facilities Management Committee.
- 2122/03 Apologies for absence**  
None.
- 2122/04 To receive the minutes of the Facilities Working Group held on 5<sup>th</sup> May 2021**  
**Resolved** to approve the minutes from the meeting on 5<sup>th</sup> May 2021 as a correct record. Councillor Williams declared an interest in KB Home Services. Councillor Truelove declared an interest in Andrew Tracy, Plumber and Ian Stewart, Joiner.
- 2122/05 To receive an update and agree a way forward on the following items**  
**Resolved** to receive an update on the following items.
- 2122/06 Flush Cisterns (quotes attached) – if moving forward as CP Toilets may rip all out and solve problem.**  
**Resolved** to take up the quote from KB Homes to change the flush cisterns.
- **Radar key ordering (quote attached)**  
**Resolved** to order the Radar Key Access Quote from Healthmatic.
  - **Healthmatics servicing**  
**Resolved** to order the Servicing Contract for the Toilet Doors from Healthmatic.

- **YSS upgrade to alarm**

**Resolved** to take the keyholder contract from YSS to the next Finance and General Purposes Committee.

- **CCTV monitoring and systems**

**Resolved** that the CCTV Policy will be reviewed and ask YSS to provide a quote for CCTV monitoring.

**2122/07**      **To receive an update on Facilities checks, how are they undertaken and recorded.**  
**Resolved** to receive an update that facilities checks are being undertaken on a timely basis.

**2122/08**      **To further consider engaging with a Facilities Management company who have the expertise to attend to facility faults at short notice and receive an update from Cllr Taylor who agreed to write processes for emergencies and look at obtaining quotes for a Management Maintenance Company or individual Contractors.**  
**Resolved** that the Deputy Clerk is currently undertaking checks and will provide a Hub management documentation for all building requirements.

**2122/09**      **To discuss the requirement for a cleaning contract**  
**Resolved** that the cleaning contract to be taken to the next Finance and General Purposes Committee meeting.

**2122/10**      **To agree keyholders for the Hub**  
**Resolved** to agree the current keyholders as the Town Clerk, Deputy Clerk, Admin Officer and Chair of the Council, and to agree that Councillor Goode to become a key holder also.  
The Deputy Clerk to keep a log of all who has keys including the cleaning company.

**2122/11**      **To agree recommendations to Council.**  
**Resolved** to recommend to the Full Council the quotes for the CCTV monitoring, keyholder contract and cleaning contract tender; also that the issue of overgrown snickets to be discussed at the next Finance and General Purposes Committee meeting.

**2122/12**      **To agree the date of the next meeting**  
**Resolved** to agree that the next meeting will be confirmed at a later date.