

**BRIDGNORTH TOWN COUNCIL
TOWN COUNCIL MEETING
6 SEPTEMBER 2022**

KW/TP/2223

25th August 2022

REPORT TO TOWN COUNCILLORS

AIM

1. To provide a general overview of estate management matters and consider budgetary recommendations where appropriate.

BACKGROUND

2. This report is a general overview of the ongoing outdoors and property maintenance issues.

DISCUSSION/ COMMENT

Karl Williams – Senior Property Maintenance Operative

3. **Castle Hall** - All jobs that were listed as number one priority in the quinquennials have been completed. We are now moving on to the less urgent priority two jobs. The different notice boards on the front of the castle hall are stained different colours, might I suggest that these are painted to match each other with a colour too suit? This I feel is a matter for council to decide on. We are also in the process of obtaining prices for converting halogen up lighters in the main hall, to LED.
4. **Cemetery Lodge Canteen** - Access to the canteen has been moved from the gate at the side of the cemetery lodge to a separate entrance for the workforce. This is approached from the other side of the canteen by means of a new gate and fence which have been installed.
5. **Castle Grounds Toilets** - The padlock and clasp have been removed and a mortice deadlock fitted to stop confusion over the opening of the door. The toilet was also discovered to be leaking and not flushing because of damage. This has been rectified by the fitting of a new flush syphon and inlet valve.
6. **The Townhall** - A new electric hand wash water heater has been fitted in the toilet, which operates from a motion sensor, this will eliminate people forgetting to turn it off.
7. **Northgate Museum** - A new electric hand wash water heater has been fitted in the toilets. This is also the motion sensor type. I would suggest going forward, that all hand washers in our buildings that stop working are replaced by ones with motion sensors to eliminate the chance of them being left on thus stopping unnecessary water usage and electricity.

8. **Electrical Conditioning Surveys** - We are expecting the surveys shortly and will report on them and any updating required upon receipt of them.
9. **Training** - We are in the process of finding training providers to deliver the relevant training courses and skills for all the new personnel both the office staff and grounds staff.

Trevor Parfitt – DLF Supervisor

10. **New Staff** - We have two new members of staff in our team, which has so far proven to be a great benefit, it has allowed us to concentrate on more work and allowed us to tackle some of the outstanding jobs.
11. **Training** - Both new members of staff have settled into their new roles and have started their training, once all the training has been done, I feel they will make an excellent team, and we will be able to concentrate on more tasks around the town.
12. **Town Baskets and Bedding** - Unfortunately, the Town hall baskets have had to come down due to issues we have had with the hanging brackets, we are dealing with this issue and hope to rectify the problem asap.
13. **Watering of the Town Baskets** - We have experienced some rather hot weather this year and this has resulted in some extra watering to be carried out, fortunately we have not lost many plants.
14. **Voluntary Group for the Cemetery** - We are in the process of setting up a volunteer group to carry out some work in the Cemetery, I personally am very excited about this as it allows us to work alongside with the local community.

SUMMARY.

15. There continues to be much ongoing work across the wide sphere of property and ground maintenance tasks.

FINANCIALS

16. None of the above works requires any additional funding outside of what has already been allocated to those properties.

RECOMMENDATIONS

17. It is recommended that the Town Council notes the report and the activities being undertaken.
18. That the 2 noticeboards in the entrance of Castle Hall be painted in matching colours. Members are asked to approve the choice of colour.

Karl Williams - Senior Property Maintenance Operative
Trevor Parfitt - DLF Supervisor