



# Brixham Town Council

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**Town Clerk: Mrs Tracy Hallett**

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<b>Report Type</b>	Public	<b>Meeting</b>	Town Hall Committee
<b>Contact Officer</b>	Tracy Hallett Paul Boyd	<b>Job Title</b>	Town Clerk Facilities Manager
<b>Report Title</b>	Maintenance Updates		

## Purpose of Report

To update Members on maintenance works at the Town Hall and to consider any recommendations.

## Boilers

The boilers servicing the Town Hall are working at approximately 60% efficiency. In addition, one pump has broken and the system is reliant on the remaining pump.

There are two options available to the Town Council:

1. Replace the pump which will cost in the region of £2,500
2. Replace the boilers to ones that run at a higher efficiency rate. This will cost in the region of £13,500

It is considered that given the age of the boilers and their poor efficiency, the best option is to replace the boilers. One quote has been received from the Councils existing contractors. However, due to the value of the quote, a further two are required and the Facilities Manager is sourcing two companies that have the insurances and certificates to install a commercial gas operated system.

In addition to replacing the boilers, the Council will need to consider a suitable control system. The control system was linked to Torbay Council and the Council paid a small service level agreement in order to access the heating controls. However, the system link between the Town Council and Torbay Council is broken and the heating is being turned on manually. There are two options to the Town Council:

1. Pay to repair the link with Torbay Council. This option only gives the Town Council the access to change the heating times and days, NOT the temperature for each room.
2. Pay for a new system control to be installed, giving the Town Council full control of its own heating system.

In either instance, the cost will be in the region of £6,000. It is considered that option 2 is therefore the better option. Costs will be sourced as part of the boiler quotes.

## Climate and Environment Policy

The Council has recently adopted a Climate and Environment policy and therefore this will be considered when approaching contractors for quotes.

## Regeneration Project

The new boilers are wall mountable taking up less space than the existing ones. Any recommendations will include the capacity to cope with increased need should the regeneration project proceed.

### **Old Police House Boilers**

The boilers servicing the Old Police House are also working at low efficiency. These boilers are unable to meet the current demands and the Town Council has purchased oil filled portable electric radiators. They therefore need replacing. However, the Town Council is awaiting a decision in respect of the Planning Application prior to deciding whether or not to proceed with the works and go out to tender. If the Council decide to go out to tender, the works will involve individual boilers for each flat. If the Council decide not to proceed, quotes will be obtained at a later stage to replace the existing boilers.

### **General Maintenance**

Councillors have received details of general maintenance that has been carried out since the March National Lockdown in the Councillor newsletter.

The Town Council has owned the Town Hall since July 2012, when Torbay Council transferred the ownership. Since that time a vast of maintenance has been carried out, including, but limited to:

- Works essential to meet the priorities in the Fire Risk Assessments
- Works essential to meet the priorities in the Period Electrical Inspection
- Works essential to resolve plumbing issues
- Repairs to roof and gutters to resolve internal leaks
- Replacement of rotten fascias and roof tiles on the rotunda and annex (BDC office)
- Repairs to paver area outside the Scala Kitchen door / Stage door
- Internal decorating
- Replacement / Repairs of rotting doors
- Treatment and repair of rotten floor beams resulting from damp rot

No maintenance works have been deferred due to the impending regeneration project.

### **Periodic Electrical Inspection**

The five year periodic electrical inspection is due this year. Due to the building being unoccupied, it seemed a good opportunity to carry out this work during the national lockdown. The Councils electrical contractor was asked to provide a quote based on the following works:

- attend site to complete 5 year electrical condition inspection report
- attend during normal hours or weekends
- test each circuit and provide details on each circuit
- provide any hazards or issues and report back
- leave areas clean as found
- upon survey, test 171 circuits as found covering Scala hall, theatre, admin, Brixham does care offices

Quote: £2,907 plus vat

## Replacement of Lighting for the Scala Hall

The Council's electrical contractor was asked to provide a quote based on the following works:

- replacement led lighting for the scala hall ( like for like )
- attend site and strip out all old florescent lighting and dispose of in line with weee regulations
- install 18 x robus 5ft ft led fitting to same locations in main hall
- install 2 x high level fittings to cover stage recess
- fully test and provide electrical safety certification

On dull or dark days the Scala Hall is lacking light and the contractor was asked to provide two quotes as follows:

- Like for Like replacement:  
Lighting will give an expected total output of 110000 lumens (same output as florescent)  
Quote: £2,239.20
- New battens:  
Lighting to give an expected total output of 128500 lumens (20% more lighting output than florescent)  
Quote: £2,542.80

### The Council's Financial Regulations state:

- 10.3.1 All members and employees are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 11.1A Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- for the supply of gas, electricity, water, sewerage and telecommunications services;
  - for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - for additional audit work of the external auditor up to an estimated value of £800 (in excess of this sum the Clerk shall act after consultation with the Chairperson and Vice Chairperson of F&GP Committee); and
  - for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- 11.1 H When it is to enter into a contract of less than £25,000 in value for the supply of goods and / or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1,000 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

**Recommendations**

The Council has strived to obtain three quotes. However, only the existing contractor has responded. The Council has employed the services of this contractor for the last two years and has found him to be reliable and helpful.

It is recommended that the Council appoint Bowen Electrical to carry out the following works:

5 Year Periodic Electrical Inspection at a cost of £2,907.00

Replace the Scala Hall lights for new battens at a cost of £2,542.80