



WPC Update for the EHT meeting dated 18th January 2024

Copy to be discussed at the next WPC Full Council meeting on 22nd January 2024

New CIO Constitution

- New constitution wording needs to be changed to allow the parish council to be appointed as a sole trustee is being approved at the next EHT meeting. (18th Jan 2024).
- **The Chair of the EHT is to sign off the new document and then arrange for this to be submitted to the Charities Commission Webstore. I have had correspondence on this from the Chair today so will communicate directly to confirm changes.**
- Attached is a copy of the WPC internal audit information which lays out the most viable options for the EHT and parish council.
- Once WPC act as sole trustee, a new meeting schedule will be arranged and working group appointed.
- WPC are working towards a start date of 1st April 2024 to keep in line with the financial year.

ECC Building / Land Ownership

- **Confirmed:** SBC own the land which the ECC is sat on, over the years SBC have taken the decision not to invoice the EHT for the peppercorn rent as the administration costs involved were simply not worth the income achieved.
- **Confirmed:** SBC Support the current EHT being transferred to Wroughton Parish Council as sole trustee. To note that the current lease wording allows the transaction to take place.
- **SBC Info:**
"The existing ECC arrangement runs until 2072 with an option to renew for an additional 30 years, this provides certainty of tenure for the PC should they take an assignment & for investment to be made to the building. Looking at the Lease there is a requirement to use the building as a community centre or for other forms of recreation and leisure activities including meetings & classes, there is no reason why the PC could not make a charge for these activities.

As the land is a borough asset it will appear on our asset register. I think that all parties agree that the lease provides permission/obligation to erect the building as described in 4.3. The lease period is for 99 years from 1/8/1973, at which point it may be that the lease is determined or it may be that a further arrangement is agreed. As per 4.14 when the Lease is determined the land with any buildings etc.. would revert to the Council. In the interim the responsibility for these rests with the tenant.
- To avoid the ECC building and land reverting back to SBC at any point, it is within everyone's best interests that the lease remains in place with SBC as landlord, and a trustee model moving forward as a tenant.
Note- SBC will not offer a freehold option to any party at that this point.

New Booking System / OMEGA Accounting

- The Centre manager and the Clerk will have a demo session on the new booking system on Tuesday 23rd January 9.30am.
- WPC Clerk also needs to upload last 12 months bank reconciliations to the accounts system to enable use of the accounts system from 01 April.
- **A date for "going live" with the new booking system is still tbc.**

Boiler Installation

- Boiler installation is now complete and the heating is now controlled by three thermostats. One in the ECC office, one in the library and then the main hall. The Alex room temp is controlled by the thermostat in ECC office.
- Question to installer – when will the hole in the kitchen wall be blocked up (above sink)?
- Is the hole in the wall in the corridor (now covered back up with a picture frame effect) in need of future access? I.e. can this area be plastered so that the finish looks like the original wall OR is access required at a later date?

CCTV

- Currently awaiting new quote for CCTV Installation in the library (this will assist with safeguarding and future use of the room in the evenings for a Youth Club session).
- WPC will need to consider funding this installation to help support its youth provision.

Fire Safety

- FSR Security have now re set the fire alarm near the library.
- New fire alarm by the front door (in foyer) is to be replaced on Friday 19th Jan.
- All staff need brief fire alarm testing training in case the caretaker or manager are not available.
- New fire water extinguishers to be supplied (x6) on 19th Jan.

Intruder Alarm

- FSR have now taken over the system and the ECC now has a 12-month support / maintenance program in place.
- Centre manager now needs to collate a list of all key holders and contact details so that they can be added to the contact list. Clerk to send the paperwork over the Centre manager for information.

Plumbing Works

- RPE Contractors were in last week and they have completed the following works:
 - Replaced all cisterns in the lady's WCs, also repaired long standing leak which has caused major damp issues
 - Installed isolation valves to all ladies WC sinks
 - Insulated pipework to assist with damp issues in both the men's and ladies' WCs
 - Replaced the men's urinal cistern sensor
 - Replaced water heater which feeds both men's and ladies WC taps, now have hot water
 - Tested the external mains water tap – situated in the men's WC cubical in far corner.
- RPE are back in today (Tuesday) to complete the descaling of the water heater in the kitchen and the water heater in the cleaning cupboard.
- They are also replacing both flushes in the WCs under the stage – more power is required to help flush through the mains drains.

Plastering

- A contractor is coming out today (Tuesday) to quote for plastering required to remove damp in the ladies WCs and / or the adjoining corridor walls.
- Once plastering is considered and potentially completed, we will then approach the previous volunteers who confirmed they would like to help paint the ECC. Volunteer base are currently from Nationwide but it might be that the "Friends Of" group may also want to help at a later stage.

Drainage Investigation – Stage WCs and Library Sink Issues

- Drainage developments visited last week to look at the pipework from the ECC out to the mains drain / man hole cover. The stage toilets have been out of action for very long time and the library sink would also block – both of which were thought to have been caused by faulty pipework or blocked drains.

- Camera work has now been completed and we have established that all WCs and sinks flow out towards the front of the building (drain just outside of the courtyard access by disabled parking bays).
Water does not drain away to WB Gardens as originally thought.
- **Findings** - There is a “belly” or bulge in the drain pipework leading from the center of the library to the **front** of the building. Water does flow through however it needs more pressure to push it through. The belly in the pipe slows down the water flow.
It is possible to fix the belly in the drainage pipe however this will be costly and a last resort, we can try and increase water pressure leaving the building in the mean time by installing new flushes.
- Drainage Developments could only see the pipework which travels from the front of the building to the middle of the library, there is a man hole cover in the center of the library room. It’s impossible to see if there are other blockages past this point without pulling back the library floor and digging out the ground to reveal the drain. This means that we currently don’t know if there are other bulges or broken drainage or issues etc.
Again, this would be costly to investigate so for the time being we have been advised to “monitor” any new blockages in the library sinks, stage toilet areas and hope that the new flush system helps keep the water flow moving.
- Stage toilets are now in use and will flush more thoroughly, IF new blockages arise we will need to call Drainage Developments back to investigate under the library floor.

Library Painting - Ceiling / Roof

- Hopefully everyone has taken a look by now but the painting in the library is now complete and looks great. The EHT will pay for 70% of the work and the Wroughton Library Friends (WoLFs) will pay for the remaining 30%.
- Unfortunately, there is still a damp area in the central beam which has now been looked at by Simon Bush our local builder and also Walter White, roofing company.
- The bad news is the beam is wet and water is still getting in somehow, this needs to now dry out thoroughly before the painting on the ceiling can be touched up again.
- The good news is that the roofing company visited yesterday and have found a gap next to the left-hand side Velux window join – the contractors looked inside the beam in the library and were on the roof looking for obvious gaps or breakages. Walter White have filled the gap running down the side of the Velux window which is great news and hopefully a fix (no charge). Unfortunately, we won’t know if this is the cause until it rains heavily again, in the meantime we are leaving the hole in the ceiling accessible so that we can keep an eye on water coming through. As and when we get a down pour Walter White will come back and take a look.

Insulation – Main Hall

- Peter Maddox has met with contractors to asses if insulation can be applied to the ceiling in the main hall, in short, the answer is no. There is nowhere for the insulation to be installed and major funds would need to be spent on building a fake lower level ceiling which would then provide space for insulation.
- There are ceiling tiles and metal framework up above only meaning that majority of the heat escapes via the main hall roof.

Roof Repairs / Solar Paneling for ECC

- **See separate email with quotes and information. (Too large for general update)**

RAAC (Reinforced Autoclaved Aerated Concrete)

- I have been trying to establish if the ECC would be affected by any building materials, I have received advice on what to do if there is RAAC present but not much help on how to find that this is within the building fabrication.

“RAAC planks were mainly used between the 60s and 80s, so if your building was constructed before or after this time period it is unlikely to be affected.

Enquire whether similar buildings in the local area are known to have RAAC roof planks.

Check any records or plans that you may have of the construction of the building, looking for references to RAAC being used. *Keep in mind that not finding any references does not guarantee RAAC is not present.*

- WPC have been in contact with the local unitarity authority to check local building records and also in contact with the LGA and SLCC.

I can't confirm anything at this point so please let me know if you have the expertise to help on this question in particular, thanks.

Clocks and Walls Working Party

- The parish Clerk and Trustee Debbie Hooper are going to look at new artwork for the ECC corridor, in particular the area opposite of the parish office.
- We have ideas coming to light however this needs to be put on hold until any plastering / repair work has been considered and completed.

EHT Anniversary – 50 Years

- WPC are organising a small event on Saturday 16th March 2024, the time is still to be confirmed but we expect this to be somewhere within the usual library opening hours – possibly 10.30 – 12.30.
- There will be light refreshments, teas coffees etc, cakes (Hopefully one main birthday cake) and a cutting of the ribbon for new benches with a memorial plaque to the front of the building.
- WPC welcome any “Friends Of” volunteers who can help set up, serve drinks, and then tidy away again. All details to follow but if anyone can help on the morning then please let me know. (Clerk@Wroughton.gov.uk)
- We may also have attendance from the Silver Band, again all tbc.

Friends of Ellendune Community Centre (New Volunteers)

- The new volunteer group are keen to help fund raise to support the operation of the Ellendune Community Centre. WPC haven't actually met with anyone in person yet however hopefully this can be achieved in the near future.
- The volunteers are organising a de clutter table top sale event and live band / music night, the aim of raising funds its to help support the ongoing costs for the running of the centre. I believe the EHT and the Friends of Group are now finalising what their financial objectives actually are.

EHT Finance

- 2022/2023 account have now been submitted to the Charities Commission after independently being examined by Mark Trigg.
- The 2023/2024 projections and 2024/2025 projections are attached to this update, they will be discussed the trust meeting on Thursday.
- WPC staff are still carrying out the finance work and payroll collation for the EHT each month.
- **The EHT need to formalise their payment approval process and ensure that enough trustees have access to the bank account.**

Payroll / HR

- As raised at the previous EHT Personnel Committee meeting, the ECC staff should now all be using the WPC Connect Team app for recoding hours worked.
- The Centre Manager is to work 30 hours a week and currently works from home on a Monday and does not work a Tuesday. The Manager then covers any annual leave or sickness from other staff which may fall over a weekend.
- All o/s holiday pay has now been paid to staff on the 05th Jan 2024.