

## GENERAL PURCHASES REPORT NOVEMBER 2023

There re 3 projects to bring to Council's attention and 2 other points of note.

### 1. FIRE PROTECTION WITH ELECTRICAL TESTING

We have had a survey carried out on the building to bring the building up to a compliant standard.

1. Asbestos – this exists in floors, soffits, and facias. This all needs to be removed.
2. Fire protection – we have had a surveyor look at the situation, in conjunction with an opinion from Conservation Officer. Rather than put a fire escape door into the Chamber, he suggested making the foyer a fireproof zone. This would be quicker, avoid planning and conservation approval and would protect personnel inside. He proposes replacing Chamber, Office, and Barclays doors with Fire doors. Creating a corridor to the office from the kitchen, knocking out the stud wall to the kitchen and removing this door, removing the cleaner cupboard, and creating a fireproof ceiling. An escape window from the office would be installed. Not a fire escape door. Within this project wiring would need to be checked, re-sited and certified safe. He noted that currently we have wiring that is possibly not compliant. A new five year electrical test will be carried out at the same time.

We would also benefit from wired in Fire Alarms. these will be included in the electrician's quote.

Quotes covering the cost should be available for the November meeting, but approval sought for this suggested solution. The cost of these internal works should be no more than the

original “hole through the walls” suggestion but make the building much more compliant and will not affect the aesthetic look of the building from the outside. It is hoped that work could be carried out during the closed Christmas period, to limit disruption to both staff and Barclays customers.

NB There are paper records stored in the loft space which needs to be stored in fireproof cabinet or passed to Records Office. The cleaner’s cupboard is non-compliant as there are substances held there which should be in a safer controlled environment. This is not legally correct. These too need a new metal cabinet. Both will need to be purchased.

## 2 LIBRARY SIGN

Reported last month by Councillor Norman. This sign needs significant repair – and may need much of the timber replaced. We have asked for a quote to remove the vegetation and planting around it. This will disturb the walled area which has been affected by ivy and vegetation.

I suggest we discuss the possibility of removing this sign and replace it with the Welcome to Burnham sign purchased under the previous administration which cannot be used on the highways. Indeed, Olive from Essex Highways suggested that all we could do with it was to place it into land we owned. This seems an ideal solution to give an attractive sign a new and suitable site. It will mean that we will not need to clear the vegetation or repair the walls of the garden that this task would cause.

## 3. DEMENTIA GARDEN

A health and safety assessment must be carried out to ensure any further works will correct the areas which do not meet current legislation.

Skippers have been asked to quote for planters to run along the lower step edge, that edge against the car park. This would create the necessary barrier and provide an attractive, piece of planting. Their plans will be passed over to the H&S assessors for consideration.

The original contractor will assist us in carrying out other modifications – including handrails – which were included in the original report. This will limit the cost of the works.

#### 4. RING DOORBELL

Signage advising that the Ring doorbells ONLY ON ALERT advertised. If we were recording vision or sound, then we would have to follow other legislation. No one can be heard having private discussions and we are not video recording anyone. We just have a doorbell that alerts staff when someone approaches the door or rings the bell and allows us to communicate with them if the door is closed. The sign is not a legal requirement but will avoid possible complaints in the future.

#### 5. CHAMBER CLEANING

The roof space is covered with cobwebs and debris which is constantly falling onto the chamber desks and floor below.  
QUOTE FROM ASHLY BIRD PENDING.

CLLR FIONA CLEGG

3/11/23