



**COFNOD O BENDERFYNIAD WEDI'I DDIRPRWYO GAN SWYDDOG
RECORD OF DELEGATED OFFICER DECISION**

Penderfyniad Allweddol | Key Decision ✓

PWNC | SUBJECT:

RCT Together – Community Asset Transfer of the Muni Arts Centre to Awen Cultural Trust (Registered Charity and Private Limited Company by guarantee without share capital).

DIBEN YR ADRODDIAD | PURPOSE OF THE REPORT:

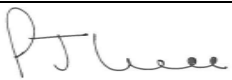

To seek approval to amend the Delegated Decision of the Director of Corporate Estates and the Director of Public Health, Protection and Community Services made on 22nd December 2020 approving a leasehold transfer of the Muni Arts Centre, Pontypridd to Awen Cultural Trust (a Registered Charity and Private Company Limited by Guarantee) by way of a 30 year lease. Approval is sought to make a revision to the terms of the repair and maintenance obligations proposed under the lease, and which were previously agreed as part of the original delegated decision, in the terms outlined in this report.

In accordance with the Council's Scheme of Delegation, this report has been prepared to accompany the intended officer's decision of the Director of Corporate Estates and the Group Director of Community and Children's Services as described below.

PENDERFYNIAD WEDI'I DDIRPRWYO | DELEGATED DECISION:

An amendment to the Delegated Decision made on 22nd December 2020 (approving a leasehold transfer of the Muni Arts Centre, Pontypridd to Awen Cultural Trust (a Registered Charity and Private Company Limited by Guarantee) by way of a 30 year lease) be made in respect of a revision to the repair and maintenance obligations under the lease in the following terms:

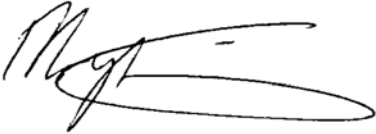
- Awen Cultural Trust to have the internal repair and maintenance obligations in relation to the building as laid out in the repair and maintenance matrix, attached at Appendix 1 to the accompanying officer report, with costs for individual repair items capped at £8k per item; and
- The Council retaining responsibility for all external structures and internal repair and maintenance responsibilities for any internal costs exceeding £8k per item for the duration of the lease period.

 Llofnod y Prif Swyddog Chief Officer Signature	Paul Mee Enw (priflythrennau) Name (Print Name)	19.02.21 Dyddiad Date
 Llofnod y Prif Swyddog Chief Officer Signature	Dave Powell Enw (priflythrennau) Name (Print Name)	19.02.21 Dyddiad <u>Date</u>

Mae'r penderfyniad yn cael ei wneud yn unol ag Adran 15 o Ddeddf Llywodraeth Leol 2000 (Swyddogaethau'r Corff Gweithredol) ac yn y cylch gorchwyl sy wedi'i nodi yn Adran 5 o Ran 3 o Gyfansoddiad y Cyngor.

The decision is taken in accordance with Section 15 of the Local Government Act, 2000 (Executive Functions) and in the terms set out in Section 5 of Part 3 of the Council's Constitution.

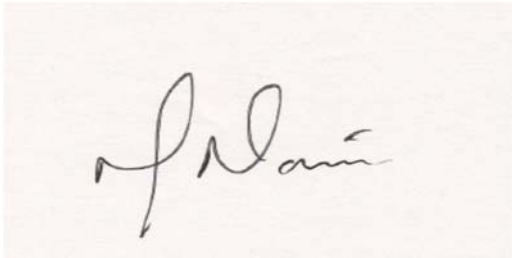
YMGYNGHORI | CONSULTATION



19.02.21

**LLOFNOD YR AELOD YMGYNGHOROL O'R CABINET
CONSULTEE CABINET MEMBER SIGNATURE**

DYDDIAD | DATE



19.02.21

**LLOFNOD YR AELOD YMGYNGHOROL O'R CABINET
CONSULTEE CABINET MEMBER SIGNATURE**

DYDDIAD | DATE

**LLOFNOD SWYDDOG YMGYNGHOROL
CONSULTEE OFFICER SIGNATURE**

DYDDIAD | DATE

RHEOLAU'R WEITHDREFN GALW-I-MEWN | CALL IN PROCEDURE RULES.

A YW'R PENDERFYNIAD YN UN BRYN A HEB FOD YN DESTUN PROSES GALW-I-MEWN GAN Y PWYLLGOR TROSOLWG A CHRAFFU?:

IS THE DECISION DEEMED URGENT AND NOT SUBJECT TO CALL-IN BY THE OVERVIEW AND SCRUTINY COMMITTEE:

YDY | YES

Rheswm dros fod yn fater brys | Reason for Urgency:

There is an imminent deadline for refurbishment works to be undertaken before the end of March 2021, due to WG Targeted Regional Investment Funding criteria.

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Os yw'n cael ei ystyried yn fater brys - llofnod y Llywydd, y Dirprwy Lywydd neu Bennaeth y Gwasanaeth Cyflogedig yn cadarnhau cytundeb fod y penderfyniad arfaethedig yn rhesymol yn yr holl amgylchiadau iddo gael ei drin fel mater brys, yn unol â rheol gweithdrefn trosolwg a chraffu 17.2:

If deemed urgent - signature of Presiding Member or Deputy Presiding Member or Head of Paid Service confirming agreement that the proposed decision is reasonable in all the circumstances for it being treated as a matter of urgency, in accordance with the overview and scrutiny procedure rule 17.2:



19.02.21

.....
(Llywydd | Presiding Member)

.....
(Dyddiad | Date)

DS - Os yw hwn yn benderfyniad sy'n cael ei ail-ystyried yna does dim modd galw'r penderfyniad i mewn a bydd y penderfyniad yn dod i rym o'r dyddiad mae'r penderfyniad wedi'i lofnodi.

NB - If this is a reconsidered decision then the decision Cannot be Called In and the decision will take effect from the date the decision is signed.

AT DDEFNYDD Y SWYDDFA YN UNIG | FOR OFFICE USE ONLY

DYDDIADAU CYHOEDDI A GWEITHREDU | PUBLICATION & IMPLEMENTATION DATES

CYHOEDDI | PUBLICATION

Cyhoeddi ar Wefan y Cyngor | Publication on the Councils Website:- 22-02-21

DYDDIAD | DATE

GWEITHREDU'R PENDERFYNIAD | IMPLEMENTATION OF THE DECISION

Nodwch: Fydd y penderfyniad hwn ddim yn dod i rym nac yn cael ei weithredu'n llawn nes cyn pen 3 diwrnod gwaith ar ôl ei gyhoeddi. Nod hyn yw ei alluogi i gael ei "Alw i Mewn" yn unol â Rheol 17.1, Rheolau Gweithdrefn Trosolwg a Chraffu.

Note: This decision will not come into force and may not be implemented until the expiry of 3 clear working days after its publication to enable it to be the subject to the Call-In Procedure in Rule 17.1 of the Overview and Scrutiny Procedure Rules.

Yn amodol ar y drefn "Galw i Mewn", caiff y penderfyniad ei roi ar waith ar / Subject to Call In implementation date will be

N/A

DYDDIAD / DATE

WEDI'I GYMERADWYO I'W GYHOEDDI: ✓ | APPROVED FOR PUBLICATION :✓



Rhagor o wybodaeth | Further Information:

Cyfadran Directorate:	Public Health, Protection & Community Services
Enw'r Person Cyswllt Contact Name:	Debra Hanney
Swydd Designation:	Senior Community Development Officer
Rhif Ffôn Telephone Number:	01443 425637



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

KEY DELEGATED DECISION

REPORT TO ACCOMPANY A DECISION OF THE DIRECTOR OF CORPORATE ESTATES AND THE GROUP DIRECTOR, COMMUNITY & CHILDREN'S SERVICES

FEBRUARY 2021

RCT TOGETHER – PROPOSED COMMUNITY ASSET TRANSFER OF THE MUNI ARTS CENTRE, PONTYPRIDD TO AWEN CULTURAL TRUST (REGISTERED CHARITY AND PRIVATE COMPANY LIMITED BY GUARANTEE).

Author: Debra Hanney, Senior Community Development Officer – 01443 425637

1. PURPOSE OF THE REPORT

- 1.1 To seek approval to amend the Delegated Decision of the Director of Corporate Estates and the Director of Public Health, Protection and Community Services made on 22nd December 2020 approving a leasehold transfer of the Muni Arts Centre, Pontypridd to Awen Cultural Trust (a Registered Charity and Private Company Limited by Guarantee) ('Awen') by way of a 30 year lease.
- 1.2 Approval is sought to make a revision to the terms of the repair and maintenance obligations proposed under the lease, and which were previously agreed as part of the original delegated decision, in the terms outlined in this report.
- 1.3 In accordance with the Council's Scheme of Delegation, this report has been prepared to accompany the intended Officer decision of the Director of Corporate Estates and the Group Director of Community and Children's Services.

2. RECOMMENDATIONS

It is recommended:

- 2.1 An amendment to the Delegated Decision made on 22nd December 2020 (approving a leasehold transfer of the Muni Arts Centre, Pontypridd to Awen Cultural Trust (a Registered Charity and Private Company Limited by Guarantee) by way of a 30 year lease) be made in respect of a revision to the repair and maintenance obligations under the lease in the following terms:
 - Awen Cultural Trust to have the internal repair and maintenance obligations in relation to the building as laid out in the repair and maintenance matrix attached at Appendix 1 to this report with costs for individual repair items capped at £8k per item; and
 - The Council retaining responsibility for all external structures and internal repair and maintenance responsibilities for any internal costs exceeding £8k per item for the duration of the lease period.

3. REASONS FOR RECOMMENDATIONS

- 3.1 A long term lease will enable Awen to apply for significant levels of capital funding to bring back into use this much loved and respected community asset and ensure its long term sustainability as a strategic cultural arts venue.
- 3.2 Awen have engaged Purcell Architects who have undertaken a number of community consultation activities in order to shortlist a range of ambitious and innovative design proposals which will increase accessibility and functionality for the venue and, if funding is secured, could potentially see the Muni Arts Centre uncover its original Gothic architectural features and a return to its former glory. Awen's aim in partnership with the Council, is to apply for funding for this ambitious package over the next 2-3 years dependant on the funding climate in light of Covid.
- 3.3 Effectively delivering a full redevelopment scheme of work via capital investment will renovate and renew the fabric and interior of the building therefore reducing the risk of significant ongoing repairs and maintenance.
- 3.4 The Council's proposed commitment to retain responsibility for internal repairs over £8k per item and full responsibility for external repairs and maintenance for the building demonstrates a strengthened collaborative approach in view of the prevailing economic conditions as a result of the COVID-19 pandemic and further discussions with Awen following the original Delegated Decision being taken in December 2020. The proposed alteration to the Lease obligations originally agreed would ensure the mutual objectives of both the Council and Awen namely the creation of a successful arts, music and cultural venue in Pontypridd could continue to be taken forward whilst at the same time maintain the Council's obligations to achieve best value.

4. BACKGROUND

- 4.1 A delegated decision was taken on 22nd December 2020 which approved a leasehold transfer of the Muni Arts Centre, Pontypridd to Awen by way of a 30 year lease.
- 4.2 As part of that decision it was agreed Awen under the proposed lease would have the following obligations in respect of the repair and maintenance of the building:

Pre- Interim Works (see original delegated decision for description of these works)

Council to retain financial responsibility for any costs associated with the repair and maintenance of the external structural fabric of the building and external areas. Awen Cultural Trust will have repair and maintenance responsibilities for the internal structures and systems only.

Post Major Renovation Works (see original delegated decision for description of these works)

Subject to receiving appropriate funding for the renovation works Awen to be required to take on full repair and maintenance responsibilities for the both external and internal structures and systems at the Muni Arts Centre.

- 4.3 Following the delegated decision being taken in late December 2020 it became apparent that due to the prevailing economic conditions, as a result of the COVID-19 pandemic and the uncertainty of securing significant capital funding packages, Awen were concerned about taking on the full repair and maintenance obligations as proposed under the original lease conditions.
- 4.4 Following negotiations between Council officers and Awen an alternative proposal has been developed that would require an amendment to the original delegated decision. It is considered the proposed alteration to the lease obligations originally agreed would ensure the mutual objectives of both the Council and Awen namely the creation of a successful arts, music and cultural venue in Pontypridd could continue to be taken forward whilst at the same time maintain the Council's obligations to achieve best value when transferring community assets of this nature.
- 4.5 It is now proposed the lease to Awen be completed based on the following repair and maintenance obligations in respect of the building being agreed:
- Awen to have the internal repair and maintenance obligations in relation to the building as laid out in the repair and maintenance matrix attached at Appendix 1 to the report with costs for individual repair items capped at £8k per item; and
 - The Council retaining responsibility for all external structures and internal repair and maintenance responsibilities for any internal costs exceeding £8k per item for the duration of the lease period.

5. EQUALITY AND DIVERSITY IMPLICATIONS

- 5.1 Refer to contents of original delegated decision.

6. CONSULTATION

- 6.1 Refer to contents of original delegated decision.

7. FINANCIAL IMPLICATION(S)

- 7.1 Refer to contents of original delegated decision plus note additional financial responsibility for RCT for internal repair and maintenance responsibilities over £8k per item, and RCT retaining full responsibility for the repair and maintenance of the external structure for the duration of the lease.
- 7.2 The Council's Annual Revenue contribution will continue as stated at paragraph 9.5 of the original delegated decision and will be reviewed at Year 5.

8. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

8.1 Refer to contents of original delegated decision.

9. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT

9.1 Refer to contents of original delegated decision.

10. CONCLUSION

10.1 This report seeks approval to amend the original Delegated Decision of the Director of Corporate Estates and the Director of Public Health, Protection and Community Services made on 22nd December 2020.

10.2 It is considered the proposed alteration to the lease obligations originally agreed would ensure the mutual objectives of both the Council and Awen, namely the development of a successful music and arts venue in Pontypridd, can progress, while maintaining the Council's obligations to achieve best value in its community asset transfers.

Other Information:-

Relevant Scrutiny Committee

- Public Service Delivery, Communities and Prosperity Scrutiny Committee



LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

**REPORT TO ACCOMPANY A DECISION OF THE DIRECTOR OF CORPORATE
ESTATES AND THE GROUP DIRECTOR, COMMUNITY & CHILDREN'S SERVICES**

FEBRUARY 2021

**RCT TOGETHER - COMMUNITY ASSET TRANSFER OF THE MUNI ARTS CENTRE
TO AWEN CULTURAL TRUST (REGISTERED CHARITY AND PRIVATE COMPANY
LIMITED BY GUARANTEE)**

Background Papers:

- Medium term Planning Service Change Proposals (Phase 2) – Cabinet 14th May 2014
- Providing Opportunities for Others to Operate Services and Assets; Cabinet – 30th October 2014
- RCT Together Process – Update on Progress; Cabinet Council - 19th May 2016
- RCT Together – Review of the Community Asset Transfer Process; Cabinet – 21st November 2018
- Key Delegated Decision – RCT Together – Community Asset Transfer of the Muni Arts Centre to Awen Cultural Trust – 22nd December 2020

Contact Officer:

Debra Hanney – Senior Community Development Officer – 01443 425637

'MUNI ARTS CENTRE: ILLUSTRATION OF MATRIX OF FACILITIES AND MAINTENANCE RESPONSIBILITIES'

	RCT CBC	Awen Cultural Trust
Structure		
1. FOUNDATIONS		
<i>1.1 Structure</i>	All structural work to wall or wall support below ground including underpinning piles ground beams, pier bases, and footings.	
2. FRAMES		
<i>2.1 Structure</i>	All structural members in steel, concrete or timber frames including ties, bracings, bolts, base plates and wedgings.	
3. EXTERNAL WALLS - STRUCTURE		
<i>3.1 Masonry/cladding</i>	All structural work to walls involving underpinning/ propping and major repairs.	Minor repairs to cracks and pointing. Preventative measures e.g. painting; vegetation removal
<i>3.2 External Finish</i>	Work required to prevent imminent or correct actual major failure of the structure, e.g. repointing / recladding /dpc/ expansion and mortar joints/replacement build to all or substantial parts of a building	Repair/replacement of small parts of an existing structure, e.g. repointing / recladding isolated areas of a wall or applied surface finishes, renderings, tile hanging, where failure has occurred.
4. CHIMNEYS AND OTHER ROOF FEATURES SUCH AS BELL TOWERS		
<i>4.1 Structure</i>	All structural repairs/removal to prevent imminent or correct actual major failure of the structure,	Repair/replacement of small parts of an existing structure, e.g. repainting, repointing/recladding/ pots/cowls in isolated areas where failure has occurred. Removal of plant

	RCT CBC	Awen Cultural Trust
	e.g. repointing/recladding/dpc/ expansion and mortar joints /replacement build to all or substantial parts of a structure	growth.
5. Flat Roofs		
<i>5.1 Flat roof structure</i>	Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of the structure.	Replace small areas of rotten or defective timber, make good minor areas of spalling concrete where reinforced bars exposed.
<i>5.2 Flat roof screed/insulation</i>	Replacement/repair of all /substantially all. Improvements to insulation where repair is undertaken.	Work to improve insulation standards, during work to repair /replace small areas of screed.
<i>5.3 Flat roof finishing</i>	Replacement of all/ substantially all of an existing roof finish which has life expired.	Repair/replacement of small areas of defective roof finish on an existing building to prevent immediate water penetration.
<i>5.4 Flat roof edge trim/facial</i>	Replacement of all/substantially all on existing roof.	Isolated/individual repairs/replacement. Repainting.
<i>5.5 Flat roof drainage</i>	Replacement of all/ substantially all on existing roof drainage system.	Clearing out gutters and downpipes. Replacement/ repair/repainting of individual gutters/pipes/hoppers etc.
<i>5.6 Flat roof Other (e.g. flashings, roof lights)</i>	Replacement of all/ substantially all on existing roof	Repair/replacement Cleaning of individual items.
6. PITCHED ROOFS		
<i>6.1 Pitched roof structure</i>	Replacement of all or a substantial part of an existing structure to prevent imminent or correct actual major failure of the structure.	Replace/repair small areas of rotten/defective joists, rafters, purlins etc. Not complete trusses.
<i>6.2 Pitched roof insulation</i>	Replacement/repair of substantially all/improvements to current standards where repair is undertaken	Repair/replacement or minor improvements insulation in existing

	RCT CBC	Awen Cultural Trust
<i>6.3 Pitched roof finish</i>	Replacement/ of all/substantially all on existing roof	Replace missing/damaged tiles/slates (not asbestos materials)
<i>6.4 Pitched roof barge boards / fascia</i>	Replacement/ of all/substantially all on existing roof	Repairs/replacement areas of rotten/defective boards /re-decoration
<i>6.5 Pitched roof drainage</i>	Replacement of all/ substantially all on existing roof.	Clearing out gutters and downpipes. Replacement / repair / repainting of individual gutters / pipes / hoppers etc.
<i>6.6 Pitched roof other e.g. flashing/roof windows</i>	Replacement of all/ substantially all on existing roof.	Minor repair/replacement/ cleaning of individual items
<i>6.7 Other roof finishes i.e. steel, copper, lead</i>	Replacement of all/ substantially all as above.	Repair/replacement of small areas as above.
7. FLOORS		
<i>7.1 Ground Floor Structure and damp proof membranes</i>	Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of the structure/damp proof membrane	Repair/replacement of small parts of an existing structure/damp proof membrane.
<i>7.2 Ground Floor Screed and finishes</i>	Replacement of all/substantially all on existing floors – e.g. replacement of wood block flooring.	Minor repairs and maintenance of screed and finishes. Replacement of mats/matwells. Maintenance e.g. revarnishing wooden floors, replacement of carpets/tiles in a room. Repair small areas of wood block floor.
<i>7.3 Raised access floors</i>	As above	As above
<i>7.4 Ducts</i>	Replacement of all existing floor ducts.	Minor repairs to finishes.
<i>7.5 Staircases</i>	Provision and replacement of all /substantial part of staircase/landings, balustrades, handrails, fire escapes.	Minor repairs and maintenance to finishes, coverings, applied nosings soffits, levelling screeds.
<i>7.6 Upper Floor Structure</i>	As ground floor – replacement of all /substantially all of an	As ground floor – minor repairs and maintenance to structure, joists,etc.

	RCT CBC	Awen Cultural Trust
	existing floor.	
<i>7.7 Upper Floor Screed and finishes</i>	<i>As ground floor</i>	<i>As ground floor</i>
8. CEILINGS (Plaster linings, tiling boards, access hatches, panels, coves)		
<i>8.1 Top/Only Storey Suspended ceilings</i>	Major failure of ceiling requiring complete replacement.	Minor repair/replacement including from water damage and necessary decoration. e.g. missing and damaged ceiling tiles
<i>8.2 Plasterboard/fixes other</i>	Major failure of ceiling requiring complete replacement.	Minor repair/replacement including from water damage.
<i>8.3 Access Panels</i>	Renewal as part of complete ceiling replacement	Minor repair/replacement
<i>8.4 Plasterboard/fixes other</i>	Major failure of ceiling requiring complete replacement.	Minor repair/replacement including from water damage.
<i>8.5 All Ceilings</i>	Special removal/replacement of damaged/disturbed Asbestos based materials, planned or emergency. Applying sealant coats to exposed asbestos surfaces for protection. Inspection/air testing.	
9. WINDOWS AND DOORS (Wood, metal, PVC)		
<i>9.1 External windows and doors</i>	All works including framing, sashes cills, window boards, linings, fingerguards and architraves as part of an approved structural replacement programme.	Repair/replacement of individual windows and doors including mastic joints to brickwork. Repainting frames and doors. Provision and replacement of Fingerguards to existing doors

	RCT CBC	Awen Cultural Trust
<i>9.2 Glazing</i>	Upgrading existing glazing to meet statutory requirements for safety. (Regulation 14 requirements)	Replacing broken glass to regulation 14 requirements, gaskets, silicones, mastics and other sealants. Temporary boarding for security
<i>9.3 Ironmongery</i>		Repair/replacement, upgrading locks etc. Including winding gear, stays, fasteners, opening cords, pulls. Door entry systems.
<i>9.4 Jointing</i>		Replacement including mastic joints
<i>9.5 Painting & Decoration</i>		Internal and external decoration to include cleaning down and preparation.
<i>9.6 Internal Joinery etc</i>		General repair and maintenance, skirtings, architrave's, dado rails, curtain battens/ tracks, blinds, shelving, battens, bearers, hooks, rails, racks, cupboards, benches, fittings, lockers, display boards, signs, seating.
<i>9.7 Blinds/ curtains/ tracks</i>		General replacement
10. INTERNAL WALLS (Load Bearing or Non-Load Bearing)		
<i>10.1 Solid</i>	Complete/replacement of all/ substantially all of the defective wall structure including various internal finishes, linings and decorations.	Minor repairs and redecoration to internal plaster/linings, tiles, pinboards etc. including applied finishes. minor alterations
<i>10.2 Partitions</i>	Complete/replacement of all / substantially all of the defective wall structure including linings, framing, glazing, decoration etc.	Minor repairs and redecoration. minor alterations
<i>10.3 Ducts</i>	Complete repair/replacement of all as above	Minor repairs and redecoration as above.
<i>10.4 Doors and Screens</i>	Complete/replacement of all / substantially all of the structure including glazing, ironmongery, jointing, Fingerguards and internal decorations.	Internal maintenance and redecoration, Provision and replacement of fingerguards, Repair/replacement of individual defective doors and screens (including toilet cubicles).
11. MECHANICAL SERVICES		

	RCT CBC	Awen Cultural Trust
<i>11.1 Heating/hot water systems</i>	Planned replacement of old boiler/controls/systems past the end of their useful life.	General maintenance including management of all mechanical plant and hot water systems including checking of water temperatures for control of legionella, replacement of minor defective parts, Provision of thermostatic mixer valves etc. Health & Safety Issues.
<i>11.2 Boilers and Burners</i>	Heating and HWS boilers and burners and associated flues, fittings and components.	Regular cleaning/servicing. Energy saving projects. Monitoring systems.
<i>11.3 Boiler room Ancillary equipment</i>	Major replacement of heating, HWS and sump pumps calorifiers, cylinders, valves, and gauges. Oil storage tanks, pipes, valves, gauges and associated equipment as part of approved planned programme.	General maintenance of heating, HWS and sump pumps calorifiers, cylinders, valves, and gauges. Oil storage tanks, pipes, valves, gauges and associated equipment
<i>11.4 Emergencies</i>	Safe removal of old damaged asbestos boiler and pipework insulation, where risk to Health and Safety. Emergency replacement of boiler plant/systems/equipment /control, emergency temporary heating	As above
<i>11.5 Cold Water</i>	Planned replacement of cold water services. Storage tanks, distribution, pipework boosters, hose reels etc.	Minor maintenance and repair/ replacement of defective parts such as servicing pipes. Annual inspection of cold water tanks.
<i>11.6 Gas</i>	Planned replacement of pipework and control equipment.	Day to day repairs, maintenance and gas safety. All servicing.
12. MECHANICAL SERVICES		
<i>12.1 Ventilation</i>	New provision and planned replacement of mechanical ventilation/air conditioning plant equipment and controls.	Maintenance of local ventilation. Repair/ replacement of defective systems and units.

	RCT CBC	Awen Cultural Trust
<i>12.3 Fume Cupboards</i>	Planned replacement of extract fans, ductwork, controls, gas/water/electrical services.	General repairs and servicing
13. ELECTRICAL SERVICES		
<i>13.1 General</i>	Renewal/ replacement of main switchgear and distribution in major projects	Testing /replacement of individual distribution boards. The repair and minor maintenance of all switchgear and inter-connecting cables including that in temporary buildings.
<i>13.2 Health & Safety</i>	Renewal/replacement of obsolete and dangerous wiring systems, including distribution boards.	All testing, earthing and bonding to meet Health & Safety standards. Portable appliance testing
<i>13.3 Lighting</i>	Renewal replacement of all/ substantial part of luminaires.	Replacement of individual luminaires. Replacement of tubes, bulbs, diffusers etc.
<i>13.4 Other</i>	Renewal/ replacement of all/ substantially all lightning protection and external earthing systems. Renewal / replacement of lifts / hoists, barriers, lifting aids, seating, ramps, including winding controls and isolators.	Minor maintenance and repair/replacement of defective parts.
<i>13.5 Renewal/replacement of Alarm systems, Emergency Lighting and Time Controls</i>	Renewal/ replacement of all/ substantially all emergency lighting, fire detection and alarm systems, intruder alarm systems, call bell system and master clock systems All wiring and components associated with these systems including Electro-magnetic door holders (but excluding door closers).	Resetting intruder alarms, fire detection, time controls and clocks. Testing/replacement of individual boards. The repair and maintenance of all inter-connecting cables. Day to day minor repairs and servicing, including all door access systems.
<i>13.6 CCTV</i>		Maintenance/Renewal of intruder alarm systems and CCTV.
<i>13.7 Fan convectors</i>	Renewal/replacement of all/ substantially all internal and external	Minor maintenance and repair/ replacement of defective parts. Cleaning filter elements, grilles.

	RCT CBC	Awen Cultural Trust
	wiring, switches, controls, remote thermostats and time switches (excluding resetting). Cleaning fans and motors, heater batteries and internal surfaces.	
<i>13.8 Electrical space and water heating equipment</i>	Renewal/replacement of all / substantially all electric water heating equipment and associated wiring, thermostats, controls, fans and isolators. Off-peak heating units and associated wiring, thermostats, controls, fans, refractory linings, ducted connections and fixed wire guards.	Minor maintenance and repair /replacement of defective parts. Portable electrical heating equipment and associated flexes and plugs
<i>13.9 Other Electrical Equipment</i>	Renewal/replacement of all / substantially all electric water heating equipment and associated wiring, thermostats, controls, fans and isolators. Off-peak heating units and associated wiring, thermostats, controls, fans, refractory linings, ducted connections and fixed wire guards Renewal/replacement of all / substantially all fixed off-peak heating equipment and associated wiring, thermostats, controls, fans and isolators. Underfloor heating and ceiling heating systems including elements, wiring, controls and isolators. Electric incinerators & macerators including wiring, elements, linings, controls, isolators.	Minor maintenance and repair /replacement of defective parts.
<i>13.10 Ventilation Equipment</i>	Renewal/ replacement of	Cleaning accessible surfaces including

	RCT CBC	Awen Cultural Trust
	<p>all substantially all extract fans, wall and roof mounted including wiring, mountings, controls and isolators.</p> <p>Renewal/ replacement of all substantially all air handling units and duct mounted fans, wiring and mountings supports, controls, isolators, time clocks.</p>	<p>associated hoods and canopies. Cleaning/replacing filters</p> <p>General day to day maintenance, repairs and servicing. Resetting time clocks.</p> <p>Cleaning/replacing filters</p>
14. EXTERNAL WORKS		
<i>14.1 Specialist Equipment</i>	Renewal/ replacement of all substantially all sewage plant, water booster, pump sets, standby generators, electrical installation and fixed equipment.	General day to day maintenance, repairs and servicing of all items in left-hand column. Stage lighting including associated dimmers, controls, etc Laundry Equipment
<i>14.2 Pavings, etc.</i>	Renewal/ replacement of all /substantially all roads, car parks, paths, court, terraces, steps and handrails as part of repair or major project including disabled access.	General day to day maintenance and repair including sweeping and cleaning of paved areas, car park. Markings.
15. MISCELLANEOUS		
<i>15.1 Walls, fencing, gates etc.</i> <i>NB. Ancillary means permanent structures</i>	Replacement of all substantially all walls, fencing, gates and ancillary buildings.	General day to day maintenance and repair of all perimeter walls, boundary walls, retaining walls, fencing, gates and bollards.
<i>15.2 Drainage</i> <i>Internal and External</i>	Replacement/ reconstruction of drains, soakaways, inspection chambers and sewage plant as part of major project.	General day to day maintenance and repair of drains, gullies, grease traps and manholes between buildings and main sewers. Cleaning of the above and unblocking as necessary.

	RCT CBC	Awen Cultural Trust
15.3 <i>Service distribution</i>	All repairs/renewals of heating mains, gas mains, water mains, electricity mains	
OTHER		
16. <i>Asbestos</i>	Asbestos removal or treatment as above.	
17. <i>Firefighting equipment etc</i>		Servicing repair and replacement of extinguishers, blankets, hose reels Fire signs.
18. <i>Greenhouses, sheds, cycle racks,</i>		Repair and maintenance of small areas and individual items
19. <i>Signs</i>		Provision, repair, maintenance and renewal of signs.
20. <i>Demolition</i>	All work associated with the demolition of buildings other than Trust funded projects.	Trust funded projects
21. <i>Greenhouses, sheds, cycle racks, signs</i>		Repair, maintenance and renewal.
22. <i>External steps and ramps</i>	Replacement and renewal	Repair and maintenance
24. <i>Timber preservation treatment</i>	Treatment of substantial areas to preserve structure, features and life of building.	Treatment of small or isolated area of a building.
25. <i>Covered links</i>	Rebuild or substantially repair structure and finish of existing covered link	Minor repairs, maintenance to existing covered link.

	RCT CBC	Awen Cultural Trust
<i>26. Porches</i>	Rebuild or substantially repair structure and finish of existing porch.	Minor repairs, maintenance to existing porch.
<i>27. Ground maintenance</i>	Major issues e.g. severe storm damage	Upkeep of grounds, Maintenance of grounds, amenity areas, landscaped areas and boundary hedges. Tree maintenance and removal.
<i>28. Toilets</i>		Repair/replacement of damaged sanitary ware, fittings, waste & plumbing, redecoration.
<i>29. Kitchens</i>	.	Maintenance of kitchens to requirements of Council Cleaning out drainage system Repairs/ replacement parts
<i>30. Pest Control</i>		All
<i>31. Vandalism/Malicious Damage</i>	Major damage	All repairs to minor damage
<i>33. Refuse containers, litter bins</i>		Replace and repair

Testing and Surveys

Item	Frequency	Who arranges
Fire Alarm Testing	Weekly	Awen Cultural Trust
Electrical Testing (exc. portable appliances)	1 – 5 years as recommended	Awen Cultural Trust
Emergency Lights - Check – visual with fire alarm test	Weekly	Awen Cultural Trust
Emergency Lights – Full Test	Monthly	Awen Cultural Trust
Boiler Servicing	Annually	Awen Cultural Trust
Gas Safety inspections	Annually	Awen Cultural Trust
<ul style="list-style-type: none"> • Gas appliances • Gas Pipework testing 	1 – 5 years	RCT CBC
Building Condition Surveys	As required – 5 yearly	RCT CBC
Fire Risk Assessment	Annual	Awen Cultural Trust
Portable Appliance Testing (PAT)	Annually/ 3 yearly	Awen Cultural Trust
Intruder Alarm Service Contract	Annually	Awen Cultural Trust
CCTV Service Test	Annually	Awen Cultural Trust
Fire Alarm Service Contract	Annually	Awen Cultural Trust
Air Conditioning – Service Contract	Annually	Awen Cultural Trust
Display Energy Certificates	Annually	Awen Cultural Trust