

4. Clerk's Report – to receive an update on items from the 14 June 2016 Committee meeting – for info

Issue	Update
Foresters Hall	Report Agenda Item 8
Bus Shelter Advertising	Contact has been made with Cornwall Council's Transport and Technology team. A response is awaited.
Allotment Open Day	Secretary of Association informed of Committee decision and suggested avoidance of date clash with 26 th July 2016 The Man Engine day.
Plot G2	Letter sent confirming Committee resolution.

7. Steve Clements – Maintenance Man – to note the letter of resignation and consider the implications to the ongoing Facilities team staff structure given the Consultants' Recommendation that the Maintenance Man post should not be filled upon it becoming vacant.

Background – Steve Clements has been employed as the Council's Handyman later Maintenance Man since 17 October 2002. He is presently working a 30 hour per week part time. He reached the age of retirement on 13 February 2016.

On 4th July 2016 Steve Clements indicated in writing that he was giving the Council a months' notice.

Review - The Consultant's Review of the Council has produced 38 recommendations. This included para 4.6.3 Page 24: with regards the Maintenance Man 30 hours per week. "when the post next becomes vacant this should not be filled on a like for like basis as specialist work can be contracted out and routine maintenance would be undertaken by the caretakers/maintenance assistants, necessitating some enhanced hours at a lower grade than currently but with significantly budgetary savings overall." The Maintenance Man post is Spinal Point 21. The Caretaker Public Hall post is Spinal Point 11.

The Council at its 21st June 2016 meeting also adopted Recommendation 17C.

Recommendation 17C: That an additional 20 hours caretaking of the Public Hall and assistance with general facilities work be initially approved on spinal point 11 or two points above the National Living Wage whichever is the higher and that this be kept under ongoing review in the light of increased use of the Public Hall and any enhanced facilities responsibilities which might arise in the future, either from devolution or from changes in the way general maintenance tasks are undertaken. (Additional caretaking hours of 20 per week on average are likely to cost some

£8,220 plus employer's NI and superannuation contributions though these costs should, at least in part be recoverable with enhanced Public Hall use).

Conclusion: The resignation of the Maintenance Man and the adoption by the Council of the resolution to seek 20 additional hours of caretaking hours with general maintenance capability gives the Committee the scope to look at the Facilities staff set-up.

Recommendation: That the Facilities Manager draft a proposal for initial discussion with the Town Clerk and Chair of Property with a view to presenting a report to the next Committee meeting.

8. Decoration of the Exterior of Foresters Hall – to receive proposals for the decoration of the exterior of Foresters Hall. To approve the delegation of the tender acceptance to a value of £4,000.

Background. The Committee has previously agreed to the main summer job for the Maintenance Man as being the decoration of the exterior elevations of the Foresters Hall. It was previously reported that a comparative quote for the works was obtained for £3,625 plus VAT.

This contractor is being contacted and asked whether the original quote dated 29th March 2016 is still good and their availability to carry out the work to the time considerations requested by Committee. The Facilities Manager is seeking quotes from other contractors. It is anticipated that to give accurate costings they might wish to visit Foresters Hall and view the job to be undertaken. Therefore, accurate costings may not be received in time for the Committee to select a contractor. Furthermore, it had been the intention of the Committee to schedule the works at the back and side of the Foresters Hall during the school holiday and only to bring the scaffolding contractor to erect scaffolding to the front elevation and paint decorate the front elevation of Foresters Hall after the school holidays have finished. Subsequently, if costings from other contractors are not back in time for Committee to appoint a contractor, it is recommended:

Recommendation: That subject to a limit of £4,000 delegated authority be given to the Town Clerk in conjunction with the Chair of Property to select a contractor to decorate the exterior of the Foresters Hall.

9. Thorn Park – to receive an update on replacement equipment options including Councillor feedback on a Community and end user consultation. To adopt the Committees recommendation.

Background. As reported to the last Committee meeting. The basket swing at the bottom of Thorn Park was the subject of an arson attack which completely destroyed

the moving element of the swing. The burning debris fell onto the shock absorbing surface below the swing. The shock absorbing ability of the surface is now compromised.

As reported previously two possible options could be implemented going forward. These include:

1. A straight replacement of the basket swing.
2. A replacement of the current swing with a new two swing arrangement. The two swings to be of different types to try to increase the age range of the children (down to toddler size)

Cost of Kit – Replacement of current swing - £3,000 estimate
Quote for a new twin swing - £4,900

Insurance Claim for £3,075 filed 30th July 2016.

Councillors Hawken and Menear kindly agreed to liaise with local park users and neighbours to assess the views of the public on which of the above options would be preferable. It is anticipated that an update on the consultation will be provided at Committee which will assist in making a decision.

Recommendation: That the Committee receives the information and makes a resolution regarding the replacement equipment.

10. Ellis Whittam Safety Action Plan – a). To receive and adopt the Ellis Whittam Safety Action Plan. b). to receive and approve tenders for an updated Fire Risk Assessment c). to receive and approve tenders for Legionella testing.

a). Ellis Whittam Safety Action Plan – to receive and adopt the Ellis Whittam Safety Action Plan. Ellis Whittam are the Council's Health and Safety consultants. They have conducted their annual inspection and produced a General Assessment 2016 and accompanying Safety Action Plan. The General Assessment 2016 (which is 40 pages long) sets the context for the Safety Action Plan. It is recommended that the Committee receive and adopt the Safety Action Plan and authorise staff to bring reports to Committee regarding implementing the recommendations contained therein.

Recommendation: that the Committee receive and adopt the Ellis Whittam Safety Action Plan.

b). to receive and approve tenders for an updated Fire Risk Assessment. The Council has previously sought external consultants to carry out annual fire risk assessments at a cost of around £300 per annum. The advice that we have received

from Ellis Whittam is that there is significant merit in retaining a consultant to carry out a comprehensive and detailed Fire Risk Assessment which the Council should then itself update on on-going basis when looking at changes to working practices and modifications to our buildings etc. Therefore, a more comprehensive specification for a Fire Risk Appraisal has been issued by the Council in 2016. The tenders received are for:

£1,300 – JTP Associates

£1,152 – Fire Safety Solutions

Having examined the tenders received in relation to the Council's requirements and checked with Ellis Whittam, it is recommended that the JTP Associates quote is adopted as representing a better value approach.

Recommendation: That the Fire Risk Assessment contract be placed with JTP Associates.

c). to receive and approve tenders for Legionella testing. The Council has sought tenders for the Legionella testing of Public Hall, Forester's Hall, The Guildhall, Public Toilets, Fountain, allotments and the Pipewell.

The tenders received back have been:

Liam Cotterell Legionella Control Specialist - £500

Cormac Ltd. - £1,853.20

The lowest tender has been checked as for the robustness of the price and the advice of Ellis Whittam sought. It is recommended that the lowest tender be accepted.

Recommendation: That the Legionella testing contract be placed with Liam Cotterell Legionella Control Specialist.

11. Adoption of land at Eastern Avenue/Springfield Road – to receive, consider and adopt heads of terms. The Committee had asked for the landowner Windmill Investments to be contacted with a view to seeing if they would cover the Town Council's reasonable legal costs with would include Heads of Terms work by the Council's solicitor. Guy Stokely of Windmill Investments has supplied the attached draft Heads of Terms for the consideration of Committee.

Recommendation: That the Committee receive, consider and adopt the Heads of Terms