

5. FACILITIES MANAGER'S REPORT – 17th November 2020

COVID-19 Update

New lockdown restrictions came into effect from the 5th November until 2nd December. The Facilities Team are continuing to monitor the latest Government guidelines and update risk assessments, as necessary. The caretakers are undertaking routine checks of the Public Hall, Foresters' Hall, and Guildhall. Thorn Park and Rapsons Field continue to be checked and litter picked daily. The town clock will be wound as usual. All three public toilets remain open, with social distancing measures in place.

The Public Hall

The new lockdown restrictions have sadly meant the cancellation of the socially-distanced theatre production *Hellish* on the 6th November, and several other bookings from both existing and new customers. However, under the latest restrictions the Public Hall can remain open for the purposes of healthcare, support groups and formal education and we are continuing to receive bookings from healthcare providers and local support groups (average 2-bookings per week).

All users of the Public Hall are required to wear a face mask, sanitise their hands and use the NHS Track & Trace App to scan the QR code at the entrance OR provide their contact details, this includes visiting staff and councillors, delivery drivers, and contractors.

The second lockdown has provided further opportunity to undertake some deep cleaning, arrange for the disposal of damaged electrical (WEEE) items, update the room inventory's, and redecorate the main front doors and porch area.

Following urgent recommendations made in the recent fire risk assessment a quote has been accepted for the installation of a fireproof 'bulk-head' between the stage area and the workshop and to cover the opening at the top lighting cage. The work will start w/c 11th January 2021.

The heating system in the Public Hall has been serviced. The radiators in the main hall are now working more effectively and the room temperature is more comfortable. The heating engineer has suggested some further maintenance take place in the spring (when the heating is turned off) to improve the efficiency of the heating system.

Public Toilets

There have been no further reports of discarded needles in the public toilets. A training provider has been found to deliver a Sharps Awareness course and this will be held in conjunction with Looe Town Council when current lockdown restrictions ease.

Guildhall

A Fire Risk Assessment for the Guildhall has now been completed and several actions have been identified (please see attached report).

The Facilities Manager is in the process of seeking further advice and quotes from architects/designers regarding a schedule of works and specification against the findings of the July 2019 Quinquennial Survey. This will enable the Council to formally tender the work, this includes the repair and/or replacement of roof slates, repair and redecoration of all rainwater goods, repair and or replacement of damaged internal and external joinery and improving ventilation in the main hall. It is hoped that this project can be undertaken in the latter part of 2021.

Thorn Park

The damaged multi-play unit has been repaired. Quotes are being obtained for the repair of the damaged Navigator Unit and the safety fencing remains in situ.

Unfortunately, the mature ash tree on the western side of the park is showing signs of ash dieback and has started to drop branches. An application has been submitted to Cornwall Council for removal of the ash and replacement with a similarly sized native broad-leaved tree. This work will commence end-November.

Additional management work is planned this autumn including the cutting back of a large laurel hedge and removing a clump of bamboo.

7. Roundabout Sponsorship

The Town Council manages the roundabout at Pets at Home on Plymouth Road under an agreement with Cornwall Council. Liskeard in Bloom have, for the last few years, designed the layout of the plants and shrubs and been responsible for the watering. The Town Council's grounds maintenance contractor cuts the grass throughout the growing season.

The Town Council and Liskeard in Bloom have been exploring the possibility of securing a local sponsor for the roundabout. A sponsor must meet the terms of the agreement with Cornwall Council, that is, the sponsorship agreement should last for 12-months; there is a limit of three signs allowed, the design of which must be approved by the Town Council before placement; and the maximum size of any sign must be 100cm x 30cm. The sponsorship fee will be negotiable and the final decision on the selection of a sponsor will rest with the Facilities Committee.

RECOMMENDATION: That the Committee approve, in principle, the sponsorship of the Pets at Home roundabout for 12-months, commencing in spring 2021.

8. Mobile Tower Scaffold

The Town Council purchased a mobile tower scaffold approx. 10 years ago. The estimated current value of the scaffold is £1,000 to £2,000. The tower scaffold has not been used by the Facilities Team for several years and currently no one on the team has received the PASMA training required to safely use it.

RECOMMENDATION: That the Committee approve the disposal of the mobile tower scaffold in accordance with the Financial Regulations.

9. Installation of Smart Meters

The Town Council currently has no smart meters, and a monthly meter reading is provided by a member of the Facilities Team to the Accounts Clerk. By switching to Smart meters, a reading will be sent direct to our energy suppliers about how much gas and electricity is being used. The Smart meters would be replaced at no cost to the Town Council. It should be noted that second-generation meters are connected to a central network at the point of installation so there are no issues with switching suppliers in future. Furthermore, Smart meters provide 'real time' information which can be used to cut energy consumption.

RECOMMENDATION: That the Committee approve the installation of Smart meters in all properties where feasible.