

5. FACILITIES MANAGERS REPORT – 6th JANUARY 2020,

FACILITIES COMMITTEE MEETING

Staff

The recruitment process for a replacement Facilities Manager is underway and it is anticipated that an appointment will be confirmed by the time of this Facilities Committee meeting. It is anticipated that the new FM will join us by mid-February and there will be a handover period to March 31st, 2020.

With the current FM stepping down a further review of the Facilities team will then be carried out following the appointment of the new manager.

Outside Spaces

Parks – Our parks remain quiet at this time of year with little or no activity to report, except for on-going problems of litter and broken glass in Westbourne Garden, which is regularly reported to Cornwall Council. Westbourne Garden is also subject to an amount of wind damage twigs, branches and leaves littering the park, this has also been reported to Cornwall Council and is monitored weekly.

Please see separate agenda item 8 regarding the Golitha Rise play area.

Allotments – There are currently two vacant plots, one at Pengover Road and one at Lake Lane.

Liskeard Together have requested one, or possibly both of these plots for their projects and I am currently awaiting their formal request.

Public Toilets – No new activity to report on the Public Toilets although there is still a small amount of occasional damage in all three sites. Gutter clearing and trimming back are in hand and varying degrees of re-decoration is for consideration in the draft 2020/21 Facilities budget.

Sanitary Product Dispensers – Following approval from the November 2019 Facilities Committee, six sanitary product dispensers, together with an initial stock of towels and tampons, were ordered and are currently being installed. Ongoing usage at each location will be monitored and reported to this Committee.

Guildhall

The work to upgrade the fire doors and fire stopping at the Guildhall is now due to commence by the end of January 2020 and we will be liaising with our tenants to minimise disruption as much as possible.

Foresters Hall

Minor maintenance work has been carried out at the Foresters Hall and some of the Fire Risk assessment recommendations have or will be completed. The larger fire risk improvements to the fire alarm system and evacuation procedures are subject to the current 2020/21 budget review.

Pipe Well

Quotations have been received from two contractors for repairs to the fractured drainpipe leading from the Pipe Well and are for consideration in Part II of this meeting. The current water level in the Pipe Well is above the bottom step and was considered a hazard; therefore, the Pipe Well is currently fenced off from Public access.

Public Hall

7. Council Chamber and Mayors Parlour Improvements

7 a. The Council Chamber Working Group met on 15th November 2019 and consideration was given to two aspects relating to the Council Chamber and the Mayors Parlour / Members Room.

The notes from that meeting are included in the supporting documents.

The increasing requirement for IT provision in the Council Chamber was discussed, including the lack of suitable power supplies for personal IT devices. Many Council, and other, meetings now require the use of a projector for large visual presentations. Our current projector and portable screen have its limitations, taking up space and not being accessible to all delegates.

In conjunction with a local supplier, a possible solution is suggested consisting of one 55" display screen above the Mayor's position and two further 43" screens positioned mid-way down either side of the Chamber, allowing good visibility from all parts of the Chamber. These screens would be equipped with wireless streaming devices enabling presentations to be displayed simultaneously on the three screens, and with the use of a free App, could also be viewed on Members own devices.

In addition to the benefits for the Council itself, the improved IT could attract commercial hirers and improve the rental income from that room.

The provision of power outlets around the main Council Chamber table, to enable members to connect personal IT devices etc., was also considered and a semi-permanent array of sockets is proposed.

A budget for these items, including enabling works and improved power outlets, is £5k

7 b. The Chamber Working Group also considered the usage of the Mayors Parlour. Although historically this room was primarily reserved for formal meetings with the Mayor, in recent years it has become much more frequently used for internal meetings and as a hiring room for smaller groups, and as a backstop room at busy times. The Members Room is used very infrequently and has become mainly temporary storage for Council display materials etc. and as a mailroom for Members correspondence.

The Working Group considered that these two rooms could be used more productively, and more cost effectively, if they were reconfigured into one larger and more functional letting space. The

cost for the removal of the partition wall and the making good of the floor, walls, ceiling, electrics and fire alarm etc. is estimated at £5k with additional costs for tables and chairs etc. plus the provision of a small kitchenette if required.

A Budget for this item is £5k subject to final scope of finish and fixtures.

RECOMMENDATION: That the Committee considers the proposed improvements and alterations to the Council Chamber, Mayors Parlour and Members room, detailed in item 7a & 7b above, and APPROVES their inclusion in the draft 2020/21 Facilities Budget.

8. To Consider further works under the budget provisions for Q4 2019/20

The 2019/20 Facilities budget set a provision of £25k for the continuation of refurbishment works at the Public Hall, which also included an amount of £7,104 being the retention fee payable to A D Williams upon satisfactory completion of snagging issues. This gave an available budget for works in 2019/20 of **£17,896**.

Works completed so far in 2019/20 are:

- New automated entrance doors - £5,700
- Automation of doors on Fire Exit route through the Main Hall - £300
- Provision of three evacuation chairs - £1852.50
- Additional kitchen equipment - £1993.87
- New ceiling mounted transfer hoist in Changing Places toilet - £2684.32
- Additional Changing Place equipment - £161.24
- Misc. enabling works (Plumbing / electrics etc.) - £753.05

Total Spend to date - £13,444.98 + VAT = **£16,133.98**

Unallocated budget available for Q4 - £1,762.02 INC VAT

Items discussed, but not yet actioned, are additional crockery and cutlery. It was agreed that we would allow more time to assess demand for these items and in the interim we would direct hirers to local event hire companies as required.

RECOMMENDATION: That the final unallocated balance from the 2019/20 Public Hall refurbishment budget be transferred to a nominated reserve for continued refurbishments in 2020/21

9. To Receive and consider a discussion document on the Guildhall for 2020 and beyond.

Councillor Smith will present a discussion document for the Committees consideration and input.

10. To Consider the Carbon Footprint of Town Council buildings and examine ways to mitigate or neutralise

This item is for initial discussion, and to assist a publication from the DCLG regarding improving energy efficiency in Public buildings is included in the supporting documents.

In 2018 the Town Council commissioned a Display Energy Certificate (DEC) report on the Public Hall and Foresters Hall. The DEC is similar to an EPC on a domestic property.

The 2018 reports are enclosed in supporting documents and give a snapshot of the energy efficiency of the two buildings and further offers advice on measures to improve our score.

Since these reports were carried out, the Public Hall has undergone some refurbishment, which will have an impact on current efficiency ratings. For example, double glazed windows in the Hobhouse Room will have a positive impact, whereas the installation of the platform lifts will be negative.

A DEC was not required for the Guildhall due to its Grade II* listing. In addition, the Public Toilets were not covered under this scheme, however measures to improve water and electricity usage at these locations could be examined.

11. Golitha Rise Play Area – Barratt Homes

This item was considered at the November 2019 Facilities Committee meeting where it was agreed to obtain further information from Barratt Homes and their proposed offer.

Therefore, a meeting was arranged with Operations Manager from Barratt Homes, where the following offer was made.

Barratt are offering to transfer the freehold of the Play Area / P.O.S. at Golitha Rise for a nil consideration from the Town Council. In addition, they will cover all legal fees and pay a consideration to the Town Council of £10,000. We have highlighted some current maintenance concerns, which Barratt have agreed to rectify prior to transfer, and they will continue to maintain and insure the site to the point of transfer.

Councillor Ambler had noted concerns over lack of correct street signage alerting drivers to the location of a children's play area. Barrett's have confirmed that this will be dealt with as part of the development adoption process currently underway with Cornwall Council.

As the equipment at Golitha Rise is several years old now, and slightly limited in its provision, we have obtained a guide figure of £25,000 for future renewals / upgrading. This would be to replace the current equipment on a similar basis but with more up to date designs and varied skill sets and includes a new play surface and removal of the old equipment.

However, the existing equipment, once the minor repairs have been completed, is still very serviceable for the medium term although the play surface may require repairs or replacement sooner and an estimate of £6k for this work could come from the £10k contribution from Barratt.

On-going costs to maintain the site, such as grass and hedge cutting, and play equipment inspections will be in the region of £1k per annum. The site will require a minimum of weekly

inspection, litter picking and bin emptying (possibly more frequent in the summer months). Due to the 'remote' location this could add one hour of staff time, or more, to the current parks litter picking routine.

RECOMMENDATION: That the Facilities Committee **CONSIDERS** the possible acquisition of the Golitha Rise POS from Barratt Homes and makes a **RECOMMENDATION** to Council accordingly.

13. To Review the Facilities Committee 5-year financial plan and to Agree a prioritised list of objectives for 2020/21

A copy of the Facilities Committees' five-year financial plan, commencing April 2017, is attached in supporting documents for guidance.

Some projects highlighted in the plan have since been completed and others are either in hand or for further consideration.

Items already discussed from this meeting's agenda will now require prioritising into the ongoing financial plan.

RECOMMENDATION: That the Committee Reviews and Considers the Facilities plan and objectives and **AGREES** a prioritised list to inform the 2020/21 budget setting process.

14. Facilities Budget Setting 2020/21

The draft Facilities Committee budget for the year 2020 / 2021 is attached for Members consideration.

Standard, fixed overheads have been adjusted to reflect price increases and changes in usage etc.

No provision has been allowed for regarding possible increases in our room or allotments rental charges.

The Town Council meeting on 17th December 2019 agreed there should be a neutral spend budget for 2020/21, pro-rata by Committee.

The draft budget, as presented, shows a total expenditure of £303,361. The suggested target to arrive at a neutral budget for 2020/21 is £293,512, therefore a reduction in spend of £9,849 is required to meet this target.

Members may consider various options to achieve this target, which could include utilising funds from one or more of the Facilities reserves.

RECOMMENDATION: That the Committee considers in detail the draft Facilities budget for 2020/21, including all projects and initiatives, together with the target of achieving a neutral budget, and **AGREES** a final version to be submitted to the Finance Committee.