

LISKEARD TOWN COUNCIL

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Mr S Vinson
Town Clerk
3/5 West Street
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2 Wednesday 2016

FACILITIES COMMITTEE MEETING

TUESDAY 8 NOVEMBER 2016 AT 7.00 pm

TO BE HELD IN THE COUNCIL CHAMBER AT THE PUBLIC HALL

Members of the public are invited to attend and take part in the meeting

Steve Vinson
TOWN CLERK

AGENDA

The Chairman will advise those present of Housekeeping matters.

Plotholder's and Members of the public are invited to attend and take part in the meeting

1. To receive Apologies
2. To receive Declarations of Members' Interests both Registerable and Non-Registerable
3. To approve the Minutes of the Meeting held on the 13 September 2016
4. Plotholder's Opportunity to raise items and issues
5. Public Participation
6. Facilities Manager's Report - to receive an update on items from the 13 September 2016 Committee meeting and a general update on the Facilities – For Information.
7. Budget Report to 30 September 2016
8. Staffing Recruitment of Caretaker/Handyperson/Cleaning posts – That subject to the reporting to Committee of the results of the currently poor response to the recruitment exercise, the allocation of the hours and shifts be reviewed.

9. Flower beds and seasonal planting – Due to the retirement of our current planting contractor a new contractor will need to be sought and an order placed for the Summer 2017 bedding plants by mid December 2016.

10. Hanging baskets and troughs – Due to the retirement of our current Hanging basket watering and maintenance contractor to consider alternative options and the potential involvement of the Liskeard Traders Association.

11. Legionella risk assessment – To designate a member of the Town Council staff as a Responsible Person for the purpose of legionella risk management.

12. Budget Planning and Precept Setting – to receive and approve the budget plan and the formation of the relevant nominated reserves as part of the Council's Budget and Precept Setting.

13. Allotments Administration – to delegate to the Facilities Manager or Town Clerk as appropriate in conjunction with the Committee Chair, administrative decisions in accordance with allotments rules, such as, permission to erect a shed or transfer to another plot.

14. Correspondence – to consider and resolve response

- R Cummings – Plot N Request that upon his eventual tenancy termination Mr Turner Plot M2 be allowed to become a tenant.
- A Hodgkins, Plot G2 - Permission to erect an 8 ft x 8 ft greenhouse
- T Rashleigh, – Plot A3 – Permission to erect a 3 ft x 4 ft greenhouse.
- R Wakeford – Plot L2 – Notice of giving up Allotment – Request to transfer Plot L to Mrs Byrne Plot M1.
- J Byrne – Plot M1 – request to take up the tenancy of Plot L2 and if possible retain Plot M1 for six months and if possible longer.

15. Date of next meeting 10 January 2017