

5. Facilities Managers Report (17 May 2022)

Staffing – The annual staff appraisals were carried out week commencing the 11 April. The part-time (23hrs) caretaker vacancy has now been filled subject to the receipt of satisfactory references. We are hoping the new caretaker can start before end of May,

Budget Monitoring Report – The Committee has requested a report on any issues impacting timely budget reporting. We are currently completing the year end accounting procedures, and have already completed all the payroll tasks, and returns to the pension provider. We need to complete the final reserve transfers, carry forwards, reconciliations, and checks before the internal auditor visits at the beginning of June. Once he has signed off the 2021/22 year, we will be able to begin producing the reports for the current financial year. Unfortunately, this coincides with organising Mayor Choosing and the Annual Town Meeting which have both started later than usual this year.

At the Finance and General Purposes Committee held on 26 April a query was raised regarding the increase in cost of the annual servicing and maintenance of fire extinguishers in the Public Hall, Foresters' Hall, and Guildhall. The cost was £1,180.50 + VAT which is a considerable increase on the previous year's invoice of £511.25 + VAT. The response received from the servicing company was as follows:

"I have checked the invoice, and, on our system, it breaks it down into basic service, extended service and additional. Looking at this particular invoice, the basic service charges are £547.26 +VAT. The extended service charges are £534.48, when we completed the service, there were 6 extinguishers which were out of date and required an extended service to ensure they remain complaint. Now they have been actioned, they will go back to having a basic service only for the next 5 years as this is how long they last before they are due again. The additional works required was 1 additional extinguisher, now that the site has this, it will be similar to the extended service units where they will need a basic service only. I do apologise that the works required made the invoice seem much higher than usual, the service costs on the invoice are for £547.26. Due to British Standards, the extended services which were completed needed to be done to ensure that your site remains complaint. I have looked at the job, and I can see that next year, there are 9 extinguishers which are due to go out of date and will need an extended service. We can provide a quote for this before we attend, or when a technician is on site, if someone there requests the costs, we can action these before attending. I apologise for this; I hope the above explains the other costs on the invoice."

The Facilities Manager will seek a minimum of three quotes for the annual servicing and maintenance of the Town Council's fire extinguishers in 2023.

CCTV – The relocation of the rapid deployable cameras has been passed to the Finance & General Purposes Committee for further consideration.

Data Cabling – The contract is now running several weeks behind the original completion date of the end of February. This is partly due to increased bookings in the Public Hall which has limited days/times when the contractor can have access and also because of issues caused by the necessary replacement of the old distribution board on the stage. The contractor has been contacted to inform them that the delay is impacting on the operation of the Public Hall. The contractors are now working evenings and weekend to move the project along. Work in the main hall is 95% complete. The first section of the fibre ‘backbone’ has been installed linking the office with the stage and work is due to start on the remaining meeting rooms. The expected date for completion is 20 June 2022.

Devolution - At the FGP Committee held on 26 April clarification was sought on the possible grant repayment liabilities that might fall to the Town Council should something not be complied with post transfer of Castle Park to the Town Council regarding the Making Space for Nature project. The following response has now been received from Graham Bedford, Cornwall Council Property Lawyer via Melissa Ralph, the MS4N Project Lead:

“My understanding is that the Cornwall Council accept that there will not be a release from the grant funding obligations, but consent will be given to the disposal subject to the Town Council entering into a deed of covenant. There will be a deed of covenant between the Town Council and DLUHC or Secretary of State to continue to use the asset or Castle Park in accordance with the terms of the grant funding agreement.”

It appears that the grant funding obligations (liabilities) remain with Cornwall Council.

A further update was received on 13 May as follows – The Deed of Covenant is due to be returned at the end of July and the Town Council will need a formal resolution to approve.

Replacement Water Bowser - The current water bowser is now beyond economic repair and is due to be replaced this year. The sum of £2,500.00 was agreed as part of the 2022/23 Facilities Budget at the Facilities Committee meeting held on 18 January 2022. The cost of the replacement bowser is £1,855.70 + VAT for the unit and £55.00 + VAT for delivery, so total cost of £1,910.70 + VAT. The supplier currently has a 4-5 week lead time, and the hanging baskets are due to be installed later this month.

Floral Displays - Twelve of a planned sixteen new planters have been installed throughout the town by Liskeard Traders Association with grant support from the Welcome Back Fund. The Committee may wish to consider how the Town Council can support the on-going planting, maintenance, and watering of the planters. The cost of watering the Traders Association planters (including the new Welcome Back Fund tubs) is estimated at £1,200.00 to £1,500.00 for the season. If the Committee is in agreement, the proposal is to transfer

£2,000.00 from the Castle Park budget to create a new budget line to cover this cost. The Traders Association would also make a further contribution to the cost of watering as well as providing a lot of the flowers.

Huddy's Court - The Committee is investigating the ownership of an area of land adjacent to Huddy's Court in Well Lane. Having already received responses from the Land Registry and Duchy Estates an enquiry was sent to Cornwall Council Highways and Estates. The Facilities Manager had a site meeting with the Highways Manager on 9 May 2022 and he is going to make further enquiries to see if Cornwall Council can provide any information on ownership. It was suggested that the Town Council apply to the Land Registry to register the land.

Water ReFILL stations - The Committee is exploring possible locations and grant funding for drinking water fountains and/or ReFILL stations. The Facilities Manager has contacted Rebecca Catterall of Devona and Cornwall Rail Partnership. The feedback is as follows:

"...we are happy to facilitate discussions, in principle GWR is happy to look at feasibility, but there are costs involved in this of course which they cannot meet, and we do not have funding for either. If there is some money that can put to this, we might be able to look at applying for grants to help with this, but they require match funding. When we looked at cost of installation and the searches/processes involved at GWR, it is looking at around £3,500 but as GWR has not installed any refill points at their stations to date (scuppered by Covid), I was just taking a best guess. Ongoing maintenance also needs to be considered as well. The other thing to factor in is the fact that the buffet at Liskeard, having been closed for a long time, is about to re-open under new management."

The response to Rebecca from GWR:

"Cost obviously varies depending on the model, as a minimum we want something that is inclusive for all users and something that has a bottle counter so we can quantify the saving. It's likely that we'll need landlord's consent for the installation and all fountains would need to be included in legionella testing. We are aware that many Devon and Cornwall stations sit within Plastic Free Towns so a good opportunity for a positive impact. Here's more info from one of the major suppliers to transport operators <https://www.miw.co.uk/sectors/transport-hub-drinking-water-dispensers/>".

An initial search for grant funding has been unsuccessful, however, in the meantime the Committee may wish to consider promoting the www.refill.org.uk/ app with local businesses and organisations.

Public Hall Refurbishment Phase II

To follow

War Memorial - Following the VE Day commemoration on Sunday 8 May 2022 at the War Memorial. The Royal British Legion have raised concerns regarding the repointing of the monument. The Facilities Manager is seeking three quotes (one has already been received) from suitably qualified and experienced specialists to undertake this work. A sum of £2,500.00 has been allocated to war memorial repairs in the 2022/23 Facilities budget. The War Memorials Grant Scheme provides grants for repair and conservation of war memorials in England. The grant covers between 25%-75% of costs. The closing date for applications is 30 June 2022 - <http://www.warmemorials.org/grants/>

The Fountain - A quote for **£489.63** has been received to reinstate the water supply to the Fountain. This cost includes the supply a fit of a: Feed and expansion tank; pump; pipework and fittings; and insulation. The work is scheduled to take place week commencing 23 May 2022, in time for the Platinum Jubilee celebrations.

Units 2 & 3, The Guildhall – The kitchen/storeroom and toilets at the rear of Units 2 & 3 require some repairs and redecoration before the new tenants move in. The estimated cost of the repairs is **£2,000.00 + VAT**. In addition the pigeon-proofing along the front of the units needs to be replaced as it is no longer working effectively. The cost of installing pigeon net and spikes along the ledges is estimated at **£1,000.00 + VAT**.

Both units were used for a pop-up shop to support Liskeard in Bloom in April. Unit 3 is being used for a Safer Liskeard pop-up on Friday 6, 13 and 20 May. The Royal Naval Association in conjunction with the Royal British Legion will be holding a pop-up shop from the 21 May until 27 May.

Weed Management

The budgeted sum for weed management this year is £2,500.00. The cost of weed spraying in 2021 was £3,954.00 for two applications, one in June and one in September. The Committee may wish to consider reducing the area and/or frequency of weed spraying to bring costs down and to reduce the use of herbicide. The recommendation is that the Facilities Manager seeks quotes based on a per metre cost to a maximum amount. The Committee needs to determine what the frequency of spraying should be and what, if any, areas are to be excluded from spraying.

Local Footpath Maintenance Partnership - The 2022/23 Local Maintenance Partnership grant allocation from Cornwall Council to the Town Council is £1,261.96. A quote of £1,180.00 has been received from the Town Council's footpaths contractor.

Public Toilets - The public toilets at Westbourne Car Park and Sungirt Car Park have recently undergone a deep clean. The intention is to redecorate internally and externally both blocks of toilets. A sum of **£1,100.00** has been allocated to redecoration in the 2022/23 budget.

Liskeard & Looe Foodbank – The Foodbank are currently renting the New Liskeard Room. This was an initially a short-term arrangement until the Foodbank were able to move into a more permanent location but unfortunately this has been further delayed. The Foodbank are currently being charged £50.00 per week plus £5.00 per week to cover utility bills.