

6. FACILITIES MANAGERS REPORT – 15th July 2020

FACILITIES COMMITTEE MEETING

COVID-19

Following the lockdown announced by Government in response to the COVID-19 pandemic at the end of March the Town Council facilities were closed. The facilities team continued to carry out essential checks of buildings e.g. fire alarms but all routine work was suspended. The Facilities Manager continues to work from home. As lockdown restrictions have slowly eased the Town Council's facilities have started to re-open beginning with the winding of the Town Clock at the end of June and expanding to include play areas and public toilets at the beginning of July. The Public Hall re-opened in June for an NHS clinic initially once a week. Whilst the Public Hall and public toilets have been closed some essential repair and maintenance work has taken place.

Risk assessments and method statements have been comprehensively revised and extra equipment e.g. hand sanitiser stations, installed.

Parks

The play equipment has been closed during the lockdown, but the parks have remained open for exercise. There have been no specific issues with the parks or play equipment. Following re-opening on the 4th July signage advising on COVID-19 has been installed at Rapson's Field and Thorn Park, with additional specific information for skateboarders. Regular equipment checks and litter picking have recommenced.

Allotments

Both vacant plots at Lake Lane have been let. There are no vacant plots at Pengover Road.

Public Toilets

A new hot water system to supply the disabled toilet sink and to provide hot water for cleaning has been installed at Westbourne and Sungirt Car Park Toilets. The SWH contract has been extended to include the provision of sanitary bins in the toilets at Westbourne, Sungirt and Dean Street with the addition of a nappy bin at Dean Street. The toilets have been partially re-opened in line with the Governments guidance on safe social distancing. Vandalism to a door in Westbourne toilets has been repaired.

Guildhall

The contract for the installation of new fire doors and associated fire stopping works was re-tendered. The contract has been let to Westcountry Stonemasons Ltd. Work is due to commence on site mid-August. We will be liaising with our tenants to minimise disruption as much as possible. The anticipated completion date is end of September.

Foresters Hall

The Tourist Information Centre and Museum have been closed throughout the lockdown. The Tourist Information Centre will re-open from the 27th July.

7. Facilities Budget

The accounts clerk and RFO are currently completing final adjustments to the 2019/20 financial accounting statements which are to be presented to Council on 28 July to meet internal and external audit deadlines. Unfortunately, work on the current year's accounts has not yet commenced and therefore a budget monitoring report is not available for this committee meeting. However, in the week commencing 20 July all of the account's clerks contracted hours (20 per week) plus possibly some authorised overtime, will be dedicated to inputting information into the accounts software to produce budget reports for all committees at Full Council on 28 July. Furthermore, from 20 July the account's clerk will no longer be undertaking any work from home, with a slightly changed temporary work pattern of four 5-hour days on Monday, Tuesday, Thursday and Friday. Both staff and Councillors are requested not to ask the accounts clerk to undertake other tasks until the accounts are up to date.

8. Re-opening Liskeard Safely

To assist with the safe re-opening of Liskeard the Facilities Team are in the process of setting up hand sanitiser stations at key locations throughout the town and installing additional signage.

The Facilities Manager has spoken to businesses with actual or potential issues with queuing at key locations, including some of our tenants, and pavement signage is planned for these areas.

It is important to note that additional staff time maybe required as part of re-opening Liskeard safely e.g. servicing sanitising stations, enhanced cleaning, checking signage, dealing with vandalism.

RECOMMENDATION: That the Council **CONSIDER** the setting up of a budget to cover additional costs associated with the COVOD-19 pandemic.

9. Footpath Link at Eastern Avenue

Technical approval for the scheme has been granted by Cornwall Council. The next phase of the project will involve specification, procuring the contract and onsite administration. The cost for this next phase of project delivery is £1,800.00 + VAT.

RECOMMENDATION: That the Committee **APPROVE** the next phase of project delivery including and the expenditure of £1,800.00 +VAT.

10. Public Hall

An update on the new broadband installation by Wildanet to follow.

- a) The temporary shutdown has given us the opportunity to improvements to the Council Chamber which include removal of the bench and dais and installation of the new AV system and the provision of power sockets to enable members to connect personal devices. To improve accessibility the two smaller tables at the rear of the Council Chamber are to be removed.

RECOMMENDATION: That the Committee **APPROVE** the disposal of the two smaller tables, offering them to a local community organisation in the first instance.

- b) AD Williams have now completed the snagging works associated with the Public Hall Refurbishment project.

RECOMMENDATION: That the Committee **APPROVE** the release of the £7,104.00 retention fee pending a final inspection by a fire risk assessment consultant due on 24th July 2020.

- c) A draft phased re-opening plan has been drafted for the Public Hall. The plan states that during July, the Public Hall will be open for 2-days per week for the exclusive use of an NHS Orthotics Clinic in the Emily Hobhouse Room and Wheal Phoenix. This will give the Facilities Team the opportunity to test the COVID-19 measures in place e.g. sanitiser stations, signage, one-way system, and enhanced cleaning.

From the 1st August smaller groups of up to 10 people will be able to use the Public Hall with exclusive use of the building. Rooms will be used alternately to allow enough time for cleaning. No room will be used more than once a day. No kitchen or tea/coffee facilities will be available. A one-way system will be in operation.

From mid-August we will start having two groups in the building at once with staggered start and finish times. Rooms will still be used alternately to allow time for cleaning and no room will be used more than once a day. Larger groups will be able to use the main hall. Rehearsals and band practice can take place in the hall as long as the latest Government guidelines are adhered to.

From September we will start to allow multiple bookings, with staggered start and finish times. If practical and safe to do so we will re-open the kitchen areas and tea/coffee facilities.

From October we hope to be operating more normally, although we think that bookings will continue to be below pre-COVID-19 levels.

All hirers will be required to abide by the Special COVID-19 Booking Regulations and produce a risk assessment that will be reviewed by the Facilities Manager. Please see Draft Special Regulations Due to COVID-19 Report.

To help maintain safe social distancing it may be necessary to move a hirer from a small meeting room into a larger one. In theory this would mean they would incur a higher fee but for the duration of the COVID-19 pandemic any additional cost could be waived.

RECOMMENDATION: That the Committee **APPROVE** the implementation of the Public Hall phased re-opening plan and **APPROVE** the special regulations and **APPROVE** the waiving of any additional fees that may result from a hirer having to re-locate to a larger room in order to meet social distancing requirements.

- d) In response to the COVID-19 pandemic and in an effort to streamline the payment of booking fees, rent and so on it is proposed that a card payment facility is made available in the Council office. A card payment facility will reduce the need for cash payments and therefore the need to sanitise money for change. It will also be more convenient for customers and reduce the time spent chasing overdue payments and administration. A quote for £16.99 per month has been received for providing a wireless contactless card payment system in the Council office.

RECOMMENDATION: That the Committee **APPROVE** the purchase of the card payment system at a cost of £16.99 per month.