

# Liskeard Town Council

## Facilities Committee

### Tuesday 14<sup>th</sup> March 2017

#### 5. Facilities Managers update & report as at 7<sup>th</sup> March 2017

##### Staff

Erin Beswitherick has joined the team as Admin Assistant- facilities and has now completed two full weeks in post. Erin's' background is in the hotel sector and brings experience of bookings and reservations and general hotel administration. Erin has previously completed a BTEC course in Business administration and is now booked to start a level three course through the Town Council.

Once the new Admin Assistant – Support Services is in place Erin will be able to concentrate more fully on her role.

Jeff Barrett and Jim Hughes, Caretaker / handymen, have settled in and work well as a team. Jeff is proving very useful in some of our grounds maintenance needs having recently cut the Allotment hedges, a job we would have previously contracted out. However it should be noted that this additional work will have an impact on the caretaker wage bill and adjustments to budget lines may be needed to reflect this.

Jeff has also been maintaining the planting on the Plymouth Road roundabout and will be starting on the flowerbeds subject to weather.

It is felt that, as part of our drive to improve our facilities and bookings, a more uniform appearance for the caretaking staff will increase public recognition of the staff and present a more professional presence, especially when attending to more formal events such as weddings and shows.

A design and example layout for some basic items of uniform is attached for consideration.

- 7. RECOMMENDATION: To purchase an initial supply of polo shirts, sweat shirts, fleece jackets, Hi-Viz waterproof jackets and safety footwear for the two Caretaker/Handymen, Public Toilet cleaner and Facilities Manager with a budget not to exceed £500 ex. VAT  
To be allocated to the Public Hall consumables (cleaning) budget line.**

##### Business Rates

The Town Clerk is currently enquiring through CALC to ascertain how the recent changes to non-domestic rates are affecting similar Town Council properties across the county and a decision will be made regarding lodging an appeal.

## **Fire Risk Assessment**

We are continuing to make progress with the recommendations arising from the latest Fire Risk Assessment with improved fire signs and notices, fire extinguisher provision and flammable liquid storage. At the Public Hall and the Guildhall there are various improvements required to the fire doors and we are awaiting costings from a specialist supplier which should be available for the June facilities committee meeting.

## **Guildhall**

Correspondence is ongoing with two Guildhall tenants – please see separate Town Clerks report and update.

## **Land at Eastern Avenue**

The area of amenity land at Eastern Avenue has now been formally transferred to the Town Council ownership and has been noted on our insurance policy.

Caretaker Jeff Barrett will shortly be carrying out some minor trimming and tidying of the trees and shrubs, including an area of brambles. In addition a degree of litter picking is required, particularly where our land adjoins the Cornwall Council land on the Springfield Road side. There is currently an informal pathway through the site from Springfield Road to Eastern Avenue which, at this time of year, is very muddy. The Town Clerk has previously had preliminary communications with Phillip Jones of Cornwall Council regarding the possibility of establishing a more formal pathway across the two pieces of land which was positively received.

- 8. RECOMMENDATION: That a design and costed proposal for a formal footpath be brought to the facilities committee meeting in June 2017.**

## **Allotments**

Councillor Whitty and I have recently visited the Pengover allotments and are generally pleased with the current standards. Mr. Gander, Plot A2, has made good progress in tending a large area of his plot as promised. The disused greenhouse frame and various other items on his plot still require attention and Councillor Whitty and I will continue to monitor the situation and liaise with Mr. Gander accordingly.

## **Grass cutting contract**

With the addition of the new land at Eastern Avenue and the pending acquisition of Westbourne Gardens it has necessitated a review of our grass cutting and hedge trimming requirements across all Town Council open spaces.

- 9. RECOMMENDATION:** That a new tendering document for the grass cutting and hedge trimming of Town Council open spaces be drawn up to be brought to this committee for approval at the June facilities committee meeting.

## **Hanging Baskets / Liskeard in Bloom**

The formation of a Liskeard in Bloom group is now with the Town Forum and the Town Council has previously agreed the provision of a pedestrian operated water bowser and associated water and electricity supplies to be sited in the Fore Street entrance of the Guildhall for use by the group in watering the various hanging baskets in and around the town.

In addition the Town Council will now be providing hanging baskets for use on our own buildings (Public Hall 5, Guildhall 6, Foresters Hall 2, Dean St. Toilet 1) 14 in total. It has previously been recommended that we purchase the 'self-watering' type of hanging basket which have a very long service life and require less frequent watering.

The Liskeard in Bloom group has contacted us with a proposal to water the Town Council owned hanging baskets on a twice weekly frequency over a 21 week period from mid-May until the end of October for the cost of £30 per basket, therefore our 14 hanging baskets would cost £420 for the 2017 season for watering. The LIB group is also allowing for possible additional watering of the baskets subject to weather conditions at no extra charge.

The watering equipment costs are as follows:

Electrically powered water bowser - £1470  
Provision of water supply and tap to the Guildhall entrance - £620  
Provision of an electricity supply to the Guildhall entrance - £200  
Provision of 14 'self-watering' hanging baskets and one heavy duty bracket for Town Council buildings - £400

Total expenditure for the water bowser and associated services -  
£2290 + VAT

Total expenditure for the purchase of Town Council hanging baskets -  
£400 + VAT

(Note: this does not include any planting)

Total cost for 2017 season watering by LIB - £420

**10. RECOMMENDATION:** That the committee approve (a) the purchase of the above equipment as, Water bowser and associated services £2290 and Town Council use hanging baskets £400. (b) The acceptance of the Liskeard in Bloom agreement for 2017 season hanging basket watering at £420

### **Pipe Well**

Members of the Town Council and the Town Forum have had informal discussions regarding possible options for improvements / enhancements to the Pipe Well and any detailed proposals will be brought before this committee as they become available.

### **Local Maintenance Partnership 2017 – 18**

The Town Council have received the 2017 – 18 Local Maintenance Partnership funding offer letter in the sum of £1056 (up from £960 for 2016-17) for the trimming of nominated public rights of way. Please see separate documents for copies of the offer letter and Rights of way map.

**11. RECOMMENDATION:** That the committee approve (a) Acceptance of the LMP offer of £1056 (b) consider any other lengths of Public Rights of Way, not covered by the current schedule, which may be beneficial for the Town Council to fund in addition to those covered by the grant.