

Liskeard Town Council Facilities Committee Tuesday 8th November 2016

6. Facilities Managers update & report as at 1st November 2016

Fire Risk Assessment

New Fire Risk Assessment's for our three main buildings have now been completed and a full report on the findings and implications will follow shortly.

An initial inspection of the reports suggests improvements in fire detection throughout the Public Hall Complex, improvements to the fire doors in various locations / buildings, improvements to the management of fire exits, a new / reviewed Fire Emergency Plan including the communication to, and the duties of, event organisers and hirers, together with staff training and fire drills.

Some of the recommendations will be influenced by the proposed refurbishment of the Refreshment Room and can be planned as part of those works.

Guildhall lightning conductor

The lightning conductor and air terminal on the clock tower of the Guildhall is due its annual and five yearly tests and inspection. At the same time we have engaged the contractor to remove and treat an area of vegetation that has developed near the very top of the tower and could potentially degrade the surrounding masonry. This work has been booked and we are awaiting confirmation of a date.

8. Staffing

The position of Administration Assistant – Facilities has now been advertised and to-date we have received 12 completed application forms. The application deadline is Noon on Monday 7th November 2016 at which time a short list will be drawn up and interview dates set.

Response to our recruitment of caretaking and cleaning staff has been unexpectedly slow with only two applicants for four posts from two newspaper advertisements to date.

However the full time caretaker/ handyman position has been filled and training is underway.

A second advertisement for caretaking staff is currently being run and we are awaiting applications.

It is felt that the remaining two part time caretaker / handyman positions and the part time cleaner position may be unattractive due to the number of contracted hours, 20hrs / week and 4hrs / week.

RECOMMENDATION

That, subject to the response from the current Caretaker / handyman advertisement, the Facilities Manager in conjunction with the Town Clerk and Chair of Facilities re-visit the allocation of hours and duties for each post with a view to either consolidating the part time hours to as near as possible full time and/or to breakdown the shifts into sub 16 hour positions which may then appeal to a wider audience.

9. Flower beds and seasonal planting

Please see attached 'Liskeard in Bloom planting report'

There are a number of issues and deadlines arising from the retirement of Roy Scott and the subsequent planting and maintenance of the flowerbeds in the town centre and Plymouth Road roundabout, as highlighted in the report.

The Winter 2016/17 planting is nearing completion and will require a degree of maintenance over the winter following Roy's departure.

Early indications show a lack of interest from suitably qualified contractors to take on the on going planting and maintenance of the flower beds although one initial estimate has been received at a cost broadly comparable with the current provision.

The flowerbeds currently have a core of annual plants, which it is envisaged will be maintained and then supplemented with seasonal bedding plants.

There is a deadline of mid December to place our order with the nursery for summer bedding plants.

RECOMMENDATION

- a) **That members of the Council submit any specific planting colour scheme or theme required for the Summer 2017 planting by 1st December 2016, and that the Facilities Manager be authorised to liaise with the plant supplier in ordering a suitable selection of bedding plants given the criteria of colour, interest / impact, biodiversity, ease of maintenance / watering and within a budget in line with previous years.**
- b) **That the Facilities Manager drafts a specification to tender for the provision of planting and maintenance of the flowerbeds and roundabout for the Summer 2017 and Winter 2017/18 seasons to be approved by the Chair and Deputy Chair of the Facilities Committee and to be fulfilled as soon as possible thereafter.**

10. Hanging baskets and troughs

Please see attached 'Liskeard in Bloom planting report'

There are a number of issues regarding the provision and maintenance of the hanging baskets, in particular the regular watering regime.

In Summer 2016 the 26 baskets provided by the Town Council scheme were watered approximately 60 times at a cost of £30 per watering session, a total cost of £1800.

Excluding the charges received from the various participants this resulted in a Town Council subsidy of circa £92 per basket.

The current water bowser is in need of maintenance and is problematic in terms of storage, water supply, logistics, safety of operation and suitability for purpose. In addition it could not be used 'in house' due to the lack of a tow vehicle.

Alternative, 'self watering' baskets have been investigated. They have a water storage capacity of 7 litres, which would normally only need re-filling on a weekly basis.

The Traders Association has expressed an interest in extending their involvement in the provision of hanging baskets over a wider area of

the town and I understand they will be submitting a proposal to the Town Council.

Early indications are that outside contractors would find the commitment to regular watering too restrictive and / or not cost effective.

RECOMMENDATION

- a) **That the Town Council supports and encourages the Traders Association in their provision and maintenance of hanging baskets for the business community within the town.**
- b) **That the Town Council purchase 14 in number, 16” Ambersol self watering hanging baskets for use on its own properties at an estimated cost of £378**
- c) **That the Town Council becomes a service user of the Traders Association watering scheme.**

OR

That the Town Council caretaking staff water our own baskets only.

11. Legionella Risk Assessment

The Legionella risk assessment, as recommended by Ellis Whittam, has now been completed and the Facilities Manager and Caretaker / handyman have received basic training in the causes, prevention and monitoring of legionella within our water systems.

There are a number of recommendation's in the risk assessment with a full report to follow shortly but they are mainly on routine checks and procedures.

The risk assessor has advised that the Town Council has a legal responsibility as the Duty Holder for legionella control but it can appoint, in writing, a Responsible Person to manage its duty.

The 'competent' appointed person will be responsible for ensuring that all necessary legionella control measures are carried out correctly and routinely. This person should also be a manager (or similar, have sufficient authority and have sufficient legionella training to carry out their duties correctly.)

RECOMMENDATION

That the Town Council officially appoints the Facilities Manager as its Responsible Person for legionella control.