

## 5. Facilities Managers Report 21.05.2024

**Mayors Parlour & Members Room** – The tender panel for the Mayors Parlour & Members Room refurbishment met on Tuesday 14 May. There was a total of six submissions. The tender panel has instructed Chris Munson to undertake further due diligence and the panel will report back to Full Council on 28 May with a recommendation. It is anticipated that work on site is scheduled to start mid-June and complete by the end August 2024. The Facilities Manager recommends an additional sum of **£945.00 + VAT** is allocated to Le Page Architects to provide a detailed specification for the flooring, window treatments, decoration, and window decals to ensure that the final ‘finish’ of the project is to a high standard.

**Data cabling** – The contract has now been completed and the account settled. The Facilities Manager recommends that the Town Council does not engage Events Services (SW) Ltd for any future work given the unacceptable over-run of this contract.

**Town Clock** – The annual service of the town clock by Cumbria Clocks has been completed with nothing to report.

**Unit 2, The Guildhall** - has been let to local start-up business, Groovy Grooms. The new tenant is currently re-decorating the unit with a view to opening on Monday 3<sup>rd</sup> June.

**Guildhall Refurbishment** - The Town Clerk met with Le Page Architects, Cornwall Council’s Conservation Officer, and Historic England on 8 May to review the Pre-App. The decision regarding Listed Building Consent is anticipated end of May.

**Thorn Park** – The new signage installed has been installed. Unfortunately, we have received reports of vehicles using the park so an additional ‘No unauthorised vehicles’ sign has been added to the vehicle entrance at Varley Lane. There has also been a report of an adjacent property owner cutting back vegetation and burning on-site without the prior consent of the Council. The property owner has been contacted via letter.



**Commemorative benches** – The plaque commemorating the late Mayor Cllr. Owen Sivell has been re-located to a bench on the Parade. Unfortunately, due to being short-staffed we the team have still not had time to undertake the repairs to the vandalised bench outside Hillfort School. The Facilities Manager has attended two meetings with the Neighbourhood Policing Team and the persons responsible for damaging at the bench outside Hillfort Primary School.

**The Fountain** – We are still awaiting repairs to the pump. The Facilities Manager is putting together a schedule of work for the repairs to the stonework and repointing to be completed in the next financial year 2025/26. The estimated cost of this is IRO £5,000.

**The Public Hall** – The rainwater goods and render have been professionally cleaned.

Unfortunately, the flagpoles have been struck by a lorry and need to be moved to a higher location on the Public Hall. This has been scheduled for Sunday 9<sup>th</sup> June.

**Audio equipment** – We have recently completed an audit of the Council's audio equipment. Unfortunately, we have some damaged and missing equipment that requires replacement to bring the Public Hall's audio system back to full functionality for meetings, conferences, production, and live music. The overall aim is to upgrade the existing audio system to a fully digital system, replace microphones, mixing desk, speakers and associated cables, monitors, etc. The immediate priorities are the replacement of the existing analogue mixing desk with a future-proof digital equivalent that will can be used with a wider range of equipment, is more versatile and user-friendly **and** replacing microphone equipment so we can better use what we currently have and expand our offer to include conferencing. Further down the line (but within the next 12-months) the intention is to rationalise the speakers in the hall – repairing those that are damaged and re-positioning others. The older and/or surplus equipment will be re-purposed for an outside PA system (to support events such as Christmas Lights Switch-On). Where possible we will work with local suppliers to source good quality second-hand equipment and we will use in-house expertise to install and provide technical assistance to hirers. The total costed budget for the new mixing desk and microphones is **£5,996.64 + VAT**.

**Skatepark** – The Facilities Manager, Facilities Assistant together with Cllrs. Dorling, Goldsworthy, and Braithwaite attended a site meeting at Millbrook Skatepark with representatives from the parish council, skatepark users group and Maverick on March. Please see attached project plan and CIL Expression of Interest. Cllrs Craker and Pascoe have kindly provided letters of support for the project.

**Staff** – Erin has now returned from her maternity leave albeit it on fewer hours. The role of Facilities Assistant will therefore be split between Erin and Zoe in accordance with the 2024/25 budget additional hours allocation for the role. Currently, two members of the facilities team are contracted for 25 hours, one for 23 hours (plus 2 hours O/T) and one for 30 hours per week. An adjustment has been made to the 23 hours a week role to bring it up to 25 hours via a letter of variation to the contract.

**Liskeard in Bloom** – A seasonal water is in the process of being appointed for the summer. An agreement between the Town Council and Liskeard in Bloom has been drafted. The aim of the agreement is to clearly set out for both parties the requirements around invoicing, expenses, etc. See attached.

**Utilities** – The cost of electricity in the Public Hall has significantly exceeded the 2023/24 budget. Some further detailed investigation is required but an initial analysis points to increased use of the Public Hall overall, including large events such as parties and performance in the main hall. Replacing the hand towels with hand driers in the main toilets will also have had an impact on electricity use. The switch over to smart meter is still pending and although we are submitting accurate monthly readings, we are finding that SSE continue to base some bills on estimated usage and then balancing our account. The recent changes to the fees and charges in the Public Hall, specifically regarding the production lighting should encourage energy saving.