

St Cleer Parish Council Motion Template

Date of document	20 Jun 23
Committee / Sub Committee The motion is intended for:	PC 28 Jun 23
Proposer:	K Johnson
Seconder:	

Situation:

As a consequence of years of inadequate supervisory management by the PC of employees, and by the clerk of junior staff members, and the collapse of the Assets / Estates committee as far back as Oct 20, there is no effective system of asset management, risk awareness and amelioration nor progressive maintenance.

Background:

The following detail was reported to the Sep 22 PC meeting by motion which is recorded under minute 187/9:

"...The Estates committee is similarly defunct and has a similarly abysmal track record reaching back as far as 14 Oct 20 where the meeting was abandoned. By the time of the out of sequence 18 Nov 20 committee meeting the chair of the PC had resigned and so the chair of the estates committee also became chair of the PC to the detriment of his focus on Estates business. The 20 Jan 21 committee meeting saw items deferred although a vice chair to the committee was appointed. The 10 Mar 21 meeting was cancelled, at the 16 Jun 21 the chair of the PC who was also chair of the Estates committee sought a volunteer to take on the chair of the Estates committee - no volunteers were forthcoming. The 7 Jul and 10 Nov meetings have agenda but no minutes so it is not known if these meetings took place or not. There was no meaningful output from the 12 Jan 22 meeting which lasted less than an hour and finally the 9 Mar 22 meeting descended into a shambles of an orchestrated ambush of the vice chair of that committee which led to the chair of the PC storming out of the room and ultimately the resignation of the chair of the Estates committee. No further committee meetings have been convened since that date..."

And as was highlighted by non-compliance in assertions 3, 5 & 7 of Section 1 of the 21/22 Annual Governance Report, and as has remained wholly un-remedied to present day - and which has played a significant part in the cessation of employment of both the caretaker and the clerk for failures to properly fulfil their respective Terms of Reference, it is necessary to implement an effective system of asset management and risk control.

Assessment:

Cllr Morris was invited and delegated authority by the PC at the XO PC meeting 3 Jun 23 to liaise directly with an existing contract service provider to scope their willingness / suitability to provide the following services:

Fire Safety (Monthly)

- The production of a **Fire Risk Assessment** for both the Pavilion Building and the Public Toilet (**One off Cost**).
- **Monthly Test & Details Recorded (and sent to PC)** for:
 - **Smoke Detectors** (Fire Alarm Test)
 - **Emergency Lighting** (Provided in accordance with BS5266 Part 1 – including external lighting, Annual Duration test completed by electrician, Function Test – Isolate Lighting Circuit at the consumer Unit)
 - **Means of Escape** (all EXIT doors can be easily opened without a key, Fire Doors to Boiler Room & Kitchen kept shut when not in use, Passage ways clear of obstructions (Internal & external). Disability Access (for wheel chair) available both internal & external.
 - **Fire Extinguishers** (In date, mounted, not used)
 - **Signs** displayed for (Exits, Fire Doors, External Assembly Point, Fire Action Notices, Evacuation Plan).

Legionella (Monthly)

Monthly Hot (above 20 degree C and Cold below 10 degree C - outlet (Tap & Shower) Temperature test. With details electronically recorded and sent to the PC. Include external cold water tap.

First Aid & Defibrillator (Monthly) (Details recorded and electronically sent to PC)

- **Defibrillator Battery check** and details recorded
- **First Aid Box** – conspicuously displayed and easily accessible and indicated with a single with contents replenished and details recorded.
- **Accident book** - conspicuously displayed and easily accessible with completed pages sent to the PC for action.

Meter Readings (Monthly) – Heating Oil level, Water Metre, Electrical Meter etc. Details recorded and electronically sent to the PC.

External Security Check: (Recorded Monthly & details electronically sent to PC)

Walk around the building to identify any signs of forced entry or damage or entrance doors accidentally left open.

Although this check should be recorded monthly may be the security walk round check could be done each time the building is accessed for cleaning or otherwise.

Grounds Security Check: (Recorded Monthly & details electronically sent to PC)

Walk around the perimeter of the grounds to identify any signs of damage or anti social behaviour, graffiti, drugs, litter etc.

Annual & 5 Yearly Diarized Appointments for Maintenance by Contractors: (Completion Certificates sent to PC)

PC Preferred Contractors (fully insured and H&S compliant) contacted and arrangements made to attend to undertake:

- PAT testing of all portable electrical equipment (Annual)
- Fire Extinguisher maintenance (Annual)
- Emergency Lighting – Battery Duration Test (Annual)
- Fixed Electrical Installation – (5 year test and maintenance)
- Property Condition Survey – (5 year survey by Surveyor)
- Legionella (3 to 5 year review by surveyor)
- Septic Tank emptying (5 year check)
- Fire Risk Assessment (Annual Review)

There may be other property related issues that need attending to and these should be highlighted at the end of the 3 month trial period and adjustments made.

Proposed Motion:

Subject to provision of indicative costings **RESOLVE** to engage the contract provider on a trial basis for 3 months

Date received:**Action taken or motion rejected:****Signature of clerk:****Disposal:**

Parish meeting

Date of meeting: