

# St Cleer Parish Council

## Motion Pavilion Electrical Works

### Background:

#### EMERGENCY LIGHTING:

- Provision and maintenance of Emergency Lighting for Means of Escape is a statutory requirement (H&S & Fire Safety Regs) for public buildings.
- Existing Emergency Lighting were installed in the Pavilion at the time of construction in accordance with Building Regulations Means of Escape. However external emergency lighting units had never been installed making it an incomplete installation.
- Prior to 2022 there was no evidence that the Emergency lighting provided for the Pavilion had ever been subject to a battery duration test or indeed monthly function test (a requirement). Consequently, when tested in 2022 by G Phelps most of the units failed.

#### PAT TESTING:

Required under Fire Risk Assessment: Last completed in Jan / Feb 2022 is now 8 months overdue.

#### DEFECTIVE HAND DRYER:

This unit appears to have been defective for at least the last 6 months and needs to be replaced.

### Situation:

#### EMERGENCY LIGHTING:

Replacing external lighting with LED Emergency Lighting (Dual Normal / Emergency) and upgrading internal units that have failed will bring the Emergency Lighting for the Pavilion back into compliance.

### Assessment:

#### EMERGENCY LIGHTING:

**With labour charges we should budget between £2000 and £3000 to get this work completed.**

I am not sure if this level of expenditure would require a bidding process?

I have made several attempts contact the alternative Electrician G Phelps Electrical to provide an estimate for this work without result.

#### PAT TESTING:

Last completed in Jan / Feb 2022 is now 8 months overdue. It is likely that noncompliance would have an adverse effect on an insurance claim resulting from fire damage or electrocution. **This work would be billed separately from the Emergency Lighting Works.**

#### DEFECTIVE HAND DRYER:

Defective unit must be repaired or replaced. **This work would be billed separately from the Emergency Lighting Works and PAT Testing works.**

### Proposed Motion:

**To resolve to agree to Electrical Works to be undertaken by Mark Rogers Electrical, Callington (NICEIC Approved Contractor).**

Supply 7 external Emergency Light fittings.

£735.33

Supply and repair internal emergency light tubes or fittings. Tubes £5.00 each, fitting £28.00 each.

Supply hand dryer to replace the faulty unit.

£137.52

PAT test all portable appliances in the building

£1.00 per item

External lights will possibly need to be rewired to be switched on and have a permanent live for emergency capability.

All work will be charged at an hourly rate of £30.00 p/h.

Any alteration of circuits will be test and certificates will be issued.

# St Cleer Parish Council

## Motion Grass Cutting Common Areas (April 2024 – October 2024)

Date of document:	29 <sup>th</sup> September 2023
Committee / Sub Committee The motion is intended for:	October
Proposer:	I. Morris
Seconder:	

### Background:

Common areas located within the parish are: Millennium Garden, Allotments (Not Plots), Tethevey Islands, Bench Seat Areas, Bus Stop Areas.

Until 2022 common areas grass cutting during the growing season was undertaken by a contract held between the PC and Jamie Husband. The Allotment were excluded from this contract however the PC and Jamie Husband reached agreement that the Allotment would be cut without charge. This grass cutting contract / arrangements came to an end in March 2022.

### Situation:

The PC are now being asked to consider grass cutting arrangement on a month-by-month basis during the growing season (April 2024 to October 2024) for:

1. **Millennium Garden, (106m<sup>2</sup>)**
2. **Allotments (Not Plots), (1030m<sup>2</sup>, currently in a fare condition)**
3. **Tethevey Islands, (432m<sup>2</sup>, historic site, currently in a very overgrown condition)**
4. **Bench Seat Areas & Bus Stop Areas. (each about 25m<sup>2</sup>)**

With all arrangements reviewed annually.

**Assessment:** To resolve the issue of grass cutting of PC common areas during growing season.

### Proposed Motion:

To allow contract grass cutting on a month-by-month basis by referred contractors (if required) during the growing season at the following locations or identify alternative solutions to each of the areas identified e.g., regular grass cutting (when required) by known volunteers for expenses only in accordance with H&S requirements.

#### 1. Millennium Garden:

Initial restorative work if necessary – strimming / clearing for £280.

[Ongoing monthly strimming for £50](#)

#### 2. Allotment: (Reasonable condition due to Allotment Association)

[Ongoing monthly ride on grass cutting for £90.](#)

#### 3. Tethevey Quote Parking Area: (Very overgrown condition)

Initial restorative work – strimming / clearing for £140

[Ongoing monthly strimming for £90](#)

#### 4. Bus Stops Tremar & Common Moor & Pavilion, Bench Tremar, Higher Tremar.

- a. [Ongoing monthly strimming for £13 per month for each site](#)

Date Received:

Action Taken or motion rejected:

Signature O Proper Officer:

Disposal:

Parish Meeting

Date of meeting:

## St Cleer Parish Council Motion Template

Date of document	14 Oct 23
Committee / Sub Committee The motion is intended for:	October PC meeting
Proposer:	K Johnson
Seconder:	

### Background:

AGAR 21/22 - St Cleer PC affirmed 6 of the 8 questions at Section 1 of the Annual Governance Statement within the 21/22 AGAR as being non-compliant. Appointment of IA for 21/22 was a "last minute dot comm" rush when it was realised that this action had not been undertaken in a timely fashion.

AGAR 22/23 - There was no meaningful progress towards remedying the shortfalls highlighted within the 20/21 or 21/22 AGAR resulting in the 22/23 AGAR returning a 8 of 8 assertions as being non-compliant.

Within St Cleer PC there has been an observable and progressive degradation of administrative and legislative compliance over successive financial years (FY) which is evidenced and confirmed in the AGAR submissions noted above.

### Situation:

The JPAG Practitioners Guide March 2023 Section 4 sets out the guidance to be followed in the engagement of internal audit services.

### Assessment:

In order to remedy that which is recognised within the PC (and has been reported to and affirmed by the External Auditor) as being inadequate administrative process, it is necessary to appoint an authoritative and impartial Internal Auditor.

This is not something that should be done as a last minute knee jerk reaction as has previously been the case but rather it should be done as early as possible in the FY.

Proposed Motion:

**Resolve to engage the Principle Audit Manager for Cornwall Council to undertake the routine internal audit function with IA report in preparation for AGAR 23/24.** If so resolved clerk to be delegated authority to despatch engagement letter as specified in JPAG Section 4.

(22/23 FY IA fees were estimated as being 2 days @ £370 (+ VAT) to fulfil the whole year (23/24), at the end of the financial year.

### Date received:

### Action taken or motion rejected:

### Signature of clerk:

**Disposal:**

Parish meeting

Date of meeting: