

WIRKSWORTH TOWN COUNCIL

Meeting of the Finance Buildings and Personnel Committee held 14 September 2020

FBP20/1 Present

Cllr A Clamp(Chairman), Cllr G Gratton, Cllr A Pollock, and Cllr C Foster Phillips.

In attendance:

S Gratton (Officer) and Paul Jennings (Town Clerk)

FBP20/2 Apologies for Absence:

Cllr P Taylor & Cllr E Mcdonagh

FBP20/3 Variation in Order of Business:

None

FBP20/4 Members' Pecuniary Interests in Agenda Items:

None Declared

FBP20/5 Minutes:

The minutes of the meeting of the Finance Buildings and Personnel Committee dated 9 March 2020 were confirmed as a correct record.

FBP20/6 Monthly Budget Balance

RECOMM: That figures be noted.

FBP20/7 Impact of C19 & lockdown on budget

The absence of occasional lettings and tenant discounts has left a deficit in income of £20000 against like for like revenue (5 months 2019 vs 2020), this deficit will continue to grow during the remainder of the financial year. The planned income included in the budget for 2020/21 was £86000.

RECOMM: That the Clerk and the Chair of finance review the budget to determine whether there are sufficient resources and identify any additional potential reductions in expenditure. To ensure continued provision of core services through to end of the financial year.

FBP20/8 Staff Resourcing

During lockdown, two caretaking staff left the employment of the council (representing 1/3 of the normal workforce and hours). Of the remaining staff, two are contracted to work 1 in 3 weekends, leaving no contractual cover for 1 weekend in 3, furthermore there is now insufficient resource to cover holiday and sickness. At present, office staff are undertaking some caretaking duties to ensure continuity of council services. In addition, the measures necessary to mitigate C-19 require an increased frequency of cleaning.

RECOMM: that as part of the budget review, that an assessment be made as to the viability of recruiting a replacement member of caretaking staff to ensure sufficient resource to deliver core services.
Consideration to be given to offering either a fixed term or flexible hour contract.

FBP20/9 Inspection of Lightning Mitigation Measures

Fire risk assessment undertaken in 2019 identified that the equipment installed on the Clock Tower should be inspected on an annual basis at a cost of £160 + vat.

RECOMM: That given the requirements under H&S and to ensure continued insurance coverage that the Clerk arrange for the works to proceed.

FBP20/10 Room Bookings

As lock down restrictions are relaxed more activities are becoming possible, however as a multiuse community facility the risks posed by some more activities is higher.

The issue is more complicated when either physical exercise and/or young people are involved in an activity.

In addition, some room users have expressed concern over the dangers posed by aerosolization of C19 during physical activity.

The result is that it not possible to accommodate all activities previously undertaken by groups/hirers at both venues (even if the guidelines do allow) without additional mitigating measures including a potential dwell time between certain bookings of upto 72 hours.

The actions taken/ and measures implemented by the Clerk (under delegation) when bringing the building back in to use are summarised in Appendix 1.

RECOMM: That the Town Clerk and officers continue to adapt the procedures applied to bookings to ensure compliance with legislation as it changes and develops.

That an addendum be drafted to supplement the booking conditions to ensure room users/bookings comply with the additional measures required to mitigate the risks posed by C19 – to allow rapid response to the changes to legislation, the final draft (and future amendments) to be agreed by Mayor, deputy Mayor and two Committee Chairs.

The Town Clerk/Officers will continue to determine which bookings to accept, however in those cases where an officer decides nor to allow a booking, this may be referred by the hirer (as an appeal) to the next scheduled council meeting.

The meeting closed at 7.20pm

Chairman

New Measures/Requirements

- Room bookings require a potential hirer to provide a risk assessment before their booking can be agreed (focussing on the return of regular bookings)
- Doors are left open to increase ventilation (this will become an issue as we enter winter).
- There is a one way route in place in both buildings which minimises touch points
- No access to kitchens.
- Only the large hall in each venue is available for hire at present
- Hirers are actively discouraging the use of toilets by room users.
- There is an increased regime of cleaning, including primary touch surfaces
- Hirers have been advised that the floor will not be cleaned between each booking when undertaking their own risk assessments. (there two factors behind this decision –the floor often remains damp for extended period due to the increased ventilation, and there this insufficient caretaking resource to ensure that this task is always completed). Mitigating measures such as yoga mats are being used.
- Hirers are limited to either maximum of 29 people in Main Hall or 21 Memorial Hall, unless additional mitigating measure are taken e.g. face masks. At present, we are exploring the possibility of bringing the Club Room into use for smaller groups, with staggered starts times and exiting down the fire escape.
- Hirers are responsible for cleaning between classes where they have back to back bookings e.g. Slimming world hold 3 consecutive classes
- Additional measures are required if hirers require the use of furniture, with a 72 hour dwell period between use of equipment if seats are used (due to the fabric seat pad).
- To comply with request from Tenants (Risk Assessment), a dedicated staff toilet has been created (previously Gentlemen), with room user (unisex) toilet access to disabled and upstairs toilets (previously Ladies). There are physical barriers to discourage room users accessing the staff/tenants facilities.

Bookings Agreed and Declined as at 8th September:

- Declined 4 occasional bookings which do not comply with current guidelines
- By mutual agreement the monthly community meal will not be returning this year
- not allowed the return of Stay & Play (Toddler group) to the Memorial Hall, instead the group are the sole users (at present) of Fanny Shaw Community Building.
- postponed the return of junior/youth dance classes, pending clarification of government guidance - with the proposal that this activity occur on a Friday (the main hall will be left vacant and well ventilated until Monday to mitigate the risks posed from tackle aerosolization issues and minimise the requirements for a deep clean before other bookings)
- Music groups, although now allowed, this request has been placed on hold at present pending further discussion and risk assessment from hirer, with the potential proposal that a similar arrangement be used at the memorial hall, with use only a Friday. (This will prevent use of the Memorial Hall during weekends)
- Some smaller adult classes are returning, with the focus on gentle exercise to minimise the risks posed by aerosolization
- Farmers Market have requested use of the internal space in the Memorial Hall, this has been declined at present. Although guidelines do allow the operation of indoor markets, the increased risks posed by allowing “free” public access to the Memorial Hall is not felt to be appropriate at this time, this will be revisited in November, in the meantime alternative outside spaces are being investigated by organiser. It should be noted that any booking requiring a 72 hour dwell time would also conflict with this request.