

APPENDIX A

2018/19 Year 1 (2017)

Services Committee - Budget Report - February 2018

Code	Income Description	Revised 2018/17	Budgeted Income 2017/18	Revised YTD 2017/18	YTD to Date	Comments	Proposed Estimated YTD Income	Proposed Budgeted Income 2018/19	Comments	Forecast 2018/19	Forecast 2019/20	
4500	Alcoholism Income	2,180	2,500	2,140	---	---	2,500	2,500	FM22 495,000	2,500	2,061	
4510	Public Prognosis Grant	5,000	1,000	1,127	---	---	1,000	1,000	FM21 495,000	1,000	1,040	
4511	Maintenance Income	5,187	19	584	---	---	---	19	FM22 495,000 - Budget 175,000	19	78	
4521	Waterford Income - Annual Mooring Fees	---	14,300	8,022	7,479	---	14,300	14,300	---	14,300	18,589	
4522	Waterford Income - Daily Mooring Fees	---	1,300	777	241	---	1,300	1,300	---	1,300	1,040	
	Total Income	4,868	18,819	11,633	7,761	---	18,819	18,819	---	18,847	18,721	
Code	Expenditure Description	Spent 2018/17	Budget 2017/18	Revised Income 2017/18	Actual Spent YTD 2017/18	Actual Funds Available to Date	Comments	Proposed Estimated YTD Expenditure	Proposed Budget 2018/19	Comments	Forecast 2018/19	Forecast 2019/20
8500	Environment	---	8,800	---	0,000	8,800	25,000 (Environment Grant 45,000 Budget)	---	5,000	---	5,000	3,121
8501	Impervious Road Control	8,029	13,500	---	13,500	13,500	3 applications	13,500	3,000	---	13,500	3,041
8502	Civic Christmas Event	8,503	500	---	500	500	---	500	500	---	500	500
8503	Alcoholism	740	1,800	---	882	1,043	1,043	1,600	1,800	---	1,800	1,085
8504	Inner Furniture (Maintenance)	1,216	3,300	---	1,227	1,773	1,773	3,300	3,300	---	3,300	3,121
8505	Street Lighting	768	---	---	80	688	688	---	---	FM22 COST	---	---
8506	Orchard Maintenance & Planting	20,679	23,500	---	20,623	2,477	2,477	---	23,500	---	23,500	23,500
8507	Community Taster Scheme	880	---	---	---	1,600	1,600	---	---	---	---	---
8508	Public Toilets (Operational Costs)	22,190	38,000	---	20,759	8,241	8,241	FM2000 (New Cost 45,000) (Maintenance 175,000) (Lighting)	---	---	---	---
8509	Maintenance	30	118	---	21	94	94	---	118	---	118	100
8510	Trailer (Repair & Maintenance)	818	1,020	---	1,020	1,020	---	---	---	---	---	---
8511	Trailer & Signage	193	2,304	---	170	1,029	1,029	---	1,000	---	1,000	1,040
8512	Bus Shelter (Maintenance)	118	---	---	---	---	---	---	---	---	---	---
8513	Tramway	31	112	---	---	110	110	---	---	---	---	---
8514	Town Leasies/Repainting	30	1,070	---	---	1,070	1,070	---	---	---	---	---
8515	Active Lights (Maintenance & Electricity)	418	1,800	---	480	1,086	1,086	1,500	1,500	BM2 (Electricity - FM22 COST)	1,500	1,480
8516	Road Safety Sign	200	---	---	---	---	---	---	---	FM22 COST	---	---
8517	Cross & Shell Works (Maintenance)	834	1,470	---	781	780	780	3,470	1,300	BM2 (Electricity - FM22) (W/L)	1,300	1,040
8518	Highways Training & Placement	---	2,000	---	---	2,000	2,000	---	---	---	---	---
8519	Plant & Fencing	1,188	1,000	---	891	898	898	---	---	---	---	---
8520	Community Payback Scheme	4,187	---	---	2,080	1,846	1,846	---	---	---	---	---
8521	Plasma Signage (Maintenance)	---	8,000	---	1,930	4,484	4,484	4,500	6,000	FM22 COST	6,000	6,240
8522	Waterford (Maintenance Credits)	3,888	8,800	---	1,271	1,739	1,739	1,900	6,000	---	6,000	6,000
8523	Public Footpaths & Byways	---	2,500	---	---	2,500	2,500	---	---	---	---	---
8524	Vehicle Maintenance and Repair Costs	---	---	---	10,000	10,781	10,781	---	---	---	---	---
	Total Expenditure	75,249	111,620	30,680	62,682	59,633	59,633	---	93,388	74,488	75,548	71,488
Code	Capital Expenditure (2017)	Spent 2018/17	Budget 2017/18	Revised Income 2017/18	Actual Spent YTD 2017/18	Actual Funds Available to Date	Comments	Proposed Estimated YTD Expenditure	Proposed Budget 2018/19	Comments	Forecast 2018/19	Forecast 2019/20
8610	SNP Annual Roads (Repair & Playland)	800	4,500	---	1,843	447	1,843	---	---	---	---	---
8611	SNP Annual Recreation Areas	20,740	---	---	16,740	16,000	16,000	---	---	---	---	---
8612	SNP Public Art and Maintenance	2,487	20,472	8,900	---	10,000	24,972	---	---	---	---	---
8613	SNP Public Art and Maintenance	3,778	1,300	8,000	5,880	8,411	1,819	---	---	---	---	---
8614	SNP Public Art and Maintenance	---	18,422	---	16,000	---	6,422	---	---	---	---	---
8615	SNP Street Furniture (New and Repaired)	---	1,300	3,300	---	---	---	---	---	---	---	---
8616	SNP Street Furniture (New and Repaired)	---	3,300	---	---	---	---	---	---	---	---	---
8617	SNP Street Furniture (New and Repaired)	3,980	7,800	8,800	---	3,032	11,211	---	---	---	---	---
8618	SNP Waterford Capital Works, Equipment & Machinery	178	37,625	12,800	---	12,840	27,428	---	---	---	---	---
8619	SNP Bus Shelter Installation	---	10,000	---	10,000	---	---	---	---	---	---	---
8620	SNP Public Toilets	18,787	20,133	---	9,871	960	6,902	---	---	---	---	---
8621	SNP Christmas Support Fund	---	1,125	---	---	---	---	---	---	---	---	---
8622	SNP Town War Memorial	---	---	2,300	---	---	---	---	---	---	---	---
8623	SNP Public Works for Works Approved in 2018/17	---	2,710	---	---	---	---	---	---	---	---	---
	Total SNP	28,931	178,231	48,434	38,161	154,371	154,371	---	---	---	---	---
	Grand Total	102,180	178,231	149,289	100,843	164,003	164,003	227,781	74,488	75,548	71,488	

APPENDIX B

1. Review of Grit Bin condition and location.
2. Consideration of setting up “quick reaction store” for road grit.

All grit bins were surveyed and Cornwall Council refilled the grit bins as required prior to “the freezing season”. Now that a lot of grit has been used and further top ups have been carried out a further survey needs to be done. Although the bins were put in what seemed to be the best places this last winter should have shown if any need to be moved for best coverage.

We will soon have somewhere to store grit under cover. This will allow the storage of small amounts of grit for carrying out rapid response if needed for example on pavements and key locations.

Bagged road grit is available for about £5 for a 25Kg bag.
Bulk road salt is usually cheaper, but more difficult to handle and store.

The storage location can also be used to hold spare bins and bulk grit from damaged bins.

Locations that ran out of grit this winter are:

- Pollards Way
- Forder
- Summerfields

STC have received a request for an extra grit bin at:

- Essa Road / King Edwards Road.

Councillor Yates.

APPENDIX C

I brought 49 X 25 Kilo bags "in bulk" for £246.00.

I have sold/used about 20 bags.

I have, therefore, about 25 bags available at about £5/bag (say) for £125.00 in round terms.

A quick check shows that 20Kg bags are on sale at £4.20 which is about £5.25 for 25Kg.

Bulk road salt is usually cheaper, but more difficult to handle and store.

If the figures are not regarded as satisfactory value for money I will keep the bags.

Regards
David Yates

Costs received from Cormac are as follows and all prices shown are excluding VAT:

Salt bin 0.17 m ³ - Empty (Dimensions mm L x W x H 790 x 500 x 755)	£63.78
Salt bin 0.17 m ³ filled with salt (holds 204 kg)	£72.25
Fill salt bin 0.17 m ³	£8.48
Salt bin 0.28 m ³ - Empty (Dimensions mm L x W x H 1085 x 500 x 730)	£91.25
Salt bin 0.28 m ³ filled with salt (holds 340kg)	£105.39
Fill salt bin 0.28 m ³	£14.14
1 Tonne Dumpy bag of salt	£44.69
Delivery	£89.68
HIAB delivery (for 1T dumpy bags)	£152.50

Saltash Town Council currently service 51 salt bins.

APPENDIX D

Hippo water saver is the simple, proven and low-cost water saving device to help conserve water in toilet cisterns. Every time a toilet is flushed the Hippo not only saves up to 3 litres of water, but it will also reduce your carbon footprint and save money.

By putting Hippos into your cisterns, you can reduce the amount flushed away and for those on a metered supply this means a significant and sustained saving on water and the water bills.

Installation of the Hippo is very straightforward. Remove the cistern lid and submerge the Hippo in the water positing under the ball cock.

Hippo are only suitable for toilets with a single flush lever. Dual flush toilets are already water efficient.

South West Water provide Hippo bags for free to households but not sure if the same applies to businesses. The bags can be purchased for approximately £1.80 per bag.

Councillor Thorn.

APPENDIX E

The following suppliers where asked to quote for 36 number, 18" made up summer hanging baskets, fully lined, topped with good quality compost and filled with various plants. Delivery to Longstone Park Depot around the 3rd week of June 2018.

1. Tartendown – £26 per basket = £936 + VAT.
2. Glendale – Priced on 16" baskets as 18" unavailable - £58.55 per basket = £2,108 + VAT.
3. Tamar View Nurseries – £37.50 per basket = £1,350 + VAT.

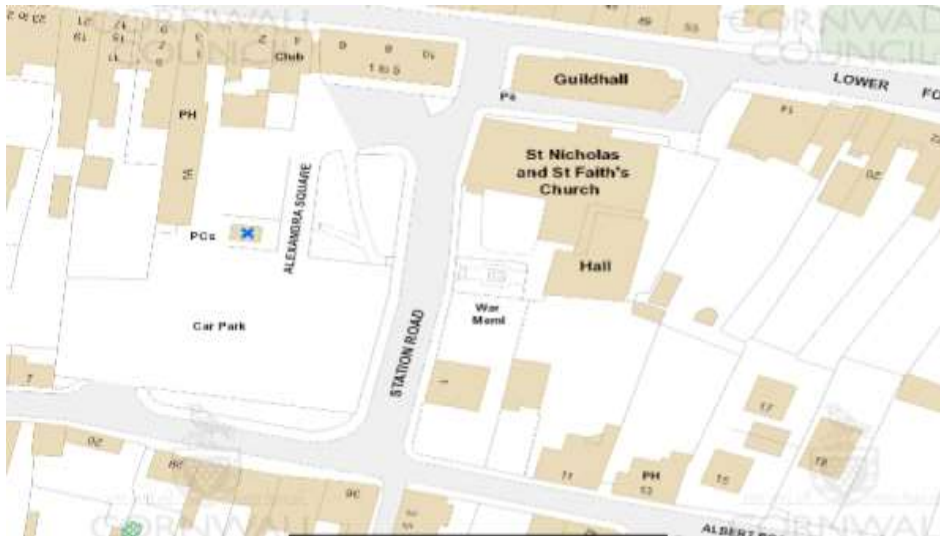
APPENDIX F

Cormac:

In the past STC appointed Cormac three times a year to execute the herbicide spraying of weeds, based upon the measured distance of 54.876 detailed on the accompanying maps.



There is also an additional one-off chemical application for Pillmere Drive, Grassmere Way, Alexandra Square toilets and St Nicholas & St Faith War Memorial.



Cost Per Application: £3,337.56 plus VAT.

Three Times a Year: £10,012.68 plus VAT.

Saltash Town Council

Should the Council wish to consider taking on the weed spraying in-house then the following would need to be considered:

Currently, the Cemetery Warden is fully trained in mix weed spraying, the next available date for two of the Waterfront and Town Wardens to attend the course at Notter Bridge, is the 17th to the 19th April, at a cost of £400 per person plus VAT.

The following equipment would need to be purchased:

1. Nomix Frontline Classic - £320.00 includes, lance, battery, charger, backpack and nozzles. This is a one-off purchase.
2. Hilite - 1 x 5L - £72.10 – Ongoing cost to purchase as and when required.
3. Cleaner - 1 x 5L – £20.30 – Ongoing cost to purchase as and when required.

Upfront Costs: £1,212.40 + VAT for Training staff and purchasing equipment.

Ongoing Costs: £92.40 + VAT for the highlight weed killer solution as and when required.

Annual Service: £98 + VAT per lane including parts.

Available Budget: Highways Weed Control - £13,500.

APPENDIX G

Maintenance of currently unmaintained land within Saltash needs to be managed.

A number of pieces of land in Latchbrook have recently been identified where the ownership or maintenance responsibility is unclear or maintenance is not being carried out. Some of these, which are alongside rights of way or adjacent to properties, apparently belong to the original developers or their successors. In some cases nearby landowners wish to buy this adjacent land or take over their maintenance, in other cases no-one has expressed an interest.

Where no maintenance is being done there is a risk that these areas will become unkempt and potentially hazardous. We need to agree how to identify these areas and what our management arrangements will be.

The same situation may also occur in other relatively recently built areas (similar issues have already been identified in Pillmere).

Councillor Yates.

APPENDIX H



the play inspection company
the safest hands around playgrounds

Annual Inspection

Barratt Homes

Kernow Gate/Ashton Way
Saltash, Cornwall, PL12 6JE





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Risk Assessment Matrix

Probability>>	5	Very High	VL	L	M	H	VH
	4	High	VL	L	M	H	H
	3	Moderate	VL	L	L	M	M
	2	Low	VL	L	L	L	L
	1	Very Low	VL	VL	VL	VL	VL
			Very Low	Low	Moderate	High	Very High
			1	2	3	4	5

Severity>>

Probability Score	Probability of Occurrence
1 – Very Low	No significant probability; lightning Strike
2 – Low	Minimal probability of occurrence. Requires significant factor or combination of factors to take place. Significant increase in intensity of use.
3 – Moderate	Moderate probability. An added factor is needed to cause an accident. Designed use is unlikely to be problematic, additional factor is required. Covers or guards loose, removed or vandalised. Absent guard rail or barrier at high levels
4 – High	High probability. Accident is probable without any added factor. Glass contaminant in loose fill surface. Exposed sharp edges on equipment.
5 – Very High	Very High probability. If the situation is not addressed an accident is almost certain. Severely worn chains/shackles. Severely damaged surfacing within impact area

Severity Score	Severity of injury
1 – Very Low	No injury likely e.g. damaged or soiled clothing, minor bruising
2 – Low	Minor injury – Laceration or bruising requiring first aid only
3 – Moderate	Injury requiring medical intervention e.g. laceration requiring stitches, sprain, fracture of small bones of hand or foot.
4 – High	Serious injury including hospitalisation for observation e.g. concussion, fracture of long bones of leg/arm, back/neck injuries, fractured skull.
5 – Very High	Severe injury involving the potential for permanent disability e.g. amputation, loss of sight, spinal injury, fatality.

NB: When we inspect we only see a snapshot of the current condition of the equipment. It is the operator's responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.

BS EN 1176:2008 Parts 1-11 (Playground equipment and surfacing)
 BS EN 14974 (Facilities for users of roller sports equipment)
 BS EN 15312 (Free access multi-sports equipment)
 BS 10075 (Specification for Parkour Equipment)



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Site Information

Inspection Ref: 322730

Site Ref: 37779

Customer Order No: None

Annual Inspection - 28 November 2016 at 14:45 Inspector: Dr. Jody Chilton RPII Annual Inspector

Risk Assessment: 8 - Low Risk



Location: The site is located in an area of public open space and is overlooked by a number of properties in the local community.

Disabled Access: Generally accessible; an area accessible to most but not all people even when help is at hand.



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6 - Low Risk	
Item:	Ancillary Items - Gate - Self Closing
Manufacturer:	Unknown
Surface Type:	Bitmac
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Ref/Part Number:	
Total Findings:	1



Finding 1

The gate is not a contrasting colour to the fencing making it difficult for users with impaired sight to distinguish it from the fence - We would recommend that the gates are painted a distinguishable colour to that of the fence

3 - Very Low Risk	
Item:	Ancillary Items - Gate - Maintenance
Manufacturer:	Unknown
Surface Type:	Grass
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Ref/Part Number:	
Total Findings:	1



Finding 1

This item is satisfactory - no work required




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i 8 - Low Risk	
Item:	Ancillary Items - Fence - Bow Top
Manufacturer:	Unknown
Surface Type:	Grass
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Ref/Part Number:	
Total Findings:	3



Finding 1 There are post caps missing from the item - Replace missing post caps	Finding 2 There are a number of loose posts around the fence - Monitor for any further deterioration and reset as required
Finding 3 A number of fixings have worked loose around the fencing - Secure all loose fixings	

i 3 - Very Low Risk	
Item:	Ancillary Items - Brick Wall
Manufacturer:	Unknown
Surface Type:	Grass
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Ref/Part Number:	
Total Findings:	1




Finding 1
This item is satisfactory - no work required




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3 - Very Low Risk	
Item:	Ancillary Items - Fencing - Timber
Manufacturer:	Unknown
Surface Type:	Grass
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Ref/Part Number:	
Total Findings:	1



Finding 1
This item is satisfactory - no work required

8 - Low Risk	
Item:	Ancillary Items - Fence - Chainlink
Manufacturer:	Unknown
Surface Type:	Grass
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Ref/Part Number:	
Total Findings:	3



Finding 1	Finding 2
The fence is damaged and there is an informal access to the site - Repair the fence to prevent access	There are a number of loose posts around the fence - Monitor for any further deterioration and reset as required

Finding 3
There is surface corrosion present on the posts - Consider treating and repainting the item



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i 8 - Low Risk	
Item:	Ancillary Items - Litter Bin
Manufacturer:	Unknown
Surface Type:	Grass
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Ref/Part Number:	
Total Findings:	1



Finding 1
There is surface corrosion present on the item - Consider treating and repainting the item

i 3 - Very Low Risk	
Item:	Ancillary Items - Bench
Manufacturer:	Unknown
Surface Type:	Bitmac
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Ref/Part Number:	
Total Findings:	1



Finding 1
This item is satisfactory - no work required



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8 - Low Risk	
Item:	Ancillary Items - Palisade Logs
Manufacturer:	Unknown
Surface Type:	Grass
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Ref/Part Number:	
Total Findings:	3



Finding 1 There are a large number of logs missing from site - Replace as required	Finding 2 Some logs are slightly loose in their foundations - Monitor for any further deterioration and repair as required
Finding 3 A number of the logs display moderate to severe rot - Replace all affected logs	



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i 8 - Low Risk	
Item:	Ancillary Items - Site General
Manufacturer:	Unknown
Surface Type:	Grass
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Ref/Part Number:	
Total Findings:	4



Finding 1 There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing throughout the site - Monitor for any further deterioration and repair as required	Finding 2 There is algae or moss growth on the wetpour surfaces throughout the site resulting in slippery conditions - Clean and treat appropriately
Finding 3 There are trip hazards at the edges of the surfaces throughout the site - Reinstate surrounding surface levels to remove the trip points	Finding 4 The safety surfaces throughout the site are beginning to wear - Monitor for any further deterioration and repair as required

i 8 - Low Risk	
Item:	Activity Equipment - Activity Trail
Manufacturer:	Record RSS
Surface Type:	Grass
Equipment Compliance:	No
Surface Area Compliance:	Yes
Ref/Part Number:	
Total Findings:	1




Finding 1 The manhole forms a hard object within the falling space of the equipment in contravention of the requirements of BS EN 1176 Part 1 - Monitor use



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i 8 - Low Risk	
Item:	Activity Equipment - Multi Play (Junior)
Manufacturer:	Record RSS
Surface Type:	Wet Pour
Equipment Compliance:	No
Surface Area Compliance:	Yes
Ref/Part Number:	
Total Findings:	5




Finding 1 There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required	Finding 2 There is algae or moss on the surface of the equipment - Clean and treat appropriately
Finding 3 The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor use and replace with compliant chains during next maintenance cycle.	Finding 4 There is/are finger entrapment/s in the top of the slide and the item fails to meet the requirements of BS EN 1176:2008 Part 1 4.2.7.8 Entrapment of fingers - Monitor use
Finding 5 There is surface corrosion present on the item - Consider treating and repainting the item	



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i 8 - Low Risk	
Item:	Rocking Equipment - Spring See-Saw
Manufacturer:	Ledon
Surface Type:	Wet Pour
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Ref/Part Number:	
Total Findings:	2



Finding 1	Finding 2
The safety surface under or around this unit has been damaged - Monitor for any further deterioration and repair as required	The paintwork on the spring has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint



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i 8 - Low Risk	
Item: Rocking Equipment - Misc Springer Manufacturer: Ledon Surface Type: Wet Pour Equipment Compliance: No Surface Area Compliance: Yes Ref/Part Number: Total Findings: 6	
Finding 1 The end of handgrips and/or footrests have a cross section of less than 15cm2 and fail to meet the requirements of BS EN 1176:2008 Part 6 - This is a relatively low risk failure and no remedial action is recommended	Finding 2 There is algae or moss on the surface of the equipment - Clean and treat appropriately
Finding 3 There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers	Finding 4 There is minor damage to the seat - Remove any sharp edges and monitor for any further deterioration and repair as required
Finding 5 The Handgrips/Footrests rotate and may cause an unexpected movement for the user - Secure Handgrips/Footrests to prevent rotation.	Finding 6 The paintwork on the spring has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint




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6 - Low Risk	
Item: Swings - 1 Bay 2 Seat (Flat) Manufacturer: Record RSS Surface Type: Wet Pour Equipment Compliance: No Surface Area Compliance: Yes Ref/Part Number: Total Findings: 6	
Finding 1 The use of tab end shackles is not recommended as they can catch a users clothing or jewellery - Consider replacing with button end or countersunk fixings	Finding 2 There is some wear to the shackles - Monitor for any further deterioration and replace when 40% worn
Finding 3 There is some chain wear - Monitor for any further deterioration and replace when 40% worn	Finding 4 The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor use and replace with compliant chains during next maintenance cycle.
Finding 5 The swing seat connectors are loose - Tighten to secure	Finding 6 The seat has minor damage or wear - Monitor for any further deterioration and replace as required



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i 8 - Low Risk	
Item:	Activity Equipment - Multi Play (Junior)
Manufacturer:	Record RSS
Surface Type:	Wet Pour
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Ref/Part Number:	
Total Findings:	6



Finding 1 There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required	Finding 2 There is algae or moss on the surface of the equipment - Clean and treat appropriately
Finding 3 There is surface corrosion present on the item - Consider treating and repainting the item	Finding 4 There is some graffiti present - Remove the graffiti
Finding 5 The climb post is slightly loose in its foundations - Monitor for any further deterioration and repair as required	Finding 6 The access ramp frame has corroded internally and blown - Monitor for any further deterioration in structural integrity and repair as required



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8 - Low Risk	
Item:	Rotor Play - Roundabout
Manufacturer:	Record RSS
Surface Type:	Wet Pour
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Ref/Part Number:	
Total Findings:	1



Finding 1
The bearing on the unit is dry and stiff - Service and lubricate the bearing(s)

8 - Low Risk	
Item:	Rocking Equipment - See Saw
Manufacturer:	Record RSS
Surface Type:	Wet Pour
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Ref/Part Number:	
Total Findings:	4



Finding 1	Finding 2
The mounting fixings are corroded - Replace all affected fixings	The seat has minor damage or wear - Monitor for any further deterioration and replace as required
Finding 3	Finding 4
There is surface corrosion present on the item - Consider treating and repainting the item	There is algae or moss on the surface of the equipment - Clean and treat appropriately



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Findings Information

8 - Low Risk (Finding 1)			
Item:	Ancillary Items - Gate - Self Closing	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Bitmac
			
Finding: The gate is not a contrasting colour to the fencing making it difficult for users with impaired sight to distinguish it from the fence		Action: We would recommend that the gates are painted a distinguishable colour to that of the fence	

8 - Low Risk (Finding 1)			
Item:	Ancillary Items - Fence - Bow Top	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Grass
			
Finding: There are post caps missing from the item		Action: Replace missing post caps	



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8 - Low Risk (Finding 2)			
Item:	Ancillary Items - Fence - Bow Top	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Grass
			
Finding: There are a number of loose posts around the fence		Action: Monitor for any further deterioration and reset as required	

8 - Low Risk (Finding 3)			
Item:	Ancillary Items - Fence - Bow Top	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Grass
			
Finding: A number of fixings have worked loose around the fencing		Action: Secure all loose fixings	



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8 - Low Risk (Finding 1)			
Item:	Ancillary Items - Fence - Chainlink	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Grass
			
Finding: The fence is damaged and there is an informal access to the site		Action: Repair the fence to prevent access	

8 - Low Risk (Finding 2)			
Item:	Ancillary Items - Fence - Chainlink	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Grass
			
Finding: There are a number of loose posts around the fence		Action: Monitor for any further deterioration and reset as required	







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6 - Low Risk (Finding 3)			
Item:	Ancillary Items - Fence - Chainlink	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Grass
			
Finding:	There is surface corrosion present on the posts		Action: Consider treating and repainting the item

6 - Low Risk (Finding 1)			
Item:	Ancillary Items - Litter Bin	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Grass
			
Finding:	There is surface corrosion present on the item		Action: Consider treating and repainting the item



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i 8 - Low Risk (Finding 1)			
Item:	Ancillary Items - Palisade Logs	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Grass
			
			
Finding:	There are a large number of logs missing from site		Action: Replace as required



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8 - Low Risk (Finding 2)			
Item:	Ancillary Items - Palisade Logs	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Grass
			
Finding:	Some logs are slightly loose in their foundations		Action: Monitor for any further deterioration and repair as required

8 - Low Risk (Finding 3)			
Item:	Ancillary Items - Palisade Logs	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Grass
			
Finding:	A number of the logs display moderate to severe rot		Action: Replace all affected logs





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6 - Low Risk (Finding 1)			
Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Grass
			
Finding: There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing throughout the site		Action: Monitor for any further deterioration and repair as required	

8 - Low Risk (Finding 2)			
Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Grass
			
Finding: There is algae or moss growth on the wetpour surfaces throughout the site resulting in slippery conditions		Action: Clean and treat appropriately	



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8 - Low Risk (Finding 3)			
Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Grass
			
Finding:	There are trip hazards at the edges of the surfaces throughout the site		Action:
		Reinstate surrounding surface levels to remove the trip points	

6 - Low Risk (Finding 4)			
Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Grass
			
Finding:	The safety surfaces throughout the site are beginning to wear		Action:
		Monitor for any further deterioration and repair as required	







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8 - Low Risk (Finding 1)			
Item:	Activity Equipment - Activity Trail	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Grass
			
			
Finding:	The manhole forms a hard object within the falling space of the equipment in contravention of the requirements of BS EN 1176 Part 1		Action: Monitor use



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6 - Low Risk (Finding 1)			
Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding:	There are a number of dents in the slide surface		Action: Monitor for any further deterioration and repair as required

8 - Low Risk (Finding 2)			
Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding:	There is algae or moss on the surface of the equipment		Action: Clean and treat appropriately



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4 - Very Low Risk (Finding 3)

Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	V - Very Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour



Finding: The chain openings are in excess of the 8.6mm as recommended by BS EN 1176

Action: Monitor use and replace with compliant chains during next maintenance cycle.

5 - Very Low Risk (Finding 4)

Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	V - Very Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour



Finding: There is/are finger entrapment/s in the top of the slide and the item fails to meet the requirements of BS EN 1176:2008 Part 1 4.2.7.6 Entrapment of fingers



Action: Monitor use



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6 - Low Risk (Finding 5)

Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour



Finding: There is surface corrosion present on the item

Action: Consider treating and repainting the item

4 - Very Low Risk (Finding 1)

Item:	Rocking Equipment - Spring See-Saw	Risk Level:	V - Very Low Risk
Manufacturer:	Ledon	Surface:	Wet Pour



Finding: The safety surface under or around this unit has been damaged

Action: Monitor for any further deterioration and repair as required



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8 - Low Risk (Finding 2)			
Item:	Rocking Equipment - Spring See-Saw	Risk Level:	L - Low Risk
Manufacturer:	Ledon	Surface:	Wet Pour
			
Finding:	The paintwork on the spring has been damaged or worn exposing the metal underneath which is rusting		
Action:	Treat any rusting components and repaint		

4 - Very Low Risk (Finding 1)			
Item:	Rocking Equipment - Misc Springer	Risk Level:	V - Very Low Risk
Manufacturer:	Ledon	Surface:	Wet Pour
			
Finding:	The end of handgrips and/or footrests have a cross section of less than 15cm ² and fail to meet the requirements of BS EN 1176:2008 Part 6		
Action:	This is a relatively low risk failure and no remedial action is recommended		





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8 - Low Risk (Finding 2)			
Item:	Rocking Equipment - Misc Springer	Risk Level:	L - Low Risk
Manufacturer:	Ledon	Surface:	Wet Pour
			
Finding: There is algae or moss on the surface of the equipment		Action: Clean and treat appropriately	

8 - Low Risk (Finding 3)			
Item:	Rocking Equipment - Misc Springer	Risk Level:	L - Low Risk
Manufacturer:	Ledon	Surface:	Wet Pour
			
Finding: There is/are bolt cap covers missing or damaged on the item		Action: Replace missing or damaged bolt cap covers	





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6 - Low Risk (Finding 4)			
Item:	Rocking Equipment - Misc Springer	Risk Level:	L - Low Risk
Manufacturer:	Ledon	Surface:	Wet Pour
			
Finding:	There is minor damage to the seat		Action: Remove any sharp edges and monitor for any further deterioration and repair as required

6 - Low Risk (Finding 5)			
Item:	Rocking Equipment - Misc Springer	Risk Level:	L - Low Risk
Manufacturer:	Ledon	Surface:	Wet Pour
			
Finding:	The Handgrips/Footrests rotate and may cause an unexpected movement for the user		Action: Secure Handgrips/Footrests to prevent rotation.



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6 - Low Risk (Finding 6)			
Item:	Rocking Equipment - Misc Springer	Risk Level:	L - Low Risk
Manufacturer:	Ledon	Surface:	Wet Pour
			
Finding:	The paintwork on the spring has been damaged or worn exposing the metal underneath which is rusting		
Action:	Treat any rusting components and repaint		

5 - Very Low Risk (Finding 1)			
Item:	Swings - 1 Bay 2 Seat (Flat)	Risk Level:	V - Very Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding:	The use of tab end shackles is not recommended as they can catch a users clothing or jewellery		
Action:	Consider replacing with button end or countersunk fixings		





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6 - Low Risk (Finding 2)			
Item:	Swings - 1 Bay 2 Seat (Flat)	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding:	There is some wear to the shackles		Action: Monitor for any further deterioration and replace when 40% worn

6 - Low Risk (Finding 3)			
Item:	Swings - 1 Bay 2 Seat (Flat)	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding:	There is some chain wear		Action: Monitor for any further deterioration and replace when 40% worn



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4 - Very Low Risk (Finding 4)			
Item:	Swings - 1 Bay 2 Seat (Flat)	Risk Level:	V - Very Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding: The chain openings are in excess of the 8.6mm as recommended by BS EN 1176		Action: Monitor use and replace with compliant chains during next maintenance cycle.	

6 - Low Risk (Finding 5)			
Item:	Swings - 1 Bay 2 Seat (Flat)	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding: The swing seat connectors are loose		Action: Tighten to secure	



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6 - Low Risk (Finding 8)			
Item:	Swings - 1 Bay 2 Seat (Flat)	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding: The seat has minor damage or wear		Action: Monitor for any further deterioration and replace as required	

6 - Low Risk (Finding 1)			
Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding: There are a number of dents in the slide surface		Action: Monitor for any further deterioration and repair as required	



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8 - Low Risk (Finding 2)			
Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding: There is algae or moss on the surface of the equipment		Action: Clean and treat appropriately	

8 - Low Risk (Finding 3)			
Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding: There is surface corrosion present on the item		Action: Consider treating and repainting the item	



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2 - Very Low Risk (Finding 4)			
Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	V - Very Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding: There is some graffiti present		Action: Remove the graffiti	

8 - Low Risk (Finding 5)			
Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding: The climb post is slightly loose in its foundations		Action: Monitor for any further deterioration and repair as required	







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8 - Low Risk (Finding 8)			
Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
			
Finding: The access ramp frame has corroded internally and blown		Action: Monitor for any further deterioration in structural integrity and repair as required	



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6 - Low Risk (Finding 1)			
Item:	Rotor Play - Roundabout	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding: The bearing on the unit is dry and stiff		Action: Service and lubricate the bearing(s)	

8 - Low Risk (Finding 1)			
Item:	Rocking Equipment - See Saw	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding: The mounting fixings are corroded		Action: Replace all affected fixings	



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i 0 - Low Risk (Finding 2)			
Item:	Rocking Equipment - See Saw	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding: The seat has minor damage or wear		Action: Monitor for any further deterioration and replace as required	

i 0 - Low Risk (Finding 3)			
Item:	Rocking Equipment - See Saw	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding: There is surface corrosion present on the item		Action: Consider treating and repainting the item	



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8 - Low Risk (Finding 4)			
Item:	Rocking Equipment - See Saw	Risk Level:	L - Low Risk
Manufacturer:	Record RSS	Surface:	Wet Pour
			
Finding:	There is algae or moss on the surface of the equipment		
Action:	Clean and treat appropriately		

APPENDIX I

PROPOSED WORK ROTA FOR 2 CLEANERS @ 12 HRS PER WEEK EACH.

48 hours over any 28-day period

This rota and work schedule is based on the following:

All toilets with the exception of Waterside having automatic locks, negating the need for them to be manually closed in the evenings.

Jeanette to clean Alexandra Sq. Monday to Friday

Waterside to be locked by the Wardens which means closing time of the WC will coincide with Wardens finishing times

Cleaners will be paid additional hours to cover sickness and holidays of other cleaner.

As directed, cleaners will walk to the toilet blocks. Location of cleaning tools and materials to be decided

With the available hours and 7 day requirements, there are two possible shift patterns.

Shift 1, is a 1 week on, 1 week off.

Shift 2, requires 1 cleaner to do 3 days of 4 hours and one cleaner to do 4 days of 3 hours

Cleaner to commence work at 7 am.

SHIFT PATTERN 1

CLEANER A

Monday	4 hr	deep clean after weekend usage
Tuesday	3 hr	
Wednesday	3 hr	
Thursday	3 hr	
Friday	3 hr	
Saturday	4 hr	to cover Alexandra Sq
Sunday	4 hr	"

CLEANER B

Monday	4 hr	Deep clean after weekend usage
Tuesday	3 hr	
Wednesday	3 hr	
Thursday	3 hr	
Friday	3 hr	
Saturday	4 hr	to cover Alexandra Sq.
Sunday	4 hr	"

SHIFT PATTERN 2

Cleaner A

Monday 4 hr deep clean

Cleaner B 4 day shift:

Tuesday 3 hr

Wednesday 3 hr

Thursday 3 hr

Friday 3 hr

Cleaner A 3 day shift :

Saturday 4 hr

Sunday 4hr

Monday 4 hr

Cleaner B 4 day shift:

Tuesday 3 hr

Wednesday 3 hr

Thursday 3 hr

Friday 3 hr

Cleaner A 3 day shift:

Saturday 4 hr

Sunday 4 hr

Monday 4 hr

Cleaner B: 4 day shift:

Tuesday 3 hr

Wednesday 3 hr

Thursday 3 hr

Friday 3 hr

Cleaner A: 3 day shift:

Saturday 4 hr

Sunday 4 hr

Monday 4 hr

Cleaner B : 4 day shift:

Tuesday 3 hr

Wednesday 3 hr

Thursday 3 hr

Friday 3 hr

Cleaner A 2 day shift:

Saturday 4 hr

Sunday 4 hr

Then continuing the above shift pattern, which could be rotated on a month by month basis for each cleaner.

SCHEDULE OF CLEANING DUTIES

Clean all windows, doors, walls, ledges, ceilings, woodwork, paintwork, lights, fixtures and fittings as appropriate inside and out:

- Clean 'Wallgate' units (where installed)
- Clean and refill paper streams, mini jumbo toilet roll dispensers or other type toilet roll dispenser.
- Clean off any dirty marks / chewing gum on paintwork
- Clean/scour disinfect all urinals, WC/s pans
- Clean/scour wash hand basins
- Collect and dispose of litter and debris within curtilage of each site or within 5 metres of building.
- Empty/clean sanitary and/or litter bins.
- Replenish liquid soap in 'Wallgate' units and polish stainless steel surfaces.
- Scrub/wash clean floor areas, including entrance to facility
- Sweep floor areas as necessary.
- Check for Health and Safety issues and report/rectify as appropriate

Additional Check and Restock Service:

- Restock Consumables.
- Spot clean as necessary to ensure facilities are maintained to a reasonable standard
- Check for Health and Safety issues and report/rectify as appropriate

After discussions with Jeanette, the following is the minimum tools/equipment requirements to carry out the cleaning duties as listed above.

Mop, (red)
Bucket x 2 (red)
Sweeping Brush
Shovel
Cloths (yellow for sinks, Blue for walls)
Disinfectant
Bleach
Liquid soap
Spray bottles x 2
Glass cleaner

If it is decided that walking to each toilet block is not feasible, the following transport options could be considered.

TRANSPORT

There are 3 options as to how the cleaners will be transported to the toilets complete with all the tools, chemicals etc needed to carry out their duties.

Option 1.

The cleaners to supply their own vehicles suitable for the work required and carrying suitable business insurance. STC to pay mileage allowance of £0.45 per mile. This would pay approx. £0.90 per day. Comment: Highly unlikely to have any take up on that basis.

Option 2.

Use existing STC vehicle. Cleaner to collect from Longstone and return at end of each duty.

Comment: As this vehicle will be used more often by the wardens to carry out works in the Town etc, this will entail the wardens having to empty the van of all equipment each evening ready for the cleaner to collect the van. As the cleaner under normal circumstances will not be finished with the van until approx. 10 am, this will delay the wardens commencing their duties.

Option 3.

Purchase a small van that the cleaners could use that would be permanently stocked with the tools and materials required for their duties.

Comment: This vehicle can then be made available during the day for other members of staff to use.

JG.

APPENDIX J**TOOLS OFFERED FOR SALE TO STC**

OFFERED PRICE - £2,265.00

RETAIL £5,059.94

Record 14" Band Saw
£999.99

Record Planer/Thickener
£1099.99

Record Table Saw
£999.99

Record Wood Chip Extractor
£449.99

Jet Air Filtration Unit
£394.04

Propane Workshop Heater
£64.99

Propane Gas Bottle
£16.00

McAllister Wet/Dry Vacuum Cleaner
£80.00

Bosch 12 Radial saw plus stand
£804. 95

3 Record 5ft clamps
£150.00

APPENDIX K

Children's Murals

The last Mayor commissioned these murals done by local young people to be put on the walls of the Longstone and Belle Vue toilets. The Guiding movement was particularly engaged with this project.

The problem has been to obtain a lease from Cornwall Council, which I have recently signed, but now we have to ask them for landlord's permission to do any work on the buildings. This has meant that it has been over 12 months since the murals were made without them appearing. They are being stored in the churchyard building at St Stephens Church.

I have been approached by the District Commissioner of Saltash Girl guides, saying they would like to bring this to fruition. Please see attached.

As STC paid for the artist and materials I am asking permission to allow them to choose where they would like to put the murals, with building owner's permission of course.

Jean Dent

Dear Madam Mayor,

My name is Julie Dingle and I am the District Commissioner for Saltash Girlguides. I am writing to ask about the murals some of our girls were involved in creating in a Town Council project in March last year.

The girls thoroughly enjoyed the workshop and were very proud of their creations. I understand the murals were going to be placed on buildings owned or managed by Saltash Town Council (public toilets, perhaps), and the girls have been excited at the thought of seeing their artwork on display.

To date, however, no murals have been put on display. Could you advise me where the murals are now and if the Town Council has plans to place them on any buildings? It would be great to have at least one of them on display on a public building. Otherwise, we could perhaps have one on our Guiding HQ. I understand that The Core (whose members also took part in creating the murals) would also be interested in having one on their wall.

I look forward to hearing from you and hope this project can be concluded.

Kind Regards
Julie Dingle