

OPERATIONAL UPDATE

Finance and Operations Committee meeting Monday 3rd February 2025

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	Faulty emergency light in ladies toilets York Road entrance repaired.	Completed
	Areas of loose slates on south facing rooves, due to recent storms scheduled for repair w/c 3 rd February.	Ongoing
	Seized radiator valve in room one, this will need replacing in the summer.	Ongoing
	In house repairs to parquet floor in room one have not lasted, a professional contractor will need to be sought.	Ongoing
	Bi Annual Fire alarm service completed by contractor.	Completed
	Notice boards including the one from Costcutter painted by the community payback team.	Completed
LIBRARY & COM HUB	Pressure dropped on central heating system, Ops team monitoring. Second call out for an issue with one of the boilers. Awaiting quote for circulation pump.	Ongoing
PARKS	Safety tiles in Cambridge field pulled up. Operations team have repaired.	Completed
	Play Inspection App renewal quote received.	Ongoing
	Chargeable Cleansing quote for 2025 received. Estimated £1,483.17	Ongoing
	Loose tile on the bandstand at Bénodet, removed but now not water tight.	Completed
PUBLIC CONVENIENCES	No issues to report.	
TRAINING	List of training needs for 2025 compiled. This will be finalised once the Ops Team structure is settled.	Ongoing
BENCHES	All benches were cleaned by the Community Back team.	Completed
FOOTPATHS	No issues to report.	
JAPANESE KNOTWEED	The Town Clerk has contacted Cormac to enquire if the SLA for knotweed treatment is still required.	Ongoing
CHRISTMAS LIGHTS/ BUNTING	Tender for Christmas lights to be reviewed for Christmas 2025 and onwards.	Ongoing
	<p>The review following the accident during the installation of the Christmas Lights in November makes the following recommendations.</p> <p>1. Prior to commencement of works, a safety briefing is given by the Operations Manager, with a reminder about safe working practices, particularly when and where the MEWP is being used.</p>	

	<p>2. Radios and ear pieces to be used at all times for communication, this provides a failsafe if and when visibility from the basket is limited. When the MEWP is being operated, up to two Banksman will be designated (with a minimum of one person), who are dedicated to this role, for the entirety of time the MEWP is being collected, driven to working sites and whilst in operation. 'Banksman' hi-viz to be worn at all times.</p> <p>3. At all times the MEWP operators must be strapped in to the basket, using safety harness. No formal qualification is needed to operate the MEWP, a handover/training session is provided by the equipment hirer. Radios and Ear piece must be used at all times, to ensure safe working practices are followed and messages to cease activity are speedily relayed.</p> <p>4. PPE to be worn at all times. Hard hat, hi-viz and safety boots to be worn by ALL volunteers, when the MEWP is being operated.</p> <p>5. Weight limit of the hired MEWP, must carry up to three persons.</p> <p>6. Risk assessment and safe working practices documentation to be reviewed and all volunteers to read this documentation in advance of providing assistance, with signature to confirm it has been read, prior to assisting with this activity.</p> <p>7. Red and white safety fencing to be used to prevent pedestrian intrusion.</p> <p>8. Ensure only trained MEWP operators use the equipment, council to fund training of employees. Provision of volunteer training to be reviewed on a case-by-case basis.</p> <p>9. Arrange an in person meeting with the Injured Person's Mum to present findings, and check on the Injured Person's health and wellbeing.</p> <p>10. As part of the annual review of the Health and Safety policy, a template for an incident report will be drawn up, to ensure all future incidents are reviewed following set criteria.</p> <p>11. The Finance and Operations Committee to review how the Christmas lights are installed, as part of upcoming 2025 tender process for the supply of Christmas Lights.</p>	
OTHER	<p>Site identified for a defib in the upper end of Goad Avenue.</p> <p>All defib cabinets now have bleed control kits inside. https://www.youtube.com/watch?v=4-oRBjDPEYY</p> <p>Remembrance Sunday, wash up meeting held to review emergency procedures.</p> <p>One of the Caretakers slipped on the football field at the Lawn, whilst doing his morning rounds. Accident form filled out.</p>	<p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>