LANTEGLOS-BY-FOWEY PARISH COUNCIL MINUTES OF AN EXTRAORDINARY COUNCIL MEETING HELD VIRTUALLY, ON TUESDAY, 16th JUNE 2020 @ 2pm

Present: Cllr. Moore OBE (Chairman) Cllr. Kelly In attendance Mrs Thompson (Parish Clerk) Cllr. Adams Cllr. M. Shakerley Cllr. Carter Cllr. Talling

NOTE - it is advisable for all those joining a 'Zoom' meeting to check their security settings.

Minute	AGENDA ITEMS	Action
	<u>Chairman's Welcome and Public Forum</u> – the Chairman opened the meeting and welcomed those present. No members of the public were present.	
EX01/2020	<u>Apologies for Absence</u> – Cllrs. Bunt, Fisher, T. Libby, V. Libby and Wilton were not present.	
EX02/2020	Members' Declarations –	
	a. Pecuniary/Registerable Declarations of Interests – none.	
	b. Non-registerable Interests – none.	
	 Declaration of Gifts – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. 	
	d. <i>Dispensations</i> – none.	
EX03/2020	<u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely quotations, it was RESOLVED that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.	
EX04/2020	<u>Public WC Cleaning Contract</u> – a meeting had been held with the cleaning contractor and Cllrs. Moore, Carter and Shakerley on 8 th June 2020. The outcome was inconclusive with the contractor saying the current contract is not fit for purpose and Members maintaining that, in essence, the contract had not changed except that she is now being asked to clean fewer toilets.	
	The Contractor had provided a risk assessment which indicated that "Although every effort has been made to adhere to the 3 Covid-19 criteria (<i>social distancing, cleaning and hygiene</i>), it would not appear practical to safely reopen the (<i>St Saviour and The Quay</i>) facility at this time."	
	NOTE – the National Trust own the toilet block at Frogmore. The Clerk to check their current position regarding re-opening the toilets.	Clerk
	An inspection of all three toilet blocks had been made by Cllr. Adams, the Clerk and Mr Simon Blench of Cornwall Training and Consultancy Ltd. Mr Blench had subsequently provided an independent risk assessment (RA) which confirms the toilets can all be re-opened, once the following works had been carried out:	
	 Make good the blown plaster in the St Saviour block to reduce the risk of Bactria build-up. It was RESOLVED that Mr Devereux be asked to deal with the issues identified in the risk assessment. 	Cllr. Adams
	Cut back foliage around the entrances plus paths need clearing of grass at Frogmore. Mr Fowler to be asked to action.	Clerk
	 A full deep clean in each of the sites. This is to include all cubicles, toilets, urinals, sinks and all hard surfaces. This standard must then be maintained. Cormac to be asked for a quotation. 	Clerk
	4. All water systems to be run to minimise any legionella risk.	

	5. The Clerk to order three additional sanitisers + sanitiser gel.	Clerk
	Copy of the risk assessments to be uploaded to the website.	Clerk
	Members recognise that the cleaning contract must go out to formal tender, but as an interim measure it was RESOLVED to accept a quotation from Cormac for a 3-month contract to service the disabled / unisex toilets at St Saviour's and The Quay; at a cost for each unit of £2,451.16, giving a total of £4,902.32 + VAT for the 3 months.	Clerk
	This would give a 3-month breathing space in which to draw up tender documents, including a written contract. Mr Blench's RA identified that changes would be needed to the cleaning schedule. The Clerk to circulate a draft to Members. Tenderers for the contract will need to provide:	Clerk
	a. Public liability insurance.	
	b. Risk assessment – based on the risk to yourself or any employee.	
	c. Lone working process – if applicable.	
	d. COSHH compliance, training and COVID19 awareness.	
	e. Staff training and induction – if applicable.	
	Cllr. Adams confirmed that sufficient stocks of social distancing signs are held. These can be used when it is not possible to mark out "waiting areas".	
	A complaint had been received from the cleaning contractor i.r.o. the Clerk's dealings with her and will be circulated to all Members. An investigation had been carried out by ClIrs. Moore and Shakerley and the allegation refuted. Members CONFIRMED their support for the actions taken.	
	There followed discussion about the lack of respect shown to the Clerk by the Vice Chair.	
	Members were adamant that the toilets must re-open. Ms Suzanne Betts, CC Solicitor, had provided additional legal advice and it was unanimously RESOLVED to write to the Cleaning Contractor accordingly.	Clerk
	It was RESOLVED to reschedule the Full Council meeting to Thursday, 25 th June 2020 at 7pm.	Clerk
EX05/2020	Meeting Closed – 15:13pm.	

Date: 23rd June 2020