

Item 10.0

Deputy Clerk Report

10.1 Bookings

Groups have been able to come back since 17th May. At present there are 13 groups returning, mostly exercise, yoga, dance and children's groups. The community film night starts in June and 4 more groups are starting in back in June. Parish Council and committee meetings are being held, socially distanced, in Coombe Court and Saxon Room, at present recording and microphone equipment are being hired from the council's IT Contractor whilst we investigate the best equipment for moving forward once all restrictions are lifted. All the events and activities remain social distanced until the guidelines change, hopefully on 21st June.

The caretakers are cleaning between groups and before locking up in the evenings.

10.2 Film Nights

The first film night will be 2nd June, the film is Radioactive. So far 42 tickets have been sold. Tickets are sold in advance to enable caretakers to set up the correct amount of socially distanced chairs and tables. Refreshments are served to their table during the break. A track and trace list is kept for the required 3 weeks to comply with government guidelines, there is also the QR poster, as per the Government Guidelines that customers can check in with. A one-way entrance and exit system managed by the staff ensures we comply to Covid safe guidelines.

10.3 TSS Report

The bi-annual TSS Report was carried out in December. They have issued recommendations, none of the work is mandatory.

Changing Rooms

- Mains water supply in the store cupboard is insulated - Caretaker to do
- Labelling Hot Water System, inlet and out pipes – Caretaker to do
- Remove blind end pipes – Deputy Clerk to get a quote from the plumber

Steining Centre

- Fit rodent screen to overflow pipe – TC Maintenance has done this
- Label inlet and outlet pipes – Caretaker to do
- Fit warning pipe and divert vent pipes to tundish and drain point - get plumbers advice
- Relocated TMV's at corridor toilets – get Plumbers advice

High Street Toilets

- Fit drain valve to mains water supply – get plumbers advice
- Label inlet and out let pipes – Caretaker to do
- Fit temperature gage to HWS flow pipe – get Plumber advice

10.4 Lighting update

Phase one of the LED lighting project has been completed. The outside lights and outside toilet lights have all been replaced as the replacement bulbs for these were obsolete.

Phase two and three are due to be discussions as part of the projects for 2021/22

10.5 High Street Toilets update

Mr Picking gave up the opening and closing of the toilets at the end of April and this has been taken on by Mr Sowerby. The toilets are opened before 8am and closed between 6pm and 8pm every day except Christmas day. The arrangement is working well so far. The toilets are still being cleaned 3 times a day by the caretakers.

10.6 Income and expenditure Update

The end of year report is not available yet as the year end close down has not yet been completed with the accounts software providers. Once this and the internal audit has been done it will be reported to the next meeting.