

Minutes of the Rhayader Town Council Toilet Sub-Committee 10.11.20

Present: - Chair Cllr. C. Walton, Cllrs. J. Narborough, J. Stuart, R. Thomas, and Clerk Julie Davies

Apologies: - Cllr. L. Price

Agenda Items

- 1) Cemetery Public Toilet Refurbishment including quotes for the work required - Copies attached.
- 2) Covid-19 Risk Assessment Completion – Copy attached
- 3) Account Update
- 4) AOB

Item 1 - Cemetery Public Toilet Refurbishment – Chair Cllr. C. Walton circulated to the group 3 quotes for work to be carried out at the public toilets in Rhayader Cemetery. 2 quotes for the work and 1 for the materials. Work includes the removal of 2 toilets and replace one with a new low level toilet, alter pipework, construct a frame to fit a base for a basin and tap, fit new tap and pipework, scrape off all loose sections on walls and ceiling areas both in toilet and stockroom, seal loose walls and ceilings ready for painting, repaint all walls with several coats of masonry paint, prime, undercoat and gloss all doors and door frames and windows. Clean off loose paint from trusses, fascia boards and soffits all round the building, prime, undercoat and gloss trusses, fascia boards and soffits. Clean off and repaint floors in both toilet areas with floor paint.

Quotes for consideration: Jan McPhee Painter and Decorator = £2,400 Labour only as Council will provide materials, Paul Rowe/Rhayader Plumbing = £450 Labour only as Council will provide materials, and cost of all materials Rhayader Building Suppliers supplied at the request of RTC = £415.73. Grand Total = £3,265.73p

The group were in full agreement to the quotes and the work to be done.

Action - Chair will notify the contractors involved to start the work as soon as possible. Clerk will authorise payment of invoices when work is complete.

A discussion took place on what to do about the guttering on the building. Take them off and have them plastic coated and put back or take them off and replace them with new plastic gutters.

Cllr. R. Thomas suggested cast iron replica guttering which the Chair said would come down to the cost. During the meeting Cllr. R. Thomas acquired the cost of cast iron replica gutters to be £22 plus VAT for a 4-meter length, however it was proposed by the Chair that the guttering is taken down and plastic coated and put back. If there are pieces of guttering that break during the task, they should be replaced with new plastic-coated guttering. This was agreed by the group.

There is also a wooden panel separating outside of the male and female toilet which is no longer required as there will be only one unisex toilet once work is complete. This can now be removed, and the slabs will have to be levelled in the area.

Cllr. J. Stuart stated that there are 2 mowers left outside the toilets for people to use at the Cemetery. They were left to the Cemetery to be used by the public. One has recently been serviced and the other is also working. He suggested a locker of some sort to store them in. Also, some lockers in the Cemetery which can be rented during the year for people to keep small items in such as shears, watering cans etc. Generate possible income for the Cemetery. Chair suggested that where the sink will be relocated there will be room in there for the mowers. He thought the locker

idea was a good idea and asked for suggestions as to where they should go? Aubrey is using the bigger of the rooms for storing all toilet equipment and materials at present. It was at this point that it was suggested that a site meeting take place to look at several of the issues raised at the meeting.

Action - Site meeting arranged for 9am 12.11.20. Clerk suggested to invite Cllr. V. Jones-Davies to the site meeting as she has been our link with PCC over current Cemetery issues and may have a valuable input at the site visit. This was agreed.

It was made clear to the group by the Chair that no electricity power going into the toilets and storeroom at present and it has been turned off for many months by PCC.

Action – Clerk to contact Angela Prothero PCC to investigate this.

Item 2 – Covid-19 Risk Assessment – In the absence of Cllr. L. Price the Clerk reported that the covid-19 risk assessment of the public toilets had been completed by Cllr. L. Price and Aubrey Thomas. Please see attached copy of the completed risk assessment. This is now displayed in the public toilets and a copy is on our website. It will be reviewed in January 2021 or if we have further requests/notifications from the Welsh Government via PCC.

Action – Risk assessment to be reviewed in January 2021

Item 3 – Account Information and spending to date this financial year – The Clerk provided up to date figures on the spending to the toilet account. The balance of the account at the 31.10.20 was £15,097.99. Materials purchased to date have cost £1,265.36, however this includes doubling of orders of some items during the pandemic also the purchasing of items we haven't purchased before such as specific types of rubber gloves, sanitising sprays, boards for notices and to display the risk assessment documents etc. Electricity bills to date costing £898.33 and sanitary contractors costing £985.08 (annual subscription). Aubrey's salary to date £1892.80 and his tax £311.80.

Accounts were agreed by the group as a true record of spending to date and a true balance of account to date.

Item 4 – AOB

Cllr. C. Walton asked if we had sent a card to Aubrey and his family on the passing of his Mother-in-law last week. Clerk had done this.

Cllr. C. Walton stated it was time to open all public toilets now that lockdown had been lifted.

Action – Clerk to notify Aubrey to open Cwmdauddwr toilets

Cllr. C. Walton had spoken to Phil Woosnam regarding the gate leading round the back of the toilets in Cwmdauddwr. Aubrey could not access the back to clean the windows of the toilet block. The gate had now been re-hung and access is now available.

Cllr. J. Stuart mentioned the Kick Start Scheme that was discussed at the recent Asset Committee Meeting. We could apply to the scheme for a group of young people to upgrade all the toilets and the areas surrounding the toilets. DIY etc. This was seen a good idea by the group. This item is to be passed over to the Asset Committee for further discussion.

Action – Clerk to pass kick Start Scheme idea to the Asset Committee.

Finally, there was a brief discussion to think about a succession plan to Aubrey if he ever leaves RTC employment. Do we employ one of his family as they help him in his work or do, we look at another contract with Healthmatic? Item for future meetings.

Julie Davies

10.11.20

Cemetery Toilets Site Meeting 12.11.20

Present: Chair Cllr. C. Walton and Cllrs. R. Thomas, J. Stuart, J. Narborough, V. Jones-Davies and Clerk Julie Davies

Apologies: L. Price

On inspecting the gutters of the block of toilets and storeroom, it was agreed if they come off plastic coat them and put back up.

It was agreed to remove the wooden panel separating the outside areas of the toilets, and to reline the paving slabs and path.

Suitable places to fit lockers were identified and will be discussed at future meetings once refurbishment is complete.

Possible garden shed with sliding doors could be purchased for storage of mowers etc. To be discussed after refurbishment.

New signage is to be bought as it was agreed that some people using the Cemetery do not know the toilets are there.

Discussion took place on which room to use for toilets and which for storage of cleaning materials. It was agreed that what is now the ladies toilet will become the new storeroom, what is now the storeroom will house the sink and shelving for the public to use to obtain water and arrange flowers etc. and what is now the gents toilet will become the new unisex toilet. There will be no disabled toilet facility as the door space is not adequate for wheelchairs.

Julie Davies

12.11.20