



The minutes of the Toilet Committee Meeting held remotely via zoom on Wednesday 26 August 2020 at 6.30 pm

PRESENT Councillors: Nolan (Chair); Jacobs; Bugden; Wood and Williams

The meeting commenced at 6.45pm and ran initially until 7.20pm. The meeting was reconvened at 7.25pm

55. APOLOGIES FOR ABSENCE

No apologies received. Cllrs Laurens and Clayton were absent.

56. DECLARATIONS OF PECUNIARY & NON-PECUNIARY INTERESTS

- a) No declarations of pecuniary or non-pecuniary interests were received.
- b) No written requests for dispensation were received.

57. MINUTES

The minutes of the meeting held on Monday 13 July 2020 were received, agreed and signed by the chair.

58. CLEANING CONTRACT

The cleaning contract was reviewed and level of service received so far discussed.

(The meeting broke at 7.20pm due to the 40 minute time limitation of Zoom. It was reconvened at 7.25pm – Cllrs Nolan, Bugden and Jacobs re-joined the meeting.)

RESOLVED:

For the Clerk to report back to Danfo issues with the standard of cleaning service received so far and request an update on the contractor and personnel

In the absence of the Danfo Solo monitoring system, to request a sign in sheet to be completed by the cleaner at each visit, so that it is clear when the toilets have been serviced

Request that waste is removed from the service room on a daily basis and that the shelves installed for the sharps bins are lowered so that they can be properly assembled and removed safely?

For the Clerk to seek advice from the Environment Officer in relation to the sanitary waste disposal system currently being provided

59. OUTSTANDING ISSUES

Outstanding issues remaining with the toilets since a handover meeting with Danfo on 15th July 2020 were reviewed.

RESOLVED:

That the Clerk report the following outstanding issues to Danfo:

- **Old toilet signage has not yet been removed,**
- **CCTV cages not installed,**
- **Top of doors not yet sealed,**
- **Hole in ceiling of storage room to be made good,**
- **CCTV not yet demonstrated.**

For the Clerk to request the original Electrical Inspection Certificate from Danfo, and request that for the next 4 weeks, the toilets are kept open until 8pm, reverting back to 7pm from the week commencing 28th September 2020.

For the Chairman and Clerk to write a protocol for collecting coins from the coin boxes to include a check of the facilities.

For the Chairman to purchase 2 padlocks for the electric box and spare room, a copy of the key to the maintenance room, and obtain pricing for shelving.

For the Clerk to seek quotes for an increased sum insured for the toilets of up to £500,000.

60. FINANCE

To approve project sign off and second payment of £53,340 (including VAT) to Danfo UK Ltd

RESOLVED: That approval is given for the Clerk to pay the second payment of £53,340, including VAT, to Danfo (UK) Ltd, after the outstanding issues highlighted above have been resolved.

The meeting closed at 7.55 pm

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Chair