

## DURSLEY TOWN COUNCIL REPORT

TITLE	Legionella Testing & Monitoring
PREPARED BY	John Kay, Town Clerk.
FOR MEETING OF	Green Spaces Committee
ON	1 <sup>st</sup> October 2019
REPORT	<p>Dursley Town Council had a Legionella Risk Assessment carried out in November 2013 by Clira Ltd. The Pavilion (WMRG), Jacobs House and Cemetery toilet were all inspected. Reports were produced, it is unclear if the recommendations of the reports were ever fully adopted by the Council. These risk assessments expired in November 2015.</p> <p>The testing of the water is done by hand and the temperatures are not measured nor are the results/inspections recorded in a logbook.</p> <p>Shower heads (at the Pavilion) are disinfected monthly, this does comply with the recommendation of the 2013 report. No records are kept.</p> <p>Appropriate training is required for the responsible persons. Currently the Head Grounds Person carries out the routine testing.</p> <p>Our Health &amp; Safety consultant confirms that this is a specialist area outside of their remit. They would not have a risk assessment/method statement for the assessment/maintenance process. This would need to come via a specialist provider who works to the Approved Code of Practice.</p>
LEGAL IMPLICATIONS	The Town Council have a duty of care to all users and staff with regard to legionella and should comply with the HSE guidance on duty holders responsibility for water systems management in relation to Legionella risk as well as the Approved Code of Practice.
FINANCIAL IMPLICATIONS	<p>The 2013 surveys were approximately £400. The cost of any maintenance works required would be unknown until the surveys were completed.</p> <p>The required training would be met within the existing training budget.</p>
EQUALITY or HUMAN RIGHTS IMPLICATIONS	None
STAFFING/RESOURCE IMPLICATIONS	The testing could be incorporated with existing duties of the grounds staff. The correct equipment is required for testing.
OTHER IMPLICATIONS	None
RECOMMENDATIONS	The Clerk recommends that quotes are obtained for a up to date risk assessment survey that includes method statement for routine testing requirements.

	<p>The Clerk recommends that all grounds staff complete the desktop training module “Legionella and Legionnaires Disease Awareness” to increase knowledge and understanding.</p> <p>Training on how to test water will also be required.</p>
<b>DECISION</b>	<b>TBC</b>

# DURSLEY TOWN COUNCIL

## DRAFT SCHEDULE OF FEES AND CHARGES

Fees will apply from 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021

(Note: Fees in bold have not been subjected to an increase. Non-resident fee = resident's fee times two and a half rounded to nearest £1)

### Burial Ground Fees

Item	Current Residents fees and Charges (Current Non-resident's fee)	3% Increase - rounded to nearest £1 (Non-residents fee)	5% Increase - rounded to nearest £1 (Non-resident's fee)
Exclusive Right of Burial 30yrs (Grave 6ft 6ins x 2ft 6ins)	£304.00 (£760.00)	£313.00 (£783.00)	£319.00 (£798.00)
Exclusive Right of Burial 30yrs (Grave 3ft x 2ft 6ins - ashes)	£170.00 (£425.00)	£175.00 (£438.00)	£179.00 (£448.00)
Transfer of existing Exclusive Right of Burial	£52.00	£54.00	£55.00
Issuing a replacement Exclusive Right of Burial	£52.00	£54.00	£55.00
Renewal of Exclusive Right of Burial (10 year period)	£46.00	£47.00	£48.00
Surrendering an Exclusive Right of Burial (refer to Regulations)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
<b>Calculation used in relation to the surrender of an ERB.</b>	Payment by the Council will be proportional to the number of complete years remaining at the date of request. ie. Cost of original grant divided by the number of years for which grant was issued, multiplied by number of complete years remaining.		
Interment of the body of a child or person in any grave	£247.00 (£618.00)	£254.00 (£635.00)	£259.00 (£648.00)
Interment of a child aged one year or less	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Interment of a casket	£150.00 (£375.00)	£155.00 (£388.00)	£158.00 (£395.00)
Interment of ashes (pouring)	£134.00	£138.00	£141.00
Interment of ashes in the Garden of Remembrance (Kingshill)	£134.00	£138.00	£141.00
Interment of ashes in St Mark's	£129.00 (+ Rectors fee)	£133.00 (+ Rectors fee)	£135.00 (+ Rectors fee)
15 minutes penalty on start time	£62.00	£64.00	£65.00
Penalty for over-running hours	£139.00	£143.00	£146.00
Headstone	£149.00 (£373.00)	£153.00 (£383.00)	£156.00 (£390.00)
A tablet	£88.00 (£220.00)	£91.00 (£228.00)	£92.00 (£230.00)
A vase	£72.00 (£180.00)	£74.00 (£185.00)	£76.00 (£190.00)
Replacement of any memorial with no additional inscription	£26.00	£27.00	£27.00
Subsequent inscriptions	£62.00 (£155.00)	£64.00 (£160.00)	£65.00 (£163.00)
Replacement memorial with additional inscription	£82.00 (£205.00)	£84.00 (£210.00)	£86.00 (£215.00)
Re-fixing a memorial	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>

Item	Current Residents fees and charges (Current <i>Non-resident's</i> fee)	3% Increase - rounded to nearest £1 (Non-resident's fee)	5% Increase - rounded to nearest £1 (Non-resident's fee)
A simple temporary wooden cross, in situ for less than 1 year pending the erection of a permanent memorial (including inscription)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
A simple wooden cross – fee payable following the first anniversary of the installation of the cross (incl. inscription).	£41.00	£42.00	£43.00
Purchase/installation of memorial plaque 6"x4" (GoR)	Cost of Plaque £55.90 Admin Fee £52.00 Total £107.90 +vat (+ Rectors fee for St Mark's)	Cost of Plaque tbc Admin Fee £54.00 Total +vat (+ Rectors fee for St Mark's)	Cost of Plaque tbc Admin Fee £55.00 Total +vat (+ Rectors fee for St Mark's)
Purchase/installation of memorial plaque 12"x4" (GoR)	Cost of Plaque £119.75 Admin Fee £52.00 Total £171.75 +vat (+ Rectors fee for St Mark's)	Cost of Plaque tbc Admin Fee £54.00 Total +vat (+ Rectors fee for St Mark's)	Cost of Plaque tbc Admin Fee £55.00 Total +vat (+ Rectors fee for St Mark's)
<b>* Cost of Plaques are set by the supplier and may be subject to change. Supplier to confirm costs for 2020 supply during October 2019</b>			
Certificated copy of an entry in the Register of Burials	£62.00	£64.00	£65.00
Exhumation (in addition to any license/faculty fee)	£525.00	£541.00	£551.00
Failure to deliver interment documentation within given timescale = cancellation fee	<b>Half the anticipated fee will be charged</b>	<b>Half the anticipated fee will be charged</b>	<b>Half the anticipated fee will be charged</b>
Admin fee for additional enquiries/corrective work	£72.00 per hour	£74.00 per hour	£76.00 per hour

### Recreational Fees

Item	Current Fee (amount + VAT @20%)	3% Increase - rounded to nearest £1 (amount + VAT @20%)	5% Increase - rounded to nearest £1 (amount + VAT @20%)
<b>Use of Football Pitches (per match)</b>			
Senior Match (incl. showers)	£63.00 per match+vat (£75.60)	£65.00 per match+vat (£78.00)	£66.00 per match+vat (£79.20)
Junior Match (incl. showers)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Use of showers- senior training session	£24.00 per session+vat (£28.80)	£25.00 per session+vat (£30.00)	£25.00 per session+vat (£30.00)
Senior training session (no showers)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Use of showers- junior training session	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Junior training session (no showers)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>

Item	Current Fee (amount + VAT @20%)	3% Increase - rounded to nearest £1 (amount + VAT @20%)	5% Increase - rounded to nearest £1 (amount + VAT @20%)
Senior "friendly" matches (incl. showers)	£24.00 per match+vat (£28.80)	£25.00 per match+vat (£30.00)	£25.00 per match+vat (£30.00)
Dursley Town AFC Home Cup Matches	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Dursley Ladies AFC Home Cup Matches	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
"friendly" matches on training nights – no shower/majority under 16 years of age	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Use of Ground by Sports Clubs located outside of Dursley – training sessions only (no showers)	£31.00 per session+vat (£37.20)	£32.00 per session+vat (£38.40)	£33.00 per session+vat (£39.60)
Use of Ground by Sports Clubs located outside of Dursley – training sessions only (inc. use of showers)	£55.00 per session+vat (£66.00)	£57.00 per session+vat (£68.40)	£58.00 per session+vat (69.60)
<b>Note: Football clubs will not be charged VAT on the hire of pitches/showers as long as block bookings of no less than 10 matches are made. This conforms to the VAT Act 1994.</b>			

Item	Current Fee (amount + VAT @20%)	3% Increase - rounded to nearest £1 (amount + VAT @20%)	5% Increase - rounded to nearest £1 (amount + VAT @20%)
<b>Use of Tennis Courts</b>			
Public use	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
<b>Use of Boules Court</b>			
Public use	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
<b>Use of War Memorial Recreation Ground</b>			
Use of Pavilion	<b>No longer available</b>	<b>No longer available</b>	<b>No longer available</b>
Circus / Fair / Event per day	£219.00+vat (£262.80)	£226.00+vat (£271.20)	£230.00+vat (£276.00)
Circus / Fair/ Event per week	£1075.00+vat (£1290.00)	£1107.00 (£1328.40)	£1129.00 (£1354.80)
Commercial Aerobics/Fitness per class	£1 per head+vat (to be capped at £19+vat)	£1 per head+vat (to be capped at £20.00+vat)	£1 per head+vat (to be capped at £20.00+vat)
Use of showers – Commercial Aerobics/Fitness per class	£23.00+vat (£27.60)	£24.00+vat (£28.80)	£24.00+vat (£28.80)
Bond (refundable)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)
<b>Use of Kingshill House Play Park &amp; Highfields Play Area (community events only)</b>			
-Bond (refundable)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)
<b>Allotments</b>			
Standard large plot	£25.00	£26.00	£26.00
Smaller plots in proportion (half)	£14.00	£14.00	£15.00



**DURSLEY TOWN COUNCIL  
GREEN SPACES - PROPOSED BUDGET 2020/21 TO 2022/23**

**Green Spaces Expenditure**

Code	Title	Previous 2018/19		Current 2019/20		Proposed			
		Budget	Final	Budget	Actual*	Expected	2020/21 Budget	2021/22 Budget	2022/23 Budget
300	Staff	76293	79346	90754	45208	90416	92569	94421	96500
310	Gas and electricity	2000	1376	2000	746	1493	2000	2000	2000
311	Pavilion (security)	300	370	500	0	370	500	500	500
312	Pavilion (water)	500	268	500	70	300	300	300	300
320	Land and buildings maintenance	5000	6887	9000	1504	4500	9000	9000	9000
321	Tree work	2000	1753	2500	1076	2500	2500	2500	2500
322	Waste & Recycling	n/a	n/a	3000	1716	3432	3500	3600	3700
330	Rates	1760	1851	1850	2083	2083	2100	2200	2300
331	Cemetery (water)	300	170	300	180	300	300	300	300
350	Safety equipment	600	459	600	104	500	600	600	600
360	Telephones	750	498	750	255	550	550	550	550
370	Transport	1000	1245	1300	505	1300	1300	1300	1300
371	Fuel	1000	1108	1100	756	1511	1500	1500	1500
372	Grass cutting	9000	3906	8000	8219	12000	8000	8000	8000
380	Facilities improvements	1000	1288	5000	0	5000	5000	5000	5000
385	Play areas	500	6369	1000	899	1000	1000	1000	1000
new	Play Equipment - Contribution to reserves	0	0	2000	0	2000	2000	2000	2000
386	Highfields Play Equipment Upgrade	0	0	Reserve	0	Reserve	0	0	0
388	Garden of Remembrance	0	0	5000	0	0	5000	0	0
390	Allotments (new)	0	0	0	0	0	Reserve	0	0
395	PWLB repayments	4976	4958	2488	2479	2479	0	0	0
396	Machinery/vehicle fund	1000	0	1000	0	1000	1000	1000	1000
399	Consumables	200	111	200	76	200	200	200	200
710	WMRG	0	0	0	183	183	0	0	0
914	WMRG Toilet Block - CTR	0	0	0	0	0	10000	10000	10000
917	Memorial Plaques	0	399	0	58	250	0	0	0
926	WMRG - Pentaq Court	0	0	6000	1782	6000	0	0	0
927	Kingshill Play Equipment Upgrade	0	0	10,000	0	10,000	10,000	10000	10000
<b>TOTAL</b>		<b>108,179</b>	<b>112,360</b>	<b>154,842</b>	<b>67,899</b>	<b>149,367</b>	<b>158,919</b>	<b>155,971</b>	<b>158,250</b>

\*Actual at 26/09/2019

Clerks Recommendations in RED

**DURSLEY TOWN COUNCIL  
GREEN SPACES - PROPOSED BUDGET 2020/21 TO 2022/23**

**Green Spaces - Projects 2018/22**

Green Space Project	Code	2019/20	2020/21	2021/22	2022/23	Expenditure	S106	Application No.	Use of reserves	Budget/Precept	Notes	
Floodlighting at WMRG	Not Programme	0	0	0	0	8182	8182	S.13/1862/FUL	0	0	S106 Funds not yet available	
Skatepark Improvement at WMRG	Not Programme	0	0	0	0	8182	8182	8182 S.13/1862/FUL	0	0	S106 Funds not yet available	
New Garden of Rest at Cemetery	388	0	5000	0	0	5000	0		0	5000		
Alignments - New Site	390	0	0	60000	0	60000	0		60000	0	Subject to land availability	
WMRG - Seating/Youth Shelter	386	25420	0	0	5000	5000	0		0	5000	Reserve & S106 Contribution	
Highfields Play Equipment Upgrade	386	0	0	10000	0	0	0	S.05/1666/FUL	9960	0	Contributions to reserve for future project	
WMRG - Toilet Block	914	0	10000	0	10000	300000	0		0	300000		
WMRG - Pentiaq Court	TBC	10000	0	10000	0	0	0		0	0		
Kingshill Play Equipment Upgrade	TBC	10000	0	10000	0	0	0		0	300000	Continual Improvements	
<b>Total</b>		<b>48420</b>	<b>25000</b>	<b>80000</b>	<b>25000</b>	<b>146364</b>	<b>31824</b>		<b>69960</b>	<b>0</b>	<b>70000</b>	

**Notes**

S.13/1862/FUL is for Dursley Garage, 29-31 Kingshill Rd, Dursley. This has a contribution of £16,364 for "recreation facilities or equipment for the public in the vicinity of the development". This is payable prior to occupation of any dwelling

S106 contribution of £15,460 from S.05/1666/FUL - Highfields, Dursley (Received Jan 2019)



## Dursley Town Council - Reserves

Named Reserve	Responsible Committee	Confirmed Balance at 31/3/19	Transfers during 2019/20	Balance at 31/3/20 (PROPOSED)	Notes
Town Centre Upgrade Fund	TI	2440	0	2440	
Christmas Lights	TI	2957	0	2957	
War Memorials	TI	1000	0	1000	
Tourism	TI	2000	-2000	4000	
Tourism (ex - Dursley & District Tourism Association Funds)	TI	0	-625.28	625	SDC Grant Received 24th April Closure of an old bank account - to be held for Cotswold Edge & Severn Vale Tourism Group
<b>Total Town Improvements</b>				<b>£ 11,022</b>	
Facilities Improvements	GS	4103	0	4103	
Cemetery Extension	GS	16000	0	16000	
Additional Allotments	GS	20000	0	20000	
Repainting Fund	GS	1500	0	1500	
Noticeboards, bins	GS	2796	0	2796	
Trees/tree work	GS	536	0	536	
Machinery/Vehicle Fund	GS	10000	3666	6334	Purchase of Mower (April 2019)
Play areas/equipment	GS	0	2000	-2000	Contribution to reserve from 2019/20 budget
Highfields Play Equipment Upgrade	GS	25430	0	25430	
Tennis Court (\$106/Grant)	GS	1834	0	1834	
<b>Total Green Spaces</b>				<b>£ 76,533</b>	
IT support/hardware	Policy & Finance	0	0	0	
Temporary Staff	Policy & Finance	1,000	0	1000	
Jacobs House	Policy & Finance	3,584	0	3584	
H&S Audit	Policy & Finance	3,000	0	3000	
Election costs	Policy & Finance	3,000	0	3000	
Youth Centre Reward Fund	Policy & Finance	1,120	0	1120	
Community Infrastructure Levy (CIL)	Policy & Finance	0	-531.31	531.31	New Reserve Created - allocation of CIL funds received in 2018/19 (9/4/19) and 2019/20 (2/5/19)
<b>Total Policy &amp; Finance</b>				<b>£ 12,235.31</b>	
Car Park	Car Park Committee	28,746	0	28746	
<b>Total Car Park</b>				<b>£ 28,746</b>	
<b>Total Earmarked Reserves</b>		<b>£ 131,046</b>		<b>£ 128,537</b>	

