

**General Operations Committee Meeting – Wednesday 11<sup>th</sup> November 2020**

**Agenda Item 4.a) – Allotment Inspections**

**Briefing note**

The number of people currently on the waiting list is 23 and those at the top of the list have been waiting since May this year.

There has been 10 plots recently given up and re-allocated.

Inspections have taken place this year in February, March, August and September. The request for CCTV has been explored and an indicative figure of £5,000 was obtained.

**Cara Johnston**  
**Operations Department Administration Officer**  
**October 2020**

## Prospect Allotment Association

3<sup>rd</sup> October 2020

Following the recent plot inspection 8<sup>th</sup> Sept and subsequent discussion with those present, Cllr Bonfield, Cllr Chris Moreton, Gail Percival, Cara Johnson and myself. it was agreed that the current tenancy agreement is outdated and no longer meets the criteria expected by all plot holders not just member of the association. Consequently, a meeting of the PAA committee was held on the 22<sup>nd</sup> Sept. This is the result of our deliberations.

Whilst we appreciate that under current circumstances not all are able to tend their plots due to shielding or other health matters provision is made to notify the council of their situation.

The present agreement is generally accepted as adequate but falls down when it comes to the council evicting those who fail to stick to their obligations. We feel that the 3 letter rule should be amended to 2 warnings and the 3<sup>rd</sup> stating that within 4weeks they will be expected to have vacated the plot taking their equipment.

In the past we have found that repeat offenders do just enough work comply with the agreement but soon fall behind and further reminders are needed, we have records as do you and these too should go. With a waiting list of 30 plus these plots will soon be taken.

One other factor which is unfair and we find immoral is the double charging for a plot which is taken on part way through the year. If it has been paid for by a departing tenant then it must be cheaper, in office time, to allow the new tenant to have a few months or weeks free. They

probably have a major task on hand to get the plot in a workable condition. .

Which brings up the next point why does it take so long to re-allocate a plot. We can appreciate a week or two but months elapse and the plot become more weedy and difficult to get under control, resulting in prospective tenants walking away. If office time is a concern then PAA will willingly stand in.

Tony Bennett (Chairman PAA)





- LEGEND**
- Existing Site Features**
- Major Contours - 2m Intervals
  - Minor Contours - 50cm Intervals
  - Gradient
  - Benchmark
  - Inspection Chamber
  - Tree
  - Tree Canopy
  - Scrub
  - Fence
  - Gate
  - Natural Burial Area

- New Natural Burial Area
- 10ft x 5ft Adult Grave Plots (1038)
- Cremated Remains Plots (465)
- Road / Car Parking
- 1m Wide Grass Paths
- 2m Wide Paths



TGMS, 4 Double Mill,  
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Bedfordshire, MK45 9JG  
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Drawing Title  
**Existing Levels**

Project: Godlingston Cemetery Extension  
Client: Swanage Town Council

Rev	Date	Drawn by	Checked by	Approved by

Consultant: Richard Bart

Date: 18/09/2020  
Scale: 1:500  
Drawing Status: Design  
Paper Size: A3

Notes:

Drawn by: OM    Checked by: RE    Approved by: RE

Drawing Number  
**TGMS1215.2-1**

Revision  
**0**



## **General Operations Committee Meeting – Wednesday 11<sup>th</sup> November 2020**

### **Agenda Item 6. b) – Matters Raised by Swanage Fishermen Association**

Extracts from an email from occupier of one of the fishermen's huts dated 21 October 2020:

- One of the rings on the new fishermen slip has been pulled out of the ground. It was reported to Dorset Property and have now been informed not to use the rings. How long before something will be done to repair or replace them as the only option is to have to pull my boat up is back on the main slip of which I would prefer not to? I am still unable to pull my fishing boat up safe on the new slip.
- This now has made the new slip unworkable. We will need to pull our boats up to the very top of the slip during severe gales, which was proved correct on the 02/10/20 - the sea was up around the boats
- 80% grant money was received from the EU by STC for fishermen to improve our shoreline working facilities - this has been done. They did say that people whom are involved with the funding side from the EU will be visiting Swanage from time to time to check on how the money was spent. I am embarrassed because as many of you have noticed, the same boats in the same place month after month never used. So I ask STC how we can go about getting these vessels never used removed from the fishermen's area and stop this from happening in the future.
- I would like to recommend everybody to remove their boats / equipment from the area asap as we will need to get machinery on to the slip to dig the rings out and replace them ASAP.
- At present genuine fishermen are unable to use the facility safely meaning we have no choice now but to haul our fishing boats up the main slip again leaving our boats in the path of vehicle's trailers boats and whatever else is likely to come hurtling down that slip. So the matter with the rings and freeloaders needs sorting ASAP as our boats can easily be damaged these days on that slip.

**Preliminary Capital Programme 2021/22 -2023/24**

Project Ref:	Project	2020/21 Budget	2020/21 Forecast for Year	2021/22	2022/23	2023/24
		£	£	£	£	£
1	Recreation Ground Bandstand Seating	b fwd from 2019/20	17,755			
2	Public Conveniences North Beach Car Park - Pod & Store Room	b fwd from 2019/20	3,012			
3	Capital Grants					
a	Institute Road-Contribution to Dorset Council	100,000	100,000			
b	Swanage & Purbeck Development Trust - Football Club redevelopment	20,000	20,000		220,000	
4	Vehicles Pool Electric Car	20,000	20,300			
5	Play Areas/Skate Park					
a	Days Park	90,000				
b	Recreation Ground	b fwd from 2019/20	180,000			
c	King Georges Play Area			90,000		
d	King Georges Skate Park				15,000	
6	Cemetery Godlingston Extension	200,000	5,740	200,000		
7	Station Approach Infrastructure Improvements	10,000	0	10,000	10,000	
8	Roads					
a	Panorama Rd/Quarry Close - Upgrade/Improvement	50,000	0	50,000		
b	Cow Lane - Upgrade/Improvement			15,000		
9	Downs Peveril Point Stabilisation Scheme	75,000	0	75,000		
10	Seafront Coastal Defence Projects (incorporating)					
a	Parade Railings 1/3 contribution	25,000	0			
b	Stone Quay - Reconstruction and Bonding	205,000	0	80,000	100,000	
c	Seafront Coastal Defence Works				450,000	
11	Depot Mezzanine Decking & Extractor Fan installation	14,000	0	22,000		
12	Spa Stabilisation & Regeneration			300,000	500,000	150,000
13	Environmental Sustainable energy			18,000	18,000	
14	Beach Gardens Tennis Court Resurfacing			24,000		
15	Parks Days Park- Footpath Lighting Installation			18,000		
16	Public Conveniences Heritage - Reconfiguration			20,000		
17	Festive Lighting Seafront Catenary Wire & Lights Replacement			15,000		
18	Shelters Rebuild of Seafront Shelters				100,000	
19	Town Hall Boiler replacement				40,000	
	<b>Total Capital Expenditure</b>	<b>809,000</b>	<b>346,807</b>	<b>937,000</b>	<b>1,453,000</b>	<b>150,000</b>

**SWANAGE TOWN COUNCIL****Proposed Scale of Fees & Charges - 2021/22**

SOF&C Section No.	Date of Last Increase/ (Decrease)	Agreed Fees 2020/21 £/p	Proposed Fees 2021/22 £/p	Proposed Increase on Gross %
<b>5. ALLOTMENTS</b>				
Prospect (per rod)	1/10/20	6.90	7.00	1.4
<b>6. PEVERIL POINT</b>				
Foreshore - Dinghy Storage (Angling Club)	1/4/15	tbc	tbc	
Dug-Out Storage Area, Rear of Waterside (per week)	1/4/20	11.50	11.70	1.7
Rent of Hut Site (East of Lifeboat House)	1/4/15	tbc	tbc	
Fishermen's Huts	1/4/20	440.00	450.00	2.3
Prince Albert Gardens - charge to be considered upon application to the Council				
<b>7. STONE QUAY &amp; MONKEY BEACH</b>				
Pleasure Boats (Private) - not exceeding 12 passengers	1/4/20	240.00	245.00	2.1
Hut on Quay	1/4/20	155.00	160.00	3.2
<b>8. TOWN HALL LETTINGS</b>				
<b>Council Chamber</b>				
Public Meetings and Lectures (per session)	1/4/17	45.00	45.00	0.0
Property Auctions	1/4/20	165.00	170.00	3.0
Civil Marriage/Partnership Ceremonies	1/4/20	140.00	145.00	3.6
<b>Committee Room</b>	1/4/18	30.00	30.00	0.0
* Community Groups (providing a service to Swanage residents) & Public Sector Organisations (agreed Minute 6) General Operations Committee 19th November 2014)		No Charge	No Charge	
<b>9. KING GEORGE V FIELD</b>				
Football Pitch & Changing Facilities (Youth Teams)	1/4/02 (1/4/13)	25.00 6.00	25.00 6.00	0.0 0.0
<b>10. FORRES SPORTS FIELD</b>				
Football Pitch & Changing Facilities (Youth Teams)	1/4/02 (1/4/13)	25.00 6.00	25.00 6.00	0.0 0.0
<b>11. JOURNEY'S END</b>				
Football Pitches	1/4/01	12.00	12.00	0.0
Youth Teams	1/4/01	6.00	6.00	0.0
<b>12. GODLINGSTON CEMETERY</b>				
<b>Garden of Rest</b>				
Cremation Plot for burial of cremated remains in casket or urn.				
(i) Exclusive Rights - for grant of right of burial for a period of one hundred years (each space in this section)	1/4/20	315.00	320.00	1.6
(ii) Interment Fees - for burial of casket or urn in plot 2' x 2':				
(a) first interment	1/4/20	170.00	175.00	2.9
(b) for each additional interment (to 4 interments)	1/4/20	170.00	175.00	2.9
(c) for additional multiple interments (2nd, 3rd or 4th interment)	1/4/20	56.00	57.00	1.8
Fee for multiple interments of cremated remains: one third of the full first interment fee if interment is made at the same time - as recommended by the General Operations Committee 01/04/15 - Agreed by Full Council Minute 177. 20/04/15				
(d) for interments on Saturdays, Sundays and Public Holidays	1/4/20	180.00	185.00	2.8
(iii) Memorials	1/4/20	185.00	190.00	2.7
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2	
(v) Transfer of Rights	1/4/20	54.00	55.00	1.9



SOF&C Section No.	Date of Last Increase/ (Decrease)	Agreed Fees 2020/21 £/p	Proposed Fees 2021/22 £/p	Proposed Increase on Gross %
<b>Earthen Graves</b>				
(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years each space in:				
Section A	1/4/20	505.00	515.00	2.0
Section B	1/4/20	405.00	410.00	1.2
Children's Section	(1/4/18)	10.00	10.00	0.0
(ii) Interment Fees - for body of				
(a) child whose age at time of death did not exceed THREE years in a grave not exceeding in depth: 7 feet (2 interment)	(1/4/18)	No Charge	No Charge	
(b) person whose age at time of death exceeded THREE years in a grave not exceeding in depth: 7 feet (2 interments)	1/4/20	350.00	355.00	1.4
Casket-type coffin	1/4/20	505.00	515.00	2.0
(c) for interments on Saturdays Sundays and Public Holidays	1/4/20	385.00	390.00	1.3
(d) scattering of ashes beneath turf/headstone of existing grave	1/4/20	96.00	97.00	1.0
(e) scattering of ashes on existing grave/ garden of remembrance	1/4/20	34.00	35.00	2.9
<b>Note</b>				
Where the bodies of a still-born and/or other person are buried in the same grave at the same time the fees shall be related to the first interment.				
(iii) Fee for persons not resident in the parish.		As above x 2	As above x 2	
(iv) Transfer of Rights	1/4/20	54.00	55.00	1.9
<b>Brick Graves or Vaults</b>				
(i) Right to construct (including grant of right of burial therein for a period of one hundred years) on each space:				
Section A	1/4/15	Price upon application		
Section B	1/4/15	Price upon application		
(ii) First Interment	1/4/20	1725.00	1750.00	1.4
(iii) Re-opening	1/4/20	1725.00	1750.00	1.4
(iv) For interment Saturdays Sundays and Public Holidays	1/4/20	830.00	840.00	1.2
(v) Fee for persons not resident in the parish.		As above x 2	As above x 2	
<b>Monuments, Gravestones &amp; Inscriptions</b>				
(i) Headstone, Cross or other Memorial when erected not exceeding 3ft, in height	1/4/20	185.00	190.00	2.7
(ii) Monument not exceeding 6' in height covering the whole grave space 7' x 3' when erected	1/4/20	545.00	555.00	1.8
(iii) Footstone not exceeding 2'6" x 2'6" x 6"	1/4/20	185.00	190.00	2.7
(iv) Kerb set	1/4/20	185.00	190.00	2.7
(v) Flatstone not exceeding 7' x 3' x 6"	1/4/20	290.00	295.00	1.7
(vi) Vase not exceeding 12" in height	1/4/20	48.00	49.00	2.1
(vii) Any other memorial not referred to above	1/4/08	By Agreement	By Agreement	
(viii) Each additional inscription after the first in respect of each person	1/4/20	39.00	40.00	2.6
(ix) Fee for persons not resident in the parish.		As above x 2	As above x 2	



	Date of Last Increase/ (Decrease)	Agreed Fees 2020/21 £/p	Proposed Fees 2021/22 £/p	Proposed Increase on Gross %
<b><u>GODLINGSTON MEADOWLAND BURIAL</u></b>				
(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years	1/4/20	405.00	410.00	1.2
(ii) Interment Fees - for body of				
(a) a person in a grave not exceeding in depth: 7 feet (2 interments)	1/4/20	370.00	375.00	1.4
Casket-type coffin	1/4/20	525.00	535.00	1.9
(b) for interments on Saturdays Sundays and Public Holidays	1/4/20	385.00	390.00	1.3
(iii) Interment Fees - for burial of casket or urn				
(a) first interment	1/4/20	190.00	195.00	2.6
(b) for interments on Saturdays, Sundays and Public Holidays	1/4/20	180.00	185.00	2.8
(c) scattering of ashes beneath turf of existing grave	1/4/20	96.00	97.00	1.0
(d) scattering of ashes on existing grave/ garden of remembrance	1/4/20	34.00	35.00	2.9
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2	
(v) Transfer of Rights	1/4/20	54.00	55.00	1.9
Memorial Tree Plaque	1/4/20	175.00	180.00	2.9
<b>Cemetery services will not be available for the period 24th December to the third working day after the New Year's Day public</b>				
Hire of Cemetery Chapel		No Charge	No Charge	
13. <b><u>Memorial Benches</u></b> - 5 year future maintenance contribution	4/4/12	200.00	200.00	0.0

## Operations Department - Significant One Off Revenue Expenditure

<u>Ref:</u>	<u>Service Area</u>	<u>Project</u>	<u>Estimated Project Cost</u>
<u>New projects for 2021/22</u>			
1	Parade Railings	Repairs	5,000
2	Fishermen's Huts	Tanking	7,000
3	Depot	Equipment	7,200
4	Town Hall	Entry System	6,000
5	Parks & Open Spaces	Trees - purchase	5,000
6	Various	Signage, incl CCTV, Water	8,000
7	Town Hall	Door replacement	5,000
8	Beach Gardens	Pavilion Repairs	8,000
9	Parks & Open Spaces	Cycle Racks	2,500
10	Bandstand	Drainage	5,000
11	Downs	Peveril fortification repairs	45,000
12	Public Conveniences	Survey Fees	4,000
13	Public Conveniences	Burlington Chine drain repairs	30,000
			137,700
<u>2020/21 Projects to be c fwd to 2021/22</u>			
BF1	Cemeteries	Northbrook cemetery - Wall repairs	18,000
BF2	St Marks Playing Fields	Repairs	7,500
BF3	Spa/Recreation Ground	Electrical Boxes - Maintenance	15,000
			40,500



## **General Operations Committee Meeting – Wednesday 11<sup>th</sup> November 2020**

### **Agenda Item 9.a - Tree Planting Proposals 2020/21**

#### **Briefing Note**

The Operations Team have completed a review of locations and species proposed for new trees for the current planting season which runs from November 2020 to March 2021.

At present, 28 new trees have been identified and we are currently seeking quotations for the provision of these. The principal locations identified for planting are: Mayors Walk, Day's Park, Journey's End, Godlingston Cemetery and North Beach Car Park.

In determining the type of trees to plant the team have considered:

- The impact of global warming and potential future drought conditions. This is reflected in the choice of trees such as the honey locust tree (*Gleditsia Sunburst*);
- Increasing diversity for example the Wedding Cake Tree (*Cornus Contraversa*) which attracts bees and other insects;
- The prevalence of disease, for example we have not proposed any new ash and horse chestnut trees for this season;
- Increasing the number of smaller fruit tree trees to enable seasonal fruits to be collected by local people and visitors.

**Gail Percival**  
**Operations Manager**  
**November 2020**

## **General Operations Committee Meeting – Wednesday 11<sup>th</sup> November 2020**

### **Agenda Item 9.c – Footpath Survey**

#### Quote for a Rights of Way Survey and Review for Swanage Town Council

##### **Experience**

This outline proposal has been prepared following a request from Swanage Town Council. During 2017-2018 I carried out a detailed Rights of Way review for Studland Parish Council. The Studland footpath survey I undertook was about 6 months to complete. Studland has only 39 rights of way, with a total length of about 26 miles. Swanage has over 100 rights of way.

##### **Proposed**

Undertaking the survey, it is proposed to cover rights of way in three broad groups: (1) the routes within the urban area, (2) the routes south of Swanage and west along the coast to the boundary with Langton Matravers, and finally (3) the routes northwest and north of Swanage, up to Godlingston Hill and Ballard Down.

All rights of way will be walked and comments will be provided about waymarking and any path problems. A detailed spreadsheet listing all Swanage rights of way, together with lengths and relevant comments, will be compiled. The final report will make recommendations about any possible improvements, footpath management matters, waymarking improvements, the possibility of circular walks and other related issues. I would be happy to attend any relevant meetings if appropriate and present my findings and recommendations to the Council in person if required.

##### **Costs**

I will undertake the work of this review on a voluntary basis, but would expect that a contribution to my travel costs (in terms of fuel expenses) will be made. A round journey from Alton to Swanage totals 150 miles and my fuel consumption is estimated as 13.5 litres; approximately £15.50 per journey. Twelve journeys, thus a total fuel cost of between £155 and £185. A possible overnight stay in the spring of 2021 to maximise my available time in the field. I will submit regular reports on progress and I am happy to invoice for a total final agreed cost on completion of the review and final report. A possible completion date for the practical part of the review might be early summer 2021.

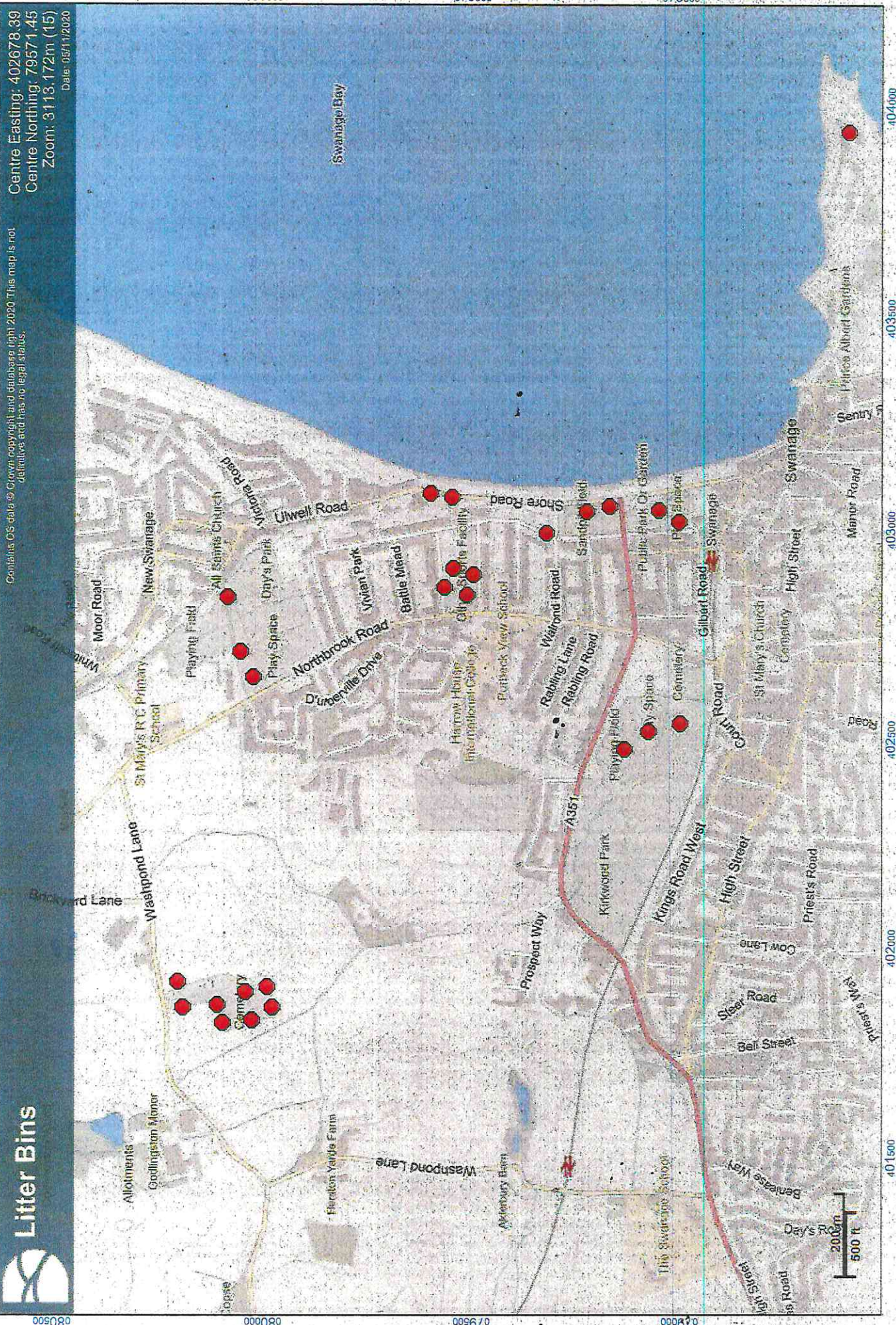


# General Operations Committee Meeting - Wednesday 11th November 2020 Agenda Item 10.a)



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Centre Easting: 402678.39  
Centre Northing: 79571.45  
Zoom: 3113.172m (15)  
Date: 05/11/2020



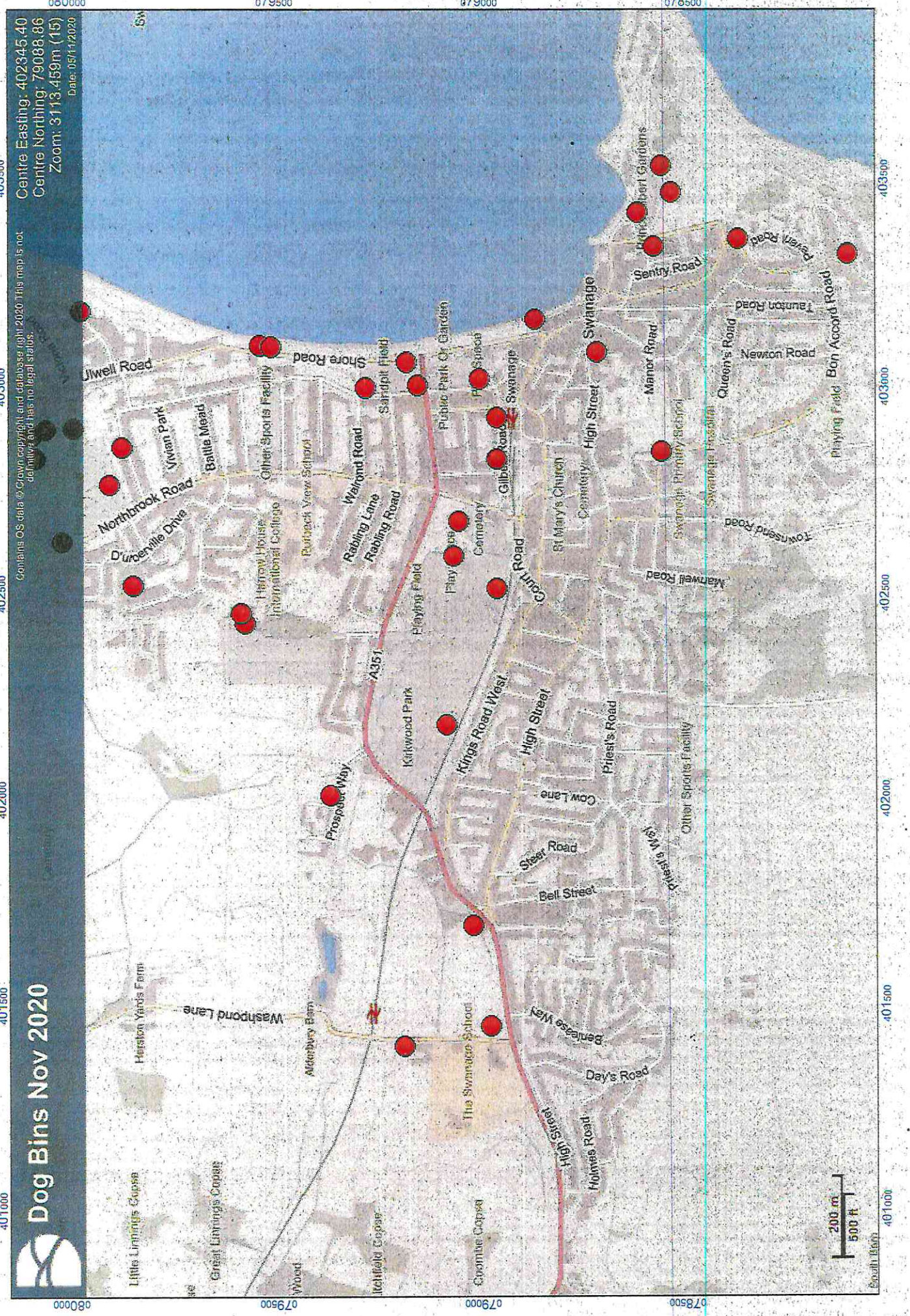
080500 080000 079500 079000 404000 403500 403000 402500 402000 401500



General Operations Committee Meeting - Wednesday 11th November 2020 Agenda Item 10.a)

**Dog Bins Nov 2020**  
Centre Easting: 402345.40  
Centre Northing: 79088.86  
Zoom: 3113,459m (15)  
Date: 05/11/2020

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## General Operations Committee Meeting – Wednesday 11<sup>th</sup> November 2020

### Agenda Item 10.b) – Beach buddies – Update on Litter Collection

**From:** Swanage Beach Buddies  
**Sent:** 01 November 2020 18:27  
**To:** Gail Percival

#### Beach cleans

The Swanage Beach buddies resumed Beach Cleans on July 26th following COVID amended protocols and risk assessment. We meet twice a week on Sunday mornings and Tuesday afternoons. Since resuming our activities we have carried out 22 beach cleans and collected 294kg of litter. The average number of volunteers per clean is 10 although on occasion we have had up to 17 people involved. We organise into groups of no more than 6 volunteers, each group having a separate assembly point.

During July and August most of the litter is generated direct by people and businesses in the town. The most common items are cigarette butts and takeaway containers, wrapping and cutlery. In September and October high tides and Easterly winds have resulted in more debris being thrown onshore by the sea with plastic items, fishing gear etc becoming more common.

Unsurprisingly we have seen discarded face masks and gloves also appearing more frequently.

We have received a very positive response from members of the public when beach cleaning. Many are unaware of the harm caused by litter. e.g. many don't know that butts contain plastic and leach toxic chemicals into the environment or that items disposed down drains go directly into the sea.

#### Regarding bins and signage

These are thoughts from our team.

1. Use signs to educate public. E.g. Label drains so people realise what they put down drains goes straight into the sea. This could be achieved with a school's competition to design artwork adorning drains
2. Posters/signs showing damage to wildlife of litter
3. More bins at key points adrift more frequent collections. Seems perverse to have signs saying don't feed the gulls while we have overflowing bins doing that on a daily basis
4. Ore specialised bins e.g. bins for butts outside known hotspots. Recycling bins.
5. More dog bins. We come across so many discarded used poo bags

## **General Operations Committee Meeting – Wednesday 11<sup>th</sup> November 2020**

### **Agenda Item 10. d) - Street Sweeping 2020/21**

Item 8 of the November 2019 General Operations Committee agreed a budget of £14,000 for the financial year 2020/21 for weed clearance and road sweeping. This was to include the expense of all materials and training for weed clearance and the hiring in of a mechanical street sweeper.

The road sweeping offer from Dorset Council Waste Services is a very basic service and there is limited scheduled road sweeping resource. Should specific locations require an additional level of service additional payments would be required or services contracted in privately.

In August and September of 2020 four road sweeps within Swanage were undertaken by a contracted road sweeper. Two of these were for longer routes (and included car parks) and two were for shorter routes. All included the main sea front and town centre roads. One of the key benefits of this hire was that we were unable to direct the resource to exactly where it was required and ensure that the road gullies on Shore Road, that can often get blocked with sand and back up onto the pavement, were cleared.

In 2021, given the positive impact of the work, it would be preferable to start sweeping earlier in the season. On this basis a budget for £4,000 for privately contracted road sweeping is proposed. This sum, depending on the length of route, should be sufficient to undertake nine or ten road sweeps.

**Decision Required:** To agree to continue with privately contracted road sweeping in 2021 and to recommend a sum of £4,000 is added to the draft revenue budgets to cover these costs.

**Gail Percival**  
**Operations Manager**  
**5<sup>th</sup> November 2020**

## **General Operations Committee Meeting – Wednesday 11<sup>th</sup> November 2020**

### **Agenda Item 11. - Weed Clearance**

Item 8 of the November 2019 General Operations Committee agreed a budget of £14,000 for the financial year 2020/21 for weed clearance and road sweeping. This was to include the expense of all materials and training for weed clearance and the hiring in of a mechanical street sweeper.

In the late summer of 2020, five depot team members undertook a PA1 – Safe Use of Pesticides course with a further 4 completing the assessment and achieving a PA2 NPTC Certificate. This qualification enables these individuals to use a boom sprayer attachment on the ransom to more effectively spray weeds on pavements and on the road side. Prior to achieving this qualification and obtaining a boom sprayer all weeds had to be sprayed on foot using a portable device.

In 2021 it is proposed that in addition to this form of weed management, the use of mechanical equipment is explored as this does not rely on the use of pesticides.

In order that resources can be most appropriately directed for 2021 it would be beneficial if areas of significant concern in respect of weeds on hard surfaces could be incorporated into a management plan. This could also include target standards which may vary depending on the location and the season and could also include considerations of available resources.

**Decision required:** That Members indicate if they wish to form a small working party to work with the Operations Manager to develop a list of target areas for weed management and establish an outline management plan.

**Gail Percival  
Operations Manager  
5<sup>th</sup> November 2020**



## **General Operations Committee – Wednesday 11<sup>th</sup> November 2020**

### **Agenda Item 13.a - Health and Safety Report since March 2020**

#### Report since March 2020

RIDDOR – no reportable incidents

Incidents and Accidents – Two incidents reported at the depot, one was a cut finger and the other was a twisted ankle.

Work is ongoing to progress the new Health and Safety Policy and we hope to have this finalised and issued to all teams within the current financial year. We will also be asking for Health and Safety representatives from within the workforce.

Training to managers on the use of the Ellis Whitham online safety system has been undertaken and is ongoing.

Internal toolbox talks continue to be undertaken, most recently safe driving which has also included a review of all driving licenses for depot staff.

Covid -19 has required regular reviews of numerous risk assessments as well as the introduction of revised working arrangements.

#### Formal training related to Health and Safety matters completed

IOSH Managing Safely – 3 days training and certification for the management team

PA1 – Safe Use of Pesticides – 5 depot team members

PA2 NPTC Assessment and Certificate – 4 depot team members

#### Formal training related to Health and Safety matters planned within the current financial year

Memorial Inspection and Testing – was due to be undertaken in October 2020 but postponed due to Covid-19 (Welsh training company thus unable to travel). To be rescheduled. 6 depot team members

Lighting Signing and Guarding (Chapter 8 overview) scheduled for November 2020. 14 depot team members

Chainsaw refresher and re-certification. 2 depot team members

Chainsaw maintenance and cross cutting. Lantra Awards Certification. 4 depot team members

Emergency First Aid at Work – (refresher and new certificates)

**Gail Percival**  
**Operations Manager**  
**5<sup>th</sup> November 2020**