

LIBRARY & COMMUNITY HUB MONTHLY REPORT – DEC 2024

KEY ACHIEVEMENTS/SUCCESSSES

- Maintained a steady service throughout the road closure – still achieved a growth in Issues!
- Successful Children’s Christmas Craft Workshop ‘Make a Gift to Give’
- Festive Stories & Songs every Monday during December
- Last month’s library newsletter completed (See attached) and displayed in noticeboards (Jan Wasson will be ready after 2<sup>nd</sup> Jan)
- Lantern Evening Mulled Wine Stall raised money for The Mayor’s Fund (amount tbc)
- We have received generous gifts, cards and words of thanks from many our regulars

PROGRESS REPORT

Library Statistics:

Issues

- Top site in % growth of Issues out of all Band 3 libraries
- We are one of 4 libraries that are continuing to rise on (pre-covid) 2019 growth in Issues

All issues comparison, November 2023 and November 2024, with 2019 Pre-Covid figures

Site	2019 Issues	2023 issues	2024 issues	% Growth
Callington Library	3295	2522	3073	21.85%
St Mary’s Library – IOS	424	294	329	11.90%
Bude Library	6656	5502	5941	7.98%
Penryn Library	1451	1320	1411	6.89%
Looe Library	1177	1369	1414	3.29%
Helston Library	5508	4268	4305	0.87%
St Agnes Library	3099	3128	3154	0.83%

New Borrowers:

- Top site in % growth in Borrowers out of all Band 3 libraries

New Borrowers growth November 2024

Site	Borrowers as of 01/11/2024	November 24 New Borrowers	% Growth
Penzance Library and Information Service	2922	135	4.62%
Looe Library and Information Service	686	28	4.08%
Penryn Library and Information Service	666	26	3.90%
Helston Library and Information Service	1952	74	3.79%
Redruth Library and Information Service	2850	94	3.30%
Wadebridge Library and Information Service	1659	54	3.25%
Bodmin Library and Information Service	2072	67	3.23%

CURRENT PRIORITIES

- Promote and prepare for 5 x New Year New Hobby Adult Workshops
- January Wasson (Jan 2<sup>nd</sup>)

CURRENT OBSTACLES/ISSUES

N/A

Catherine Foley,  
Library & Community Hub Supervisor

23<sup>rd</sup> December 2024

January 2025



# LOOE LIBRARY

## MONTHLY UPDATE

Happy New Year to our fellow Cornwall Library sites and library members.

# THANK YOU

..to our Knit & Natter group who have excelled themselves and made a beautiful, knitted Nativity for our library.



Knit & Natter meet at the library every Tuesday. Come and join the first meeting of the new year on Tues 7th January. Maybe you would like to learn to crochet? Look out for our **New Year, New Hobby Workshops** and explore something new.

Catherine  
Supervisor, Looe Library & Community Hub

**FREE CLUBS & GROUPS**  
**Stories & Songs** EVERY MONDAY 10:30-11AM  
**Knit & Natter** EVERY TUESDAY 2-4PM  
**Saturday Club** EVERY WEEK 11AM-1PM

Throughout December, Donna entertained the children with Jingle Bells and Christmas stories.



At Saturday Club, Children made and wrapped a Gift to Give and had a LOT of fun with GLITTER!

The library team were busy serving Mulled Wine at Looe's annual Lantern Parade. Donations were made to the Mayor's Fund.



Do you know of anyone who is finding it too difficult to get to the library during the winter? **Looe Library Home Delivery Service** can help! Please contact the library team on 01503 262390.



## Book Now!



### New Year, New Hobby Free Adult Art & Craft Workshops



Follow us on Facebook  
Looe Library & Community Hub



## MONTHLY REPORT – December 2024

### KEY ACHIEVEMENTS/SUCSESSES

(the key things you've achieved or completed in the last month – maximum 5)

- Created a site-mock up for Visit Looe.
- Discussed future intentions of Visit Looe with a selection of local web designers. Collected draft proposals & reported this to Visit Looe Review Group.
- Maintained regular posting on both Visit Looe & Looe Town Council social media pages across the festive period. Looe Town Council interactions increased by 24% in one month, Visit Looe remains neutral.

### PROGRESS REPORTS

(status update on any ongoing projects or business as usual work which has progressed in month)

- Maintained presence in local media, including Cornish Times & BBC Radio Cornwall who featured my images of Looe Christmas lights in their #CornishChristmasLightTour24 via Facebook.
- Looe Town Council Facebook increased stats on last month, 176.4k views, 104.5k reach, 1.2k interactions. Our most liked post was a good news post of Winter Solstice, it attained 453 likes.
- Visit Looe top post was our Christmas lights attained 119likes and 4.7k views. There is room for improvement in January.
- 
- Created new email signature & Business Cards, ready to distribute for staff use.
- Maintained the posting of Christmas events to the Visit Looe website.
- Created & distributed E- Christmas card sent on behalf of Looe Town Council.

### CURRENT PRIORITIES

(your focus and priorities for the coming month – maximum 5)

- Order business cards and distribute email signature to staff.
- Follow up on action points from Visit Looe Review meeting, ensure report is ready for full council. Plan for potential change, e.g. attain all relevant content from existing site.
- Improve interaction on Visit Looe socials.

**CURRENT OSTACLES**

(any barriers or issues blocking your ability to progress with work that you need to complete)

Content for Visit Looe is challenging in the Winter season due to weather & business closing hours. Attaining website content is very time consuming.

YOUR NAME TEGAN

DATE 03/02/25

JOB TITLE Content & Communications Officer

SAC.24-25/39

CONFIDENTIAL



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**Author:** Sharon Payne, Deputy Clerk  
**Committee:** SAC 13<sup>th</sup> January 2025  
**Status:** PUBLIC  
**Agenda Item** SAC 24-25/40 Deputy Clerk's Report  
**Date:** 3rd January 2025

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## Deputy Clerk's Report on Services and Assets – January 2025

This report sets out actions taken from previous meetings of the Services & Asset Management Committee, now replaced by Services, Assets & Community Committee, and provides any necessary update on other LTC assets or matters arising.

**Items in bold red require a decision from Committee members please.**

### 1. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS

- **Window Energy Efficiency Report** – The energy saving film has been fitted to five windows in Looe Town Council offices Please see separate report – SAC.24-25.40.a
- **Flood protection for Council offices** – The Flood barriers have arrived and we are waiting on the approved company to fit them.
- **2 Polkirt Arcade Fire alarm** –The fire risk assessment has been completed; requirements have been forwarded to our property maintenance company for attention. Looe Town Council will organise remedial works to obtain a satisfactory Electrical Installation Condition Report.
- **Finger posts** – New tops for the completed posts will be ordered and fitted by the team. Due to health and safety, the final post refurbishment will be completed by a local decorating firm on or around 7<sup>th</sup> January (weather permitting). 7 posts have been cleaned and painted; finials will be measured.
- **Looe Heritage Trail signs** – Looe Old Cornwall Society have confirmed that they put these signs up but advise that they don't have resources to maintain or update. We are therefore liaising with them about a way forward for this signage around the town. Awaiting an update.
- **Hi-Tec gates Radio Frequency IDentity toilet card** – Please see separate report – SAC.24-25.40.1

**A recommendation to Finance and Strategy will need to be made to progress this option.**

- **Maintenance Plan** – Monthly plans prepared for period to the end of February 2025. Deputy Town Clerk to complete monthly plans for March to June 2025. See Point 2 in this report.
- **Fire Safety Risk Assessment** – Work is ongoing, but a great deal of progress has been made. The evacuation chair for the Council Chambers has been delivered.
- **Hannafore Rose Beds** – It was resolved at the full council meeting held on the 21<sup>st</sup> October 2024, that the Council continue to explore maintaining this area under licence from Cornwall Council (FC 24/25.72). Please see separate report – see Appendix 1.
- **Guildhall Toilets** - See Point 4 in this report. Please see separate report – SAC.24-25.40.4
- **Toilet Consumables Report** - see Appendix 1.
- **Patients Car Park Barrier** – Trelawney, Fire and Security have an intercom option for the Patients barrier - we are waiting on a feedback request from the practice manager - Please see separate report – SAC.24-25.40.1a

## 2. CLEANING & MAINTENANCE TEAM

We are now operating on our winter schedule – the cleaning team have completed deep cleans on the Hannafore and West Looe Quay toilets. The deep clean of the Millpool toilets is underway.

Unfortunately, our winter maintenance plans are suffering significant delays due to extended staff sickness and holidays.

The toilets were closed on Christmas Day (except Hannafore), but with special thanks to the Town Clerk and the cleaning team, we were able to open toilets on Boxing Day and the 27<sup>th</sup> December. This year we have been able to keep the toilets open in January as well (last year the facilities were closed on Christmas eve, Christmas day, Boxing Day, 2<sup>nd</sup> January and 3<sup>rd</sup> January).

New Year's Eve – we were able to safely staff the toilets facilities until 8pm, which provided facilities for the family fireworks display at the beach.

Between 8pm and midnight The Seafront toilets were kindly managed by volunteers. West Looe Quay toilets were managed by the organiser of the event on West Looe Quay. Both facilities were very well looked after.

In light of comments made and correspondence received, we will review our toilet operation for Christmas 2025.

We will draft a policy for volunteers to facilitate toilet availability to allow events to take place.

## 3. MAINTENANCE PLAN/SCHEDULE

We are continuing to refine how we use the Maintenance Planning and Scheduling routine. The Monthly Maintenance Plan is a working document which we update at the end of each calendar month and Councillors can view this in Teams at:

[https://looetowncouncil.sharepoint.com/:f:/s/TownCouncillors/Eh0rhzdillRMmUZbA6mxbJIBvG9yNmQmp\\_MfzzvSCKsq6w?e=eB35pB](https://looetowncouncil.sharepoint.com/:f:/s/TownCouncillors/Eh0rhzdillRMmUZbA6mxbJIBvG9yNmQmp_MfzzvSCKsq6w?e=eB35pB)

#### **4. GUILDHALL TOILETS - FLOORING**

Issues have been identified with the safety flooring in the Guildhall Toilets. In the gents toilet a small area has risen around the drain and in the ladies toilets there are signs of adhesive failure and cracks.

Two building companies have completed a site visit, we have been advised to complete a drain camera survey to better understand what is causing the flooring failure. It wouldn't be prudent to replace the flooring, without first considering what has caused this failure. We wish to find a solution that avoids a repeat of the underlying problem - Please see separate report – SAC.24-25.40.4

#### **5. TOWN CCTV**

Trelawney, Fire and Security were called out to repair the system on 16<sup>th</sup> December. The power supply unit for the recorder had failed and the part is obsolete. We discussed a temporary solution to get the CCTV system back to some functionality over Christmas and New Year – this was installed on Christmas Eve. Unfortunately, this has not solved all the faults, but we do have a functioning power unit.

TFS will quote for a new Dahua recorder, but even this will have to be trial and error with the age of our current system. All the Avigilon cameras are different ages and Firmware's so the images might not pull through.

The CCTV system was identified as a budget priority for this year's EMR's. We have asked our current supplier - Trelawney, Fire and Security and two other local companies to quote on a new system. Quotes will be submitted to Full Council, as soon as possible.

#### **6. HANNAFORE TOILET BLOCK**

The disabled toilet at Hannafore was vandalised on 30<sup>th</sup> October 2024. Two members of our cleaning team witnessed a person filling containers of water and placing them into a van. They challenged the individual, but they replied 'that it was a public facility and there was nothing they could do'. This person had wrenched the tap fitting around in order to fill multiple containers – this left the pipework and tap damaged, leaking and needing replacement. The Crime was reported using Devon and Cornwall Police online facility – photographs of the vehicle and damage were supplied. Responses are included under correspondence received (SAC.24-25.43.a & b). On the 15<sup>th</sup> November, we were informed that the police officer had written to the suspect – requesting they contact the council to pay – and that they would recommend civil action should we wish to take this further. It would be filed as 'no further action'. We queried this response after speaking to our local PCSO's and police officer, the police officer agreed to reopen the case on the 20<sup>th</sup> December if our cleaning team could provide more information, the police officer did not supply the van drivers details. We will review this request with our cleaning team.

## **7. THE OLD VETS**

Notice has been received on The Old Vets building. The keys will be returned to Looe Town Council on 23<sup>rd</sup> January 2025.



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**Author:** Sharon Payne, Deputy Clerk  
**Committee:** SAC 13<sup>th</sup> January 2025  
**Status:** PUBLIC

**Agenda Item** SAC 24-25/40a Window Energy Efficiency  
**Date:** 29<sup>th</sup> November 2024

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At the Services, Assets and Community meeting (SAC 24-25/22.6) held on 11<sup>th</sup> November 2024 a need to improve the energy consumption of the building was prioritised. This is also a priority of the Community Energy Working Group and can be taken from our EMR budget.

The Looe Library and Community hub uses night storage heaters to economically maintain a 'comfortable' level of background heating. The heat level diminishes across the day - portable and or panel heaters are used to 'top-up' across the afternoon and into the evening.

We have reviewed our electricity contract - the costs have risen by 60% for the Looe Library and Community hub.

The building has 23 single-glazed windows – The Department of Energy and Climate Change (DECC) states that 18% of heat loss will be via single-glazed units. Based on last year's energy usage and this year's contract price - £696.49 will be lost through the windows per year. £30.28 per window. In ten years with no electricity rises - around £7000 will be lost.

18% of 15081 units (Night Rate) = 2714.58KWH

18% of 3816 units (Day Rate (adjusted to allow 3 months with panel/portable heaters)) = 686.88KWH

The current single-glazed units are in good condition and it would not be financially or environmentally responsible to replace them.

As a first and targeted step – I have recommended a solution for the office windows upstairs. These are predominantly where staff are working, where the most use of day rate electricity is lost. There are five windows – all 0.965m<sup>2</sup> each. Through the colder months, they are covered in condensation. This leads to a build-up of mold and a poor working environment.

The following options have been considered;

1. Secondary Glazing – approximately £300 per m<sup>2</sup>. £1447.50 for 5 windows. This option could offer upto 70% reduction in heat loss, commercially installed and guaranteed for 10 years – saving approx. £105 per year. Payback – 13.79 years.
2. LLumar Solar Control and energy saving film (Low-E) VE50 SR CDF – It costs £526.50 for 5 windows. This option offers around a 45% reduction in heat loss, commercially installed and guaranteed for 5 years - saving approx. £68.14 per year. Payback – 7.73 years

3. A yearly disposable film / Perspex option is good value, but are often ill-fitting, time consuming and a poor choice for the environment.

Payback times are based on current electricity contract prices and are subject to change based on energy market fluctuations.

### **Officer Recommendation**

Option	Cost	Saving	Saving/Cost
1	£1447.50	£105	7.25%
2	£526.50	£68.14	12.94%

The officer recommendation is for Option 2 – LLumar Solar Control and energy saving film (Low-E) VE50 SR CDF. Option 2 can be trialled on 5 windows – with the possibility of extending the trial to other areas considered at a later date.

This was completed on 7<sup>th</sup> January 2025.



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**Author:** Sharon Payne, Deputy Clerk  
**Committee:** SAC 13<sup>th</sup> January 2025  
**Status:** PUBLIC

**Agenda Item** SAC 24-25/40.1 RFID Toilet Cards  
**Date:** 12<sup>th</sup> December 2024

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**Items in bold red require a decision from Committee members please**

Sac 24/25.22(3) it was agreed that the Deputy Clerk would research a pre-paid toilet card option that could be sold to users of the Millpool and Seafront toilets. This would allow people to purchase a RFID top up card with a zero balance and add £5 (or more) to give them 25 visits @20p (16 visits @30p). It was felt by councillors that this could be a good option for visiting families.

**Background**

Charging was introduced at The Millpool and Seafront toilets to offset a proportion of our expenses in running our toilet facilities. A resident's card (available to PL13 postcodes) has satisfied our local community with a one-off purchase price of £5 covering up to 30 toilet accesses per month. This has a cost implication, with Hi tec charging 0.0024p per transaction – potentially 86p per year for each card – which will rise to (0.0036p) £1.30 per year in April. For each resident card sold at a cost of 23p from 1<sup>st</sup> April 2025 – (with maximum monthly use), they could become a cost to the council in 3.67 years.

Hi-tec Washroom solutions were asked to provide a quote for the introduction of a prepaid card option – their response is included below;

Firstly, the cards would need to work with our Nayax system –

Hi-Tec Logo RFID Card - £4.20 for 100 cards (4.2p each)

Designed RFID Card - £5.50 (5.5p) (based on a 100 ordered), after that 100 it would be £4.20. All prices exclusive of VAT.

The cards will not work until they are topped up via the Nayax online portal. The balance will be available to use within two minutes. The Nayax system is very simple, and Hi-tec will provide a stripped-down version to Looe Town Council (to allow the hub team to load the card) and will provide training for the hub staff for - £125 + VAT.

There will be processing charges on these cards of 1% + VAT per use. We would also incur our own banking charges of 18p per £5 loaded.

Each card sold and used with a minimum £5 top up costs Looe Town Council (Hi Tec logo) 29p and 30p with a custom logo. This excludes administrative time and training costs.

**Officers Thoughts (RFO & Deputy Clerk)**

Although the idea of a prepaid card can be provided – it becomes a question of should we? Most visitors to Looe have a bank card or phone to use, it's a simple system & some toilets will remain free to use.

The administrative costs of council staff needing to manage the cards - will defeat the idea of obtaining income at low cost.

Will people want to reclaim any unused credit or asking for refunds if they tap twice by mistake or damage a card.

The creation of unnecessary plastic waste.

### **Conclusion**

The charging systems introduced at the Seafront and Millpool toilets are simple to administer and cost effective. Introducing a prepaid card system alongside our residents' cards will increase our administrative costs and lower our generated toilet income.

**Councillors are asked to consider if they would like to introduce a prepaid toilet card and to make a recommendation to Finance and Strategy Committee. Sac/24-25/40.1**



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<b>Author:</b>	<b>Sharon Payne, Deputy Clerk</b>
<b>Committee:</b>	<b>SAC 13<sup>th</sup> January 2025</b>
<b>Status:</b>	<b>Public</b>
<b>Agenda Item</b>	<b>SAC 24-25/40.4 Guildhall Toilets - floor</b>
<b>Date:</b>	<b>5<sup>th</sup> December 2024</b>

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At the Services, Assets and Community meeting (SAC 24-25/30.1) held on 11<sup>th</sup> November 2024 attention was drawn to a recent survey of the Guildhall toilet floors – the results of which have changed our budget properties for the Hannafore toilet block refurbishment 2025-26.

This report details the results of that survey and the need to obtain quotes for remedial drain works and a new flooring solution.

Just Rods attended the Guildhall toilets on the 8<sup>th</sup> November 2024 (7075) and surveyed the drains. Four separate issues were identified.

1. Gents floor drain needs to be dug out as the concrete has failed. The surrounding safety flooring has lifted to a diameter of 1.5m. The drain has no functionality.



2. Ladies flooring – cracks under the safety flooring radiating out 2m in diameter and lifting the surface. A white gelatinous substance is leaking out when it's walked on. Our cleaning team are currently 'rollering' this substance out and disposing of it (surmised as possibly failed adhesive). The drain has limited functionality. A large section of the floor cover will need to be cut out if we want to investigate further.



3. Disabled toilet – Safety flooring has been covered over the main manhole chamber. This needs to be opened, to give the access needed if the drains were to block within the toilets. Photo indicates where the chamber is located.



4. The outside nonreturn valve to the toilets is not sealing as well as it should (a minor adjustment has been made to temporarily extend its life – this may now let water past it if we experience a flood).



Having completed some research, the current issues with the safety flooring date back some time. In 2021 we had a quote to replace the safety flooring of approximately £6100. A quote was also obtained to refurbish these toilets as the flooring was failing and the drain had broken down. From the quotes it appears a partial refurbishment was completed and a repair was made on the drain. Subsequent works to the flooring surrounding the drain have been completed as evidenced in surrounding patch repairs. We have obtained a quote to replace the safety flooring again of approximately £7200 – but the company will not guarantee that the flooring will adhere without significant preparatory works of an unknown amount. In the quote they have allowed for mechanically grinding down to substrate – but they have not costed digging out the failed drain. They will not quote for building works necessary if the floor is beyond the scope of a minor repair.

#### **Officer Recommendation**

The initial stages of this work are on too large a scale for a flooring company. The council should instruct a surveyor and based on their findings - utilise 'Contract finder'. Works foreseen at present include:

1. Removing all flooring in the gents and ladies, break out concrete flooring as necessary - back to a stable substrate.
2. Dig out the failed drain in the gents and replace.
3. Remove the safety flooring in the disabled toilets to allow access to the covered manhole. Break out concrete as necessary – back to a stable substrate.
4. Quote for a non-slip, polished concrete floor and surrounding concrete skirting
5. Quote for a heavy-duty tile finish over a concrete floor and surrounding tile skirting.
6. Make good any damaged walls.
7. Re-using and refitting all removed sanitary ware, cubicles, sinks and taps.
8. Replace sanitary units as rotting.
9. Re-paint interior / exterior
10. Replace any slipped roof tiles / maintenance required to roof / lantern.

The non-return valve should be replaced urgently to prevent flooding – a quote has been requested.



**Author:** Sharon Payne, Deputy Clerk  
**Committee:** SAC 13<sup>th</sup> January 2025  
**Status:** PUBLIC  
  
**Agenda Item** SAC 24-25/40.10  
**Date:** 8<sup>th</sup> January 2025

Price comparison report for Public Toilet Supplies.

To ensure that the Council is achieving good value for money – we will compare costs of toilet supplies quarterly from leading commercial suppliers (that deliver) excluding VAT.

Please see the spreadsheets below – products such as mop heads are difficult to compare as ‘like for like’ due to differing connections and qualities.

1. ALLIANCE (Current Supplier)

Product	Pack Size	Qty	Old Price	New Price	% Change	Price /Item	Price /m	Qty	Total	New Total
P-Wave Slant Urinal Screen	1X10	10	£31.64	£28.99	-8.38	£2.90		5	£158.20	£144.95
Katrin 1Ply V fold Hand Towel	20x250	5000	£35.85	£28.87	-19.47	£0.01		2	£71.70	£57.74
2 Ply Jumbo Toilet Roll	400	6	£15.11	£13.99	-7.41	£2.33	£0.01	15	£226.65	£209.85
Latex Gloves (M)	1x100	100	£5.12	£3.65	-28.71	£0.04		5	£25.60	£18.25
Latex Gloves (L)	1x100	100	£5.12	£3.65	-28.71	£0.04		5	£25.60	£18.25
Exel Socket Mop Head 300g		1	£1.84	£1.84	0.00	£1.84		30	£55.20	£55.20
Delivery										
Typical Order Total									£562.95	£504.24

2. JANITORIAL DIRECT

Product	Pack Size	Qty	Old Price	New Price	% Change	Price/Item	Price/m	Qty	Total	New Total
P-Wave Slant Urinal Screen	1X10	10	£39.99	£39.99	0.00	4.00		5	£199.95	£199.95
Katrin 1Ply V fold Hand Towel	20x250	5000	£34.99	£34.99	0.00	0.01		2	£69.98	£69.98
2 Ply Jumbo Toilet Roll	400	6	£19.99	£19.99	0.00	3.33	0.01	15	£299.85	£299.85
Latex Gloves (M)	1x100	100	£4.99	£4.99	0.00	0.05		5	£24.95	£24.95
Latex Gloves (L)	1x100	100	£4.99	£4.99	0.00	0.05		5	£24.95	£24.95
Exel Socket Mop Head 300g	1	1	£1.84	£1.73	-5.98	1.73		30	£55.20	£51.90
Delivery										
<b>Typical Order Total</b>									£674.88	£671.58

### 3. NISBETS

Product	Pack Size	Qty	Old Price	New Price	% Change	Price/Item	Price/m	Qty	Total	New Total
P-Wave Slant Urinal Screen	1X10	10	£38.99	£38.99	0	£3.90		5	£194.95	£194.95
Katrin 1Ply V fold Hand Towel	20x250	5000	£15.59	£12.39	-20.53	£0.002		2	£31.18	£24.78
2 Ply Jumbo Toilet Roll	400	6	£15.59	£13.79	-11.55	£2.30	£0.01	15	£233.85	£206.85
Latex Gloves (M)	1x100	100	£4.69	£2.49	-46.91	£0.02		5	£23.45	£12.45
Latex Gloves (L)	1x100	100	£4.69	£2.49	-46.91	£0.02		5	£23.45	£12.45
Exel Socket Mop Head 300g	1	1	£3.99	£3.49	-12.53	£3.49		30	£119.70	£104.70
Delivery										
<b>Typical Order Total</b>									£626.58	£556.18

### 4. HYGIENE 4 LESS

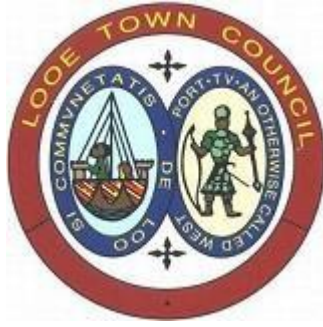
Product	Pack Size	Qty	Old Price	New Price	% Change	Price/Item	Price/m	Qty	Total	New Total
P-Wave Slant Urinal Screen	1X10	10	£30.49	£30.49	0	£3.05		5	£152.45	£152.45
Katrin 1Ply V fold Hand Towel		3000	£17.99	£22.49	25.01	£0.01		2	£35.98	£44.98
2 Ply Jumbo Toilet Roll	400	6	£17.99	£17.99	0	£3.00	£0.01	15	£269.85	£269.85
Latex Gloves (M)	1x100	100	£4.99	£3.65	-26.85	£0.04		5	£24.95	£18.25
Latex Gloves (L)	1x100	100	£4.99	£3.65	-26.85	£0.04		5	£24.95	£18.25
Exel Socket Mop Head 300g	1	1	£0.00	£0.00	0	£0.00		30	£0.00	£0.00
Delivery										
<b>Typical Order Total</b>									£508.18	£503.78

## 5. STAPLES

Product	Pack Size	Qty	Old Price	New Price	% Change	Price /Item	Price/ m	Qty	Old Total	New Total
P-Wave Slant Urinal Screen	1X10	10	£37.74	£44.24	17.22	£4.42		5	£188.70	£221.20
Katrin 1Ply V fold Hand Towel		6000	£42.09	£46.94	11.52	£0.01		2	£84.18	£93.88
2 Ply Jumbo Toilet Roll	400	6	£15.26	£16.78	9.96	£2.80	£0.01	15	£228.90	£251.70
Latex Gloves (M)	1x100	100	£5.26	£5.54	5.32	£0.06		5	£26.30	£27.70
Latex Gloves (L)	1x100	100	£5.11	£5.34	4.50	£0.05		5	£25.55	£26.70
Exel Socket Mop Head 300g	1	1	£1.61	£1.61	0.00	£1.61		30	£48.30	£48.30
Delivery										
Typical Order Total									£601.93	£669.48

### **Conclusion**

Alliance will remain as our current supplier (Hygiene 4 less appears cheaper, but couldn't supply the socket mop heads) – we will review prices before the next SAC meeting on Monday 14<sup>th</sup> April 2025. We have a meeting on Monday 13<sup>th</sup> January with Bunzl.



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**Author:** Sharon Payne, Deputy Clerk  
**Committee:** SAC 13<sup>th</sup> January 2025  
**Status:** Public

**Agenda Item** SAC 24-25/40.1a  
**Date:** 6th November 2024

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*The patients car park is being used as day parking and not just by patients with appointments as intended. The situation is becoming worse with time, and we need to improve the current barrier system.*

The Deputy Clerk contacted Trelawney Fire and Security who maintain the barrier at the doctors surgery and enquired about improvements to the barrier.

There is limited power to the barrier, its powered off a fused spur from the doctors surgery.

An Intercom that phones the doctors surgery is an easy option – with a post on the right-hand side.

The control panel is GSM - it needs a managed SIM card; it would also have prox tags (given to our permit holders only and are programmed to allow access after 6pm and at the weekend) and a keypad which could be given to authorised users (LTC maintenance). This would also remove the need for the time clock and the hassle of changing the time when the clocks change.

Once the button is pressed, it phones the surgery reception. Free exit is achieved by the barrier.

The quote for the barrier work is £2525 + VAT.

Responsible Financial Officer – do we have a specific contract or service contract with Trelawney Fire and Security or are we free to obtain further quotes?

The next step will be for the Deputy Clerk to discuss the requirements for the doctors surgery with the practice manager.

### **Officer Recommendation of how to proceed**

Produce an MOU with the doctors surgery stating what they will need to manage and any ongoing costs.

### **DST – Doctors Surgery Team**

### **LTC – Looe Town Council**

**DST** - would manage the patients surgery car park across the day to ensure adequate parking spaces for patients (including reminding patients that they need to leave in a timely manner).

**LTC** - Prox tags holders would need to exit the car park by 8.00am – Doctors surgery to ticket 'late stayers' with a '3 strikes' policy (at or after 9am - 3 photos on different days of the vehicle registration with a notice to leave by 8.00am). LTC will write to any permit holder with 2 strikes on receipt of 2 photos in any permit billing period). Prox tag holders will be given access from 6.30pm.

**DST** to continue to provide all current electricity supplies for the barrier, any lighting (or outdoor socket) or CCTV at no cost to LTC.

**DST** to pay for the SIM and any PAYG contract needed for the intercom system.

**DST** to receive TWO parking permits for day parking for DST staff – 8.00am-6.30pm.

**LTC** will retain ONE permit for LTC maintenance and cleaning team

**LTC** Permit holders will need to collect new prox tags. Access times and days for the Prox tags would be programmed from 6.30pm – 8.00am.

**LTC** agree to proceed with the quote



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**Author:** Sharon Payne, Deputy Clerk  
**Committee:** SAC 13<sup>th</sup> January 2025  
**Status:** PUBLIC

**Agenda Item** SAC 24-25/42.1 Mariner's Garden Update  
**Date:** 18<sup>th</sup> December 2024

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We are continuing to work on the Mariner's Garden project. The Mariner's Garden is a well-used public space that acts as a gateway to the town and a quiet reflective space for people to meet up and watch the boats go by. We are thinking about how we can make this space more visually appealing – new Christmas lights have been installed on the 'Pergoda' like structure. We have contacted local landscaping companies and Looe in Bloom to obtain estimates to re-soil and replant the beds to give a more memorial style feel. A small bed nearest the bridge (bed 6) is an excellent location for small wildflowers and pollinator friendly plants. Progress updates will be made at future meetings. This project may be achievable with CIL funding and may not require financing from the 25-26 budget.

Our Ripagreen Weedkilling device has been serviced and is ready to use. We have three quotes for re-soiling the beds, with slightly differing strategies of how we would like to proceed – Appendix 1.

My discussions with Looe in Bloom offered some good suggestions and the possibility of some assistance on planting and maintenance (To be agreed at a future date – if finances allow). In the short, Looe in Bloom have suggested a centrepiece bench planter to break up the mass of tarmac / concrete (perhaps horseshoe shaped with planting around the outside).

They suggested a company called Amberol UK or Broxmap, some suggestions are included in the gallery below (prices excluding delivery). A Christmas tree to replace the browning conifer would make a lovely addition for the future. See Appendix 1 - GRANT IN MEMORY OF QUEEN ELIZABETH II APPLICATION FORM – WLTT (deadline around 31/01/2025).

They have replanted the boats – which look beautiful. This used 250 plants from Browns – if we intend to extend their part of the planting, we will need to think about them applying for a larger grant for the Mariner's Garden. They are happy to assist once it's needed – they did make a very valid point about a water supply for the new beds (either built in or some communication with the doctor's surgery). They have said that the boat nearest the bridge is nearing the end of its life and that we might like to consider moving the boat nearest the doctors surgery down to replace it – this would allow them to redistribute those plants to any new planter in the future (They don't like the boat near the doctor's surgery as it's awkward to access and hurts their backs!). We could then plant in Bed 1.

Looe in Bloom think a 'community planting day' would be a great option, getting the school involved as well. They have suggested running a fundraising BBQ – (Looe in Bloom are struggling with one van being scrapped and the other getting old) for a new vehicle.

## Gallery



Broxmap 1- From £975+VAT Broxmap 2 - £2845 + £955+ VAT



Amberol – POA

Amberol – From £399+VAT



Amberol – From £389+VAT



Otter Boats – 8ft Planter - £395 + delivery

Hi Sharon

Let's get the toilets in East Looe opened for residents to use out of season.

We all use the town and beach, and would appreciate being able to use them, other than during the main season.

Cheryl

Hello both

I hope you have had a good Christmas and I wish you both a good new year.

I sadly need to raise the toilets with you again.

I know that the council decided to close the toilets over the holiday period but I feel this needs to be reviewed and discussed further with the requirements from the residents gathered as it is clear that many are not happy with this action.

The good news is that Hannafore toilets were open on Christmas day and it was very well received by all that I talked to.

Sadly there is a general bad feeling from others about the closed situation as you can see from the attached.

Can I request that this added a specific item on the agenda of the next asset meeting or the main council meeting?

The very fact the town has toilets is a great asset and is a strong point that is likely to continue to attract visitors all through the year. Not having them open would appear not to match the stated aims of the council.

Please let me know if you would like to discuss.

Regards

Mark