



Saxilby with Ingleby Parish Council

Cleaning budget

NON-CONFIDENTIAL

Report by: Clerk

Date: 20 April 2021

Report to: Finance Committee 04/2021

Background

The agreed 2021-22 cleaning budget is:

Mill Lane	£700
Bridge Street toilets ¹	£700
Community Centre	£3,500
TOTAL	£4,900 ²

This was intended to cover cost of materials as well as labour, and also covers sanitary disposal (separate contract).

We will need to purchase various machinery/items in order to deliver the cleaning in-house and within relevant Health & Safety legislation.

The allocated budget(s) are not going to be sufficient to cover these requirements.

In 2019-20 (which was a 'normal' year of all premises open and in full use) we spent £333 on cleaning consumables i.e. soap, hand towels, toilet rolls etc.

2021-22 will not be the same, due to the phased (and restricted) re-opening of the Community Centre, changing rooms and potentially public toilets. An audit is currently underway to determine what levels of cleaning materials/chemicals we already have.

For the purposes of this calculation, 50% of the 2019-20 consumable costs have been assumed. Also taking into account the sanitary disposal budget figure, and the likely requirements on purchase of equipment³, the remaining cleaning budget is only likely to cover approximately 455 staff hours at the current rate for someone over 23⁴.

¹ Including boater sluice and shower

² 2020-21 Total cleaning budget was £20,353

³ £350 estimated

⁴ £8.99 per hour - 1% above NLW



We haven't had cleaning costs for April, and this is also unlikely for May, given the timeline to resource the cleaner vacancy.

So, for the remaining 10 months of the financial year (44 weeks), the current budget (staff costs element) will cover 10.34 hours per week.

Cleaning hours required

Under the previous cleaning contract both Mill Lane changing rooms and Bridge Street Toilets were cleaned once a week, although that was not always sufficient, especially if there were several football matches at Mill Lane per week, or if there was a lot of footfall in the Bridge Street/Saxilby Waterfront area.

The Community Centre was cleaned 7 days a week due to the bar being open and then regular room hires.

Whilst there is just the Parish Office and library in use, cleaning of the building once a week may be sufficient, however use of the changing rooms by football teams will require more frequent cleaning of the showers/toilets.

The impact of current Covid restrictions though means that cleaning regimes, particularly of toilets need to be even more stringent.

Whilst the Community Centre is not open to the public and only office staff are in, cleaning can be done by the staff. Once the library volunteers are in (for 12-15 hours per week), the cleaning will need to be increased, but may still be able to be delivered by existing staff, at least on a temporary basis.

As and when the Community Centre re-opens further, such as for room hires, then the cleaning requirements will increase and will need to be fulfilled another way.

Mill Lane facilities for staff need cleaning on a regular basis now.

Use of changing rooms/showers is currently limited due to Covid-19 restrictions and under the Covid Risk Assessments, the teams are responsible for spraying down surfaces after use with anti-bacterial spray. Once showers/changing rooms can be fully used, they will need cleaning at least once a week.

Bridge Street public toilets cannot re-open until adequate cleaning provision can be provided. Boater facilities are accessible via a key from Canal & River Trust and so these facilities must be cleaned now.



Options to vire funds from other budgets

The 2021-22 budget is very tight and was based on a 'no income' scenario, due to uncertainties over the impact of Covid-19 on Council income plus due to a desire from the Council to lessen the risk to its finances (by excluding any income which was not guaranteed, such as from bar or room hires).

The budget factored in an increase to general reserves of £15,000. This was intended to start to address previous issues with the low level of general reserves, as per proper financial practices for councils.⁵

One option would be to use some of this budget allocated to general reserves towards the cleaning budget. (Although other budgets are equally challenged, and it is likely that the general reserves allocation may be required to help other areas).

Whilst there is £3000 allocated for elections, and all the Councillor vacancies since 2015 have been co-opted, it would be dangerous to vire some of this budget so early in the year as there is no guarantee that there won't be an election called by parishioners if there are future vacancies. Therefore, this is not a recommended option at this early point in the financial year.

⁵ JPAG (March 2021) <https://www.nalc.gov.uk/library/our-work/jpag/3479-practitioners-guide-2021/file>



Initial Indicative Figures

May

Area	Cover
Community Centre for office staff use	Office staff to temporarily undertake
Community centre for volunteer use (including downstairs toilets)	Office staff to temporarily undertake
Community Centre changing rooms and toilets	1.0 hour per week by cleaner
Mill Lane Changing Rooms	1.0 hour per week by cleaner
Mill Lane toilets	Grounds staff to temporarily undertake
Bridge Street showers and sluice	1.0 hour per week by cleaner
Total	3.0 hours per week

June

Area	Cover
Community Centre for office staff use	1.0 hour per week by cleaner
Community centre for volunteer use (including downstairs toilets) Library may be click and collect or could be re-opened 12-15 per week	2.0 hour per week by cleaner
Community Centre changing rooms and toilets	1.0 hour per week by cleaner
Mill Lane Changing Rooms	1.0 hour per week by cleaner
Mill Lane toilets	1.0 hour per week by cleaner
Bridge Street showers and sluice	1.0 hour per week by cleaner
Total	7.0 hours per week

If/when room hire starts back this will increase the duration and frequency of cleaning required and based on the current Government Covid-19 Roadmap this will not be before 21 June in any significant manner

July

Area	Cover
Community Centre for office staff use	1.0 hour per week by cleaner
Community centre for volunteer use (including downstairs toilets) – Library could be re-opened 12-15 per week	2.0 hour per week by cleaner
Community Centre room hire	2.0 hour per week
Community Centre changing rooms and toilets	1.0 hour per week by cleaner
Mill Lane Changing Rooms	1.0 hour per week by cleaner
Mill Lane toilets	1.0 hour per week by cleaner
Bridge Street showers and sluice	1.0 hour per week by cleaner
Total	9.0 hours per week



Based on the above projections it is likely that the cleaning expenditure will not be over budget based on the hours a cleaner will be needed in the first quarter at least. If room hire starts again at the back end of June onwards it may be that the cleaning budget would be projected to overspend.

RECOMMENDATION(S):

That Committee note the update and:

- I. Agrees to bring back an update to the August Finance Committee meeting to review the cleaning budget expenditure and if required consider viring funds from the general reserves**