

## Agenda item 242b

To consider a Service Level Agreement (SLA) with Torpoint Town Council, on a three- month trial basis, from April 2021, for the use of Torpoint Town Council's Dog Enforcement Officer.

### Sheviock Parish Council's charges for dog enforcement up until March 2021

#### Email received from the Clerk of Sheviock Parish Council

It will be total of £51.90 per month (this covers 4 hrs patrolled per month (plus 2 return trips per month)).

Nov  
Dec  
Jan  
Feb  
March.

Therefore, by the end of March (financial year 5months x £51.90 =£259.50

Plus, admin fee and 1 x marker spray can = £22.36

Total £281.86.

I will send an invoice this month so that payment can received/ paid in by end of March. Prior to the end of the financial year to balance the budget/accounts for this year -if that is ok.

---

### Proposal from Torpoint Town Council

#### Email received from Torpoint Town Clerk:

The hourly rate at scale 6 is currently £10.24, with on costs at 25% this makes the hourly charge £12.80.

We now use 27%, so the hourly amount the employee costs us is £13.00.

Travel @ 10 miles per trip @ £0.45 per mile x 3 trips = £13.50 per week (TOTAL)

£13.00 x 10 hours = £130.00 plus travel at £13.50 = £143.50 per week. Rounding this up to be an hourly charge to Millbrook of £162.00 per week, this equates to £18.00 per hour for 9 hours work.

Obviously, this is reviewable, as you may not need 9 hours per week, but we need to have a starter for ten.

For this charge the Enforcement Officer would want to complete other work, whilst completing his enforcement work.

This could include general maintenance and play park inspections.

The Enforcement Officer has made troughs for Torpoint Town Council

- He cleans their public toilets.
- Can complete litter picking.
- Is able to general kerbside weed clearance.
- Is able to complete play park inspections. Torpoint Town Council have recently taken ownership of play parks and purchased an app for [play park inspections](#). It cost them £1000
- <https://www.torpointtowncouncil.gov.uk/data/uploads/1653.pdf> (see page 3)
- I have checked with the Town Clerk and general maintenance could include repair of the log ramp. Since the Council authorised the work for the Council's contractor to complete work on the play park log ramp it has been noticed additional ramps need attention.



- Should the Council agree to provide a tyre near the tennis courts for planting, if required, the contractor could plant some shrubs in the tyre.

The officer does not use the red paint spray (used by Sheviocock Enforcement Officer). He is equipped with a camera (GDRP compliant and warns before recording)

Torpoint Town Council Enforcement costs, to include general maintenance and play park inspections:

£18 x 9 hours x 13 weeks £2106

---

General groundwork / village maintenance staffing & contractor costs:

2019-20 = £7,499

2020-21 = £4,788 (to include forecasted payments for wages & £300 per month for February & March)

Budget for 2021-22 for general maintenance = £10,400 ([see Budget](#))

I have one contractor who I can contact on an ad hoc basis (although he is flexible, he does have other commitments).

The Council's only employee street cleaner works weekends. Having an additional person on hand would provide cover for when the Council's groundwork employee is on annual leave.