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Minutes of the Meeting of the Facilities Committee, St Ives Town Council held in the Committee Room, The Guildhall, St Ives on 22 January 2015 at 7.00pm

PRESENT

Chairman - Councillor T Andrewes

COUNCILLORS

Glanville R
Nicholls C
Robertson M

Tulley R
Williams T

OFFICERS

Town Clerk
Assistant Town Clerk
Visit St Ives Information Centre Manager
Visit St Ives Information Centre Assistant Manager

APOLOGIES FOR ABSENCE – were received from Councillors S Tanner and J Symons.

F.94 MINUTES

RESOLVED – that the Chairman signs as true and correct the Minutes of the Facilities Committee meeting held on 6 November 2014.

F.95 PUBLIC SPEAKING

None.

F.96 CHAIRMAN'S ANNOUNCEMENTS

F.97 DECLARATIONS OF COUNCILLOR / OFFICER INTERESTS

None.

F.98 TOWN CLERKS UPDATE REPORT

It was noted that the majority of items raised previously were continuing items on the agenda for this meeting.

VISITOR INFORMATION CENTRE MATTERS

F.99 MANAGERS REPORT

The Visit St Ives Information Centre Assistant Manager presented the report.

- Brochure - It was noted that the brochure had been published, advertising income remained strong whilst some advertisers had raised the issue of St Ives BID and this new call on the resources of businesses in the town.
- Website – it was noted that this month's traffic on the website had increased 122% on last year and that growth remained strong.
 - It was noted that the purpose of the website was to promote the St Ives area as a destination, promoting the members who advertise through the site and to generate online booking revenue.
 - In other areas, the pattern had been for online bookings to start slow and then to make steady and continued growth. In some areas online bookings now exceeded bookings from the TIC office itself.
- Office refurbishment – painting had been carried out in the Visit St Ives office and quotes had been received for replacement carpeting, with an order due to be placed.
- Lets Go Cornwall – it was reported that in the first year of operation advertising revenue was still building and so it was expected that there would need to be an input of funding from the town council.

It was noted that service plan monitoring figures would be circulated for all facilities at the next meeting of this committee.

The Finance Report was circulated and noted.

CRBO – Clerk reported on difficulties in the administration of this system from the box office side and that options for the coming year were being reviewed.

Exclusion of the Press and Publication.

Confidential items

Tim – information had been provided and awaiting response from StITA, noted.

BID – noted

Considered the website – need to update to be mobile responsive. Six years old, so needs to be updated. Search engines will start to penalise those sites not mobile responsive.

Tailored rather than bespoke.

Meetings have been held to see potential for joint working. Need to act with some urgency to meet Visit St Ives requirements. BID moving too slow and SITA was a limited offer for joint working.

RG / RT – Option A. to be funded from their surplus this year.

Check Financial Regulations – Resolved – or recommended to Council – add as an urgent item to next weeks Ex. Council – if legal!!!

Job – member of staff has indicated that she needs to decrease her hours.

Recommended to Staffing Committee to appoint a third Information Assistant.

Re-admittance of the press and public.

RESOLVED/RECOMMENDED - that

F.100 MONITORING FIGURES

F.101 FINANCE UPDATE

PUBLIC CONVENIENCES MATTERS

F.102 FINANCE UPDATE

Noted
Repairs and maintenance to be high this year

RESOLVED/RECOMMENDED - that

F.103 MONITORING REPORT – AS PER SERVICE PLAN

Next meeting.

Toilets refurbishment:

Going for charging? - West Pier only in first year

Refurbishment – RG to work with Clerk to agree a refurbishment plan.

- **Specs – RG & LD**
- **Estimates – RG & LD**
- **Meet with BID**

Based on West Pier to be charged for and others to be refurbished where possible – future proof and enable charging in future.

GUILDHALL MATTERS

F.104 FINANCE UPDATE

Noted – considered staff costs, repair and maintenance particularly.

Colin left at 8.24pm

RESOLVED/RECOMMENDED – that

F.105 UPDATE ON GUILDHALL BOOKINGS

*Updated – noted regular booking was under review, currently continuing.
Friends of the Guildhall – good bookings
Another promoter – also booked new dates*

F.106 QUOTES FOR MEN’S URINALS – CONCERT HALL

Resolved – mid-trough

F.107 ENERGY SAVING OPTIONS FOR THE GUILDHALL

Thermostatic controls – for upstairs and downstairs

Quote being sought – implement asap.

F.108 RENEWABLE ENERGY GENERATION

Community energy scheme – email – check

Had previously looked at photovoltaics on the roof. Expensive to pay for installation of kit. Prices have dropped – is there a will to follow up on?

Resolved – to pursue photo voltaic on the concert hall roof.

Would need planning permission.

Get quotes in – and funding????

F.109 ACCESS TO THE FIRST FLOOR OFFICES AND MEETING ROOMS AT THE GUILDHALL

This item had been raised through the council and referred to this committee for consideration.

RESOLVED/RECOMMENDED – that this not be pursued at this time as current

arrangements with alternative provision was considered adequate at this time, - potential for lift in future

F.110 ACCESSIBLE TOILET (DISABLED TOILET)

RESOLVED/RECOMMENDED – that

F.111 KITCHEN UPDATE

Update – ok with gas installation and with staff time being additional if needed.

RESOLVED/RECOMMENDED – that

F.112 BAR ARRANGEMENTS

Noted that it was agreed to work up income from the bar in order to help keep hire charges down.

JW reported – has started not letting people run their own bar and point towards people running it.

Make a booking and then FOG or other approved supplier runs the bar. FOG to raise funds and others - £100 charged for running the bar.

Need consistent set of rules:

Festival – advise them also £100 per event or else 3 way split – preferred would be 50% football club, 25/25 to SF and TC.

RESOLVED – policy for bar – option of either FOG or else pay £100 per booking and must be an approved bar person

RESOLVED/RECOMMENDED - that

F.113 UPDATE ON LEASING OF LARGER GROUND FLOOR OFFICE SPACE

Tenant – to be in by end of Feb – Lease to start from 1 Feb – when have key and start works.

RESOLVED/RECOMMENDED – that

F.114 WEDDINGS UPDATE

Circulated the report giving an update on :

- Staffing costs and weddings packages
- Update on wedding bookings and enquiries
- Island Chapel Blessings
- Proposed Wedding Fair
- Advertising

The update was discussed and

Advertising in *Love Weddings* - better to go for more than 1/8th page for the advert.

Thanked Sarah for her report.

RESOLVED/RECOMMENDED - that

F.115 MONITORING REPORT – AS PER SERVICE PLAN

RESOLVED/RECOMMENDED – that

F.116 REPORTS FOR INFORMATION

None.

F.117 CORRESPONDENCE

None.

F.118 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED - that in accordance with the Public Bodies (Admissions to Meeting) Act 1960 (as extended by s.100 of the Local Government Act 1972), the press and public be excluded from the meeting during consideration of the following matters on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government act 1972 by virtue of the paragraph specified against the item.

F.119 PUBLIC CONVENIENCE CLEANING FOR 2015/16 (Paragraph 3)

Working party – review the specifications – fit for purpose?

Staff needed? Costings.

Opening and closing times.

Give the current specs to RG – opening and closing. Dates. Locations etc.

Consumables

Vehicle – Andy two runs a day – electric bikes.

Richard to work up and then working group to run through.

And ring Pz – who does theirs?

CORMAC – ask again for quote.

James Hardy – TUPE???

RESOLVED/RECOMMENDED - that

F.120 DATE OF NEXT MEETING

The next meeting will be held on Thursday 19 March 2015.

Meeting closed at 9.45 pm

Chairman