

*We publish these draft minutes on the website as soon as possible after each meeting, as part of our commitment to communicating council decisions and transparency. Please note that these remain a draft until they are approved and signed at the next meeting of the Council/Committee.*

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

Tulley R

Nicholls C (until 8.24pm)

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

None.

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 ticket sales – the 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.

RESOLVED – that the reports be noted.

F.100 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.101 CO-WORKING WITH TOWN ORGANISATIONS (Paragraph 3)

A brief update was given on the steps being taken to work more closely with town organisations.

RESOLVED – that the report be noted.

F.102 VISIT ST IVES INFORMATION CENTRE WEBSITE UPGRADE (Paragraph 3)

Members considered the circulated report and the following points were raised in discussion:

- The website needs to be updated to be mobile responsive
- The suggested option was tailored rather than bespoke
- The potential for joint working was being explored. There was a need to act with some

urgency to meet the Visit St Ives requirements.

**RECOMMENDED** – to Council that Option A as set out in the report be approved and implemented, to be funded from the budgeted amount for this financial year and the surplus from the brochure in the previous year, currently held in V&IC earmarked reserves.

**ADDITIONAL INFORMATION ASSISTANT** (Paragraphs 1, 2 & 3)

Members were advised that one of the existing Information Assistants had notified that they would have a reduced availability for work and so the Management Team were recommending that a third Information Assistant be appointed to ensure adequate staff cover over busy periods.

**RECOMMENDED** – to Staffing Committee that a third Information Assistant be appointed.

**RE-ADMITTANCE OF THE PRESS AND PUBLIC**

**RESOLVED** – that the press and public be re-admitted to the meeting.

**PUBLIC CONVENIENCES MATTERS**

F.103 **FINANCE UPDATE**

The circulated finance update was noted. The Clerk reported that the repairs and maintenance budget would be overspent in the year due to essential and approved works.

**RESOLVED** – that the report be noted.

F.104 **MONITORING REPORT – AS PER SERVICE PLAN**

It was noted that no monitoring figures were presented to this meeting and so would be an item for report to the next meeting of this committee.

F.105 **REFURBISHMENT AND CHARGING FOR PUBLIC CONVENIENCES**

Members discussed the need to move to charging for use of public conveniences, and the need to carry out refurbishment works in order to be able to implement charging. It was agreed that the approach would be for West Pier to be the first to be refurbished and charged for, with others to follow as possible.

**RESOLVED** – that Councillor Glanville and the Clerk would agree a proposed refurbishment plan for report to this committee, to include specifications, estimates and feedback from another town organisation.

**GUILDHALL MATTERS**

F.106 **FINANCE UPDATE**

The finance update was noted and Members considered staff costs, repair and maintenance in particular.

Councillor Nicholls left the meeting at this point.

RESOLVED – that the report be noted.

F.107 UPDATE ON GUILDHALL BOOKINGS

It was reported that on regular booking was currently under review, Friends of the Guildhall continued with successful bookings and another promoter had booked new dates for the coming season.

RESOLVED – that the report be noted.

F.108 QUOTES FOR MEN'S URINALS – CONCERT HALL

Following consideration of quotes received, it was

RESOLVED – that the urinals in the concert hall toilets be replaced with a mid-trough arrangement.

F.109 ENERGY SAVING OPTIONS FOR THE GUILDHALL

Officers reported that quotes were being sought for the replacement of thermostatic controls for the office side of the Guildhall, to better manage the heating system, and that the works would be implemented as soon as possible.

F.110 RENEWABLE ENERGY GENERATION

It was noted that a community energy scheme had previously been considered, with a potential option for photovoltaics on the concert hall roof.

RESOLVED – to pursue the installation of photovoltaic cells on the concert hall roof, with next steps being to seek quotes, check whether planning permission would be needed, and seek funding options.

F.111 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 – that this not be pursued at this time as current arrangements with alternative provision was considered adequate at this time, noted that there was the potential for a lift to possibly be installed in future

F.112 ACCESSIBLE TOILET (DISABLED TOILET)

It was reported that the works had been ordered and were expected to be completed that week.

RESOLVED – that the report be noted.

F.113 KITCHEN UPDATE

The Clerk updated on the finding that the gas supply to the kitchen was no longer operational.

Following discussion, it was

RESOLVED – that Members endorsed the approach to seek installation of a gas supply for the kitchen, and that town council staff time to assist in the installation of the kitchen could be additional to the grant funding from Cornwall Council.

F.114 BAR ARRANGEMENTS

It was noted that it was a principle of hiring the hall that hire charges were kept down on the basis that income from the bar should be generated from those events with a bar, to help keep the overall charges low.

It was noted that the Assistant Clerk, as the Designated Premises Supervisor, had started to direct people away from running their own bar in view of the licencing considerations.

The emerging policy for the bar arrangements was for a hirer / promoter to make a booking and then either Friends of the Guildhall or an approved bar operator would run the bar. If an approved bar operator, then there would be a surcharge of £100. If the Friends of the Guildhall volunteers run the bar, then proceeds would go to Guildhall funds run by FOG. It was agreed that a consistent set of rules was necessary.

The arrangements for the September Festival were considered as they had a different starting arrangement to many others. The committee agreed that a contribution to the council of either £100 per event or else a 25% share of the profits should be requested from the Festival.

RECOMMENDED – that the policy for the bar be that hirers either appoint Friends of the Guildhall to run the bar to raise their own funds for FOG and the Guildhall, or else a surcharge of £100 be charged for another bar operator to run the bar (approved bar operators only).

F.115 UPDATE ON LEASING OF LARGER GROUND FLOOR OFFICE SPACE

The Clerk reported that the tenants would be in the offices by the end of February, with an intended start date for the lease being 1 February.

RESOLVED – that the report be noted.

F.116 WEDDINGS UPDATE

Members considered the circulated 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 the weddings officer thanked for her report. When considering advertising in *Love Weddings*, it was agreed to opt for an advert larger than the proposed 1/8<sup>th</sup> page.

RESOLVED – that the report be noted.

F.117 MONITORING REPORT – AS PER SERVICE PLAN

This item was deferred to the next meeting of this committee.

F.118 REPORTS FOR INFORMATION

None.

F.119 CORRESPONDENCE

None.

F.120 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.121 PUBLIC CONVENIENCE CLEANING FOR 2015/16 (Paragraph 3)

With regard to the public convenience cleaning for the coming year, it was agreed to conduct a review on the best way forward.

Various options were considered, along with the need to review the specifications, opening and closing times, etc.

Councillor Glanville offered to work up options for a working group to consider, for report back to this committee.

RESOLVED - that this item be reported to the next meeting of this committee.

F.122 DATE OF NEXT MEETING

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

Website draft