



ST. IVES TOWN COUNCIL

The Guildhall
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St. Ives
Cornwall
TR26 2DS

Tel: (01736) 797840

Our Ref: LD/Facilities/ag

Your Ref:

Ask for: Louise Dowe

Email: stivestowncouncil@gmail.com

Website: www.stivestowncouncil.co.uk

Date: 3 September 2015

Dear Councillor

FACILITIES COMMITTEE – 10 SEPTEMBER 2015 **IN THE COMMITTEE ROOM, THE GUILDHALL, ST IVES**

You are given notice that the Facilities Committee meeting to be held in the Committee Room at St Ives Guildhall on Thursday 10 September 2015, commencing at 7.00pm.

Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business set out in the Agenda attached. Please note that Councillors who are not members of this committee are entitled to attend if they wish to do so, and may be permitted by the Committee Chairman to speak.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of St Ives Town Council's procedure for the recording of meetings is available on the website, or from the Clerk's office on request.

Louise Dowe
Town Clerk

To: All Councillors & **Visit St Ives Management Team (2 copies)**

Press

Cornwall Councillor Mrs E M Penhaligon

Community Link Officer – Vanessa Luckwell

Membership of Facilities Committee

Chairman -	Councillor T Andrewes
Vice-Chairman -	Councillor S Tanner
Town Mayor and Deputy and Councillors:	Town Mayor (ex officio, voting members) Chard C Parsons A Symons J
	Tulley R Williams T

If you consider yourself to be a person with a disability and need further information about the suitability of the venue, please phone (01736) 797840.

FACILITIES COMMITTEE MEETING – 10 SEPTEMBER 2015

AGENDA

1. Apologies for absence
2. Public Speaking
3. Minutes

To pass the following resolution:

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Facilities Committee meeting held on 18 June 2015 (*previously circulated*).

4. Chairman's Announcements
5. Declarations of Member / Officer Interests
6. Town Clerks Update Report

Report attached.

7. Items for Decision

Visitor & Information Centre

- i. Manager's Report (*attached*)
 - Opening hours for Christmas / New Year
 - Christmas meal for Volunteers
 - PCI Compliance
 - Staffing
- ii. Finance update (*see finance report bundle*)
- iii. Service Plan review – for 2015/2016 (*attached*)
- iv. Service Plan Monitoring figures (*See separate monitoring report – to follow*)

Island Centre

- i. Update on lease / handover to the town council
- ii. Finance update (*see finance report bundle*)
- iii. Review of Scale of Charges for the Island Centre
- iv. Hire agreement
- v. Service Plan (based on agreed Business Plan)
- vi. Budget (based on agreed Business Plan)
- vii. Update on floor strengthening works
- viii. Aims and objectives

Public Conveniences

- i. Finance update (*see finance report bundle*)
- ii. Refurbishment plans to be implemented in October – update from Project Officer
- iii. Charging options – update
- iv. Review of cleaning provision / consideration of bringing the service in-house (*Councillor Taylor*)
- v. Service Plan Monitoring figures (*See separate monitoring report – to follow*)
- vi. Service Plan review – for 2015/2016

Guildhall

- i. Finance update (*see finance report bundle*)
- ii. Policy on wedding deposits
- iii. Requests for phone line and wifi to the concert hall
- iv. Friends of the Guildhall and working arrangements with the town council – update
- v. Kitchen refurbishment - update
- vi. Service Plan Monitoring figures (*See separate monitoring report – to follow*)
- vii. Service Plan review for 2015/2016

8. **Reports for Information**

Visit St Ives Manager's Report:

- Retail Strategy Update
- Visit St Ives Guide 2015

9. **Correspondence**

None.

10. **Exclusion of the press and public**

To consider passing the following resolution:

“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 the consideration of the following matters on the grounds that it involves 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.

11. **Confidential reports for decision**

- (1) The confidential items in the Visit St Ives Manger's Report will be considered at this point:
 - Lets Go Cornwall / DMS (Paragraph 3)
 - Potential new revenue streams (Paragraph 3)
 - CRBO (Paragraph 3)
 - Visit St Ives Information Centre Website (Paragraph 3)

12. **Date of next meeting**

5 November 2015

13. **Agenda items for next meeting**

- Review of Scale of Charges (including making sure that all charges are incorporated – and considering charges against the cost of providing the various services)
- Budget setting for 2016 / 2017