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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 5 November 2015 at 7.00pm

PRESENT

Chairman - Councillor T Andrewes
Vice-Chairman – Councillor S Tanner

COUNCILLORS

Armstrong M
Parsons A
Symons J

Tulley R
Williams T

OFFICERS

Town Clerk
Assistant Town Clerk

APOLOGIES FOR ABSENCE – were received from Committee members Councillors C Chard and L Tayler, and Councillor R Glanville. It was noted that Councillor Glanville had offered his assistance with the options for the public conveniences.

PUBLIC SPEAKING

None.

F.76 MINUTES

RESOLVED – that the Chairman signs as true and correct the Minutes of the Facilities Committee meeting held on 10 September 2015.

F.77 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked all volunteers who had helped deliver the events leaflets for the Guildhall.

He also thanked Mr Carver for indicating that he would be willing to advise on the views of the Festival with regard to Minute F.86 (bar arrangements for Festival) and advised that he would permit Mr Carver to talk at that point in the meeting, before the exclusion of the press and public for the remainder of the item.

F.78 DECLARATIONS OF COUNCILLOR / OFFICER INTERESTS

Councillor Andrewes declared an Interest in Minute F.83 (scale of charges), with regard to the charges for the concert hall hire in view of his role in running the Farmers Market, and withdrew from the meeting during consideration of this item.

Councillor Parsons declared an Interest in Minutes F.83 (scale of charges), with regard to the

charges for the concert hall hire in view of her role as town council representative on the September Festival, and withdrew from the meeting during consideration of this item.

Councillor Parsons declared an Interest in Minutes F.86 and F.91 (Festival Bar) as town council representative on the September Festival, and withdrew from the meeting during consideration of this item.

F.79 **TOWN CLERKS UPATE REPORT**

The Clerks report had been circulated with the agenda.

It was noted that Councillor S Tanner had also attended the meeting with Friends of the Guildhall.

RESOLVED – that the report be noted.

F.80 **PUBLIC CONVENIENCES**

1. Refurbishment of West Pier public conveniences
2. Charging options for public conveniences

The report of the Devolution Project Manager was considered and Councillor Andrewes reported on a site meeting held earlier in the day.

During discussion the following points were noted:

- The main focus for West Pier to be cleanliness, freshness and appearance
- Need to ensure accessibility issues are taken into account (for those with mobility impairment, age friendly fittings, etc)
- Whether charging could be in place for the peak six weeks of the year, collected from a manned collection point
- The potential for a refurbishment to include an innovative design to assist those with sight impairments
- If someone were employed to collect a charge for the peak summer weeks, this would help pay for an increased number of cleans during that time – more practicable at the Sloop car park public conveniences.
- West Pier – the ceilings had been installed a couple of years after the public conveniences were built in response to a nuisance problem which no longer was an issue. The original design had used velux windows and so it was a potential to remove the ceiling to increase ventilation and natural light.
- Councillor Armstrong volunteered to supply information on disabled and age friendly fittings to be incorporated if possible.

RESOLVED – that option 1 as set out in the report be the approach to be adopted, to include replacing the floor surface in the gents, removal of ceilings, improving of ventilation and implementing provision to improve accessibility where practicable.

RECOMMENDED – to Council that with regard to charging for public conveniences, a trial be introduced at the Sloop car park public conveniences for the 6 week peak period, to be manned from the former bespoke booth (with any surplus from West Pier refurbishment to be invested in improving the Sloop car park public conveniences to help justify the charge).

F.81 **DISABELD ACCESS TO FIRST FLOOR OF GUILDHALL**

Members considered the report and the following points were considered:

- Important to have provision for increased accessibility to the first floor
- A lift would be the best accessibility option, though was not a straightforward option
- Noted previous efforts to find a way to implement a lift access
- The benefits in looking holistically at the use of the Guildhall to best consider the uses of various spaces available
- Noted the potential to reconfigure the concert hall toilets and utilise some open space
- The wish to relocate the bar
- The benefit to accessibility and the building as a whole, if a survey of the building and its uses and possibility were to be commissioned

RESOLVED – that this matter be deferred pending the appointment of a Facilities Manager.

RECOMMENDED – that an options survey of the Guildhall and concert hall be commissioned, to seek options to improve accessibility and better use of space in the Guildhall and concert hall.

F.82 **PHONE AND INTERNET ACCESS FOR THE CONCERT HALL**

The circulated report set out requests for wifi and internet access for hirers of the concert hall and an indication of the costs of providing them. It was noted that as the IT and phones of the council were being reviewed, service to the concert hall should be considered as part of the bigger package.

RESOLVED – that budget provision of £600 be allocated for phone and internet

F.83 **REVIEW OF SCALE OF CHARGES FOR 2016/2017**

Councillors Andrewes and Parsons each declared an Interest in this item (regarding Farmers Market and September Festival respectively), and withdrew from the meeting during consideration of this item – for concert hall charge setting only.

Councillor S Tanner took the Chair whilst Councillor Andrewes was out of the meeting

Members considered the following:

- No charge increase since took the town council took on the Guildhall in 2013
- Principle now was for small increases to reflect increases in running costs, still keeping charges attractive to potential hirers
- Weddings charges being reviewed (to three package deals) and will be based on three standard packages if possible (eg ‘pearl’, ‘diamond’ and ‘crystal’)
- ‘Own bar’ hire fee to continue with same charge
- Changes:
 - Hourly rate after midnight - £70
 - Kitchen – use for teas and coffees for occasional users - £25

- Kitchen – weddings – part of the package
- Kitchen other hires – kitchen & crockery - £50
- Wedding administration fee – can be deleted as wedding bookings are separate

Councillor Andrewes resumed the Chair on his return to the meeting.

Council Chamber and Committee Room charges agreed as printed.

The Clerk reported that the current charging of cabinet sales was administratively burdensome and that the proposed solution was to make an annual charge.

RESOLVED – that the charges as discussed and amended at the meeting be approved, wedding charges package to be deferred to the next meeting of the committee and the charging for the cabinet sales to be delegated to the Visit St Ives Information Centre, with a report for information to be provided to the next committee meeting.

R.84 **BUDGET RECOMMENDATIONS FOR 2016 / 2017**

Draft budget recommendations had been circulated with the agenda papers.

Amendments recommended at the meeting:

- 2015/2016 professional fees for the guildhall to be carried forward to next year plus budget provision of £2,000 for an options survey for guildhall
- Public conveniences - £13,500 as third party payments.

It was noted that with regard to the Island Centre – hirers were happy with the transfer underway, regular hirers look set to continue and there was a prospect of new first floor tenants and so the first year budget was considered realistic.

RECOMMENDED – that the proposed budgets for the Guildhall, Island Centre, public conveniences and Visit St Ives Information Centre be recommended to Resources Committee for inclusion in the town council's budget for 2016 / 2017.

R.85 **UPDATE FROM RECENT MEETING WITH FRIENDS OF THE GUILDHALL**

The written report on the recent meeting was circulated.

RESOLVED – that the report be noted.

R.86 **BAR ARRANGEMENTS FOR SEPTEMBER FESTIVAL 2016**

Councillor Andrewes set out the current arrangements for the running of the Festival bar and the arrangements for all other hirers.

Mr Carver stated that the Festival bar had in recent years been run by volunteers to the benefit of the football club (splitting the takings 50/50 with the Festival). Volunteers funding big-name groups in the concert hall were often speculative and so all Festival sources of income were considered necessary. The costs to the Festival included the acts, the venue, sound engineers and

equipment. A view from the Festival was that the bar was a valued source of income for them and that if this was reduced it would be taken from a community group, albeit to be retained by a community facility.

Discussion points:

- The council ran the guildhall at a deficit as a community facility and so it was necessary to ensure that sufficient income was generated
- Promoters faced costs of around £1,000 per concert for putting on an act at the Festival

This item was deferred for final consideration until later in the meeting, following exclusion of the press and public.

R.87 **FINANCE REPORTS**

The finance report was circulated and the following points raised:

Guildhall – it was noted that income was lower than budgeted due to loss of a regular hirer, and that weddings income had increased.

Visit St Ives - noted that elements of income were lower than budgeted.

RESOLVED – that the finance report be noted.

R.88 **SERVICE PLAN MONITORING**

The Clerk advised that monitoring figures were only available for the Visit St Ives Information Centre. It was noted that visitor numbers remained high and so encouraging by those visiting the information centre spend remained a priority.

RESOLVED – that the report be noted.

R.89 **REPORTS FOR INFORMATION**

RESOLVED – that the reports for information circulated prior to the meeting, be noted.

F.90 **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.91 **BAR ARRANGEMENTS FOR SEPTEMBER FESTIVAL 2016**

Members considered this matter and noted the value of the Festival to the area whilst also needing to ensure the viability of the concert hall as a venue.

Rather than simply the £100 per night charged to occasional hires, in view of the community element of the Festival, a share arrangement was proposed.

RESOLVED – that the Festival and the Football Club be advised that the town council propose that the bar charge for 2016 be: £100 per night or 50% to football club, 25% to Festival, 25% to Guildhall (town council) – whichever is the lower.

F.92 PUBLIC CONVENIENCES – ALTERNATIVE INCOME OPTIONS (Paragraph3)

Councillor Andrewes provided an update on feedback from Cornwall Council on an option for one of the public conveniences. Their initial response had been supportive but not to agree to the request of the town council, the matter was discussed and it was agreed to put the request again.

RESOLVED - that the report be noted, and for Cornwall Council to be asked again for its support in implementing the option identified for one of the public conveniences.

F.93 DATE OF NEXT MEETING

The next meeting will be held on 21 January 2016.

Meeting closed at 20.57 pm

Chairman