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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 18 June 2015 at 8.36 pm

PRESENT

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

COUNCILLORS

Armstrong M  
Parsons A  
Symons J

Taylor L  
Tulley R  
Williams T

OFFICERS

Town Clerk  
Assistant Town Clerk  
Visit St Ives Information Manager

APOLOGIES FOR ABSENCE – were received from Councillor Chard.

F.1 APPOINTMENT OF COMMITTEE CHAIRMAN

RESOLVED – that Councillor Andrewes be appointed Chairman of this Committee 2015/16

F.2 APPOINTMENT OF COMMITTEE VICE-CHAIRMAN

RESOLVED – that Councillor S Tanner be appointed Vice-Chairman of this Committee 2015/16

F.3 MINUTES

RESOLVED – that the Chairman signs as true and correct the Minutes of the Facilities Committee meeting held on 19 March 2015.

F.4 CHAIRMAN'S ANNOUNCEMENTS

Service Plan reports – deferred to next meeting

F.5 DECLARATIONS OF COUNCILLOR / OFFICER INTERESTS

None.

F.6 TOWN CLERKS UPDATE REPORT

The Clerks report had been circulated with the agenda and was noted.

**VISITOR INFORMATION CENTRE MATTERS**

F.7 **MANAGERS REPORT**

The Visit St Ives Manager's report was considered and the various matters included within it were noted.

**RESOLVED** – that the Manager's report be noted.

F.8 **FINANCE UPDATE – Visit St Ives**

Members noted the Clerk's finance report and noted that staff were working hard to encourage take up of memberships, and were monitoring the accommodation bookings in an effort to ensure that the target budget was met.

**RESOLVED** – that the finance update be noted.

F.9 **REVIEW OF VISIT ST IVES RETAIL OFFER**

This item had been requested in view of suggestions that there could be an expansion of the retail offer. Tea towels had been added to the stock range as these were often requested by those seeking souvenirs.

Members discussed and made other suggestions (Cornish music, DVD's, serviettes, Poldark related items, Rosamunde Pilcher items and items for German speakers).

**RESOLVED** – that the Visit St Ives Information Manager would consider the viability of the suggestions made.

F.10 **UPDATE ON CRBO TICKETING AND INVOICING**

Members considered the Clerk's report on current administrative difficulties and

**RESOLVED** – as that a meeting be called with CRBO representatives, relevant town council staff and the Chairman of the Facilities Committee, in order to seek agreement on the outstanding amount for 2014/15.

F.11 **SERVICE PLAN MONITORING FIGURES** *(See separate monitoring report)*

Deferred to next meeting

F.12 **SERVICE PLAN REVIEW – FOR 2015/2016**

Deferred to next meeting

F.13 **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** – that t 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 Extraordinary Council 3 March 2015 from the meeting during the consideration of the following matter 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.”

F.14 **WEBSITE** (Paragraph 3)

Councillor Tulley reported on a meeting with BID representative where the broad parameters of collaborative working with the St Ives Tourism Association had been considered. The meeting had been positive and it was hopeful that a joint initiative could be achieved.

**RESOLVED** – that a decision on the website be deferred pending further discussions with St Ives BID and StITA, to negotiate and see if there is a way forward for a combined town website.

F.15 **READMITTANCE OF THE PRESS AND PUBLIC**

**RESOLVED** – that the press and public be readmitted to the meeting.

**PUBLIC CONVENIENCES**

F.16 **FINANCE UPDATE**

Members considered the finance report figures circulated by the Clerk prior to the meeting.

Councillor Taylor reported that Derek Thomas MP was seeking to alter the non-domestic rates regulations in an effort to save town and parish councils from paying business rates on public conveniences – this news was welcomed and it was hoped that it would prove successful.

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

F.17 **REFURBISHMENT PLANS TO BE IMPLEMENTED IN NOVEMBER – PROJECT OFFICER SPECIFICATION**

Members noted that there was budget provision for the refurbishment of public conveniences, and agreed that in the winter, following the October half term, would be the best time for the works to be carried out. It would be necessary to carry out preparatory works in advance to enable the works to start promptly – ie agreeing the specifications for the works, seeking quotes and appointing contractors.

It was agreed that West Pier toilets were most in need of refurbishment works (including investigating improvements to the drains), followed by Smeatons Pier and Dove Street.

As it had not proved possible to appoint a Facilities Manager, as previously agreed, it was noted that with current workloads there was not sufficient staff capacity and so a project officer to

oversee the refurbishment project would be necessary, with the remit of drafting the specifications for works, researching options, seeking quotes from contractors and overseeing the works to completion.

It was suggested that the improvements at West Pier could include successful elements of the design at the Sloop car park public toilets.

A project officer could seek quotes from local building contractors in addition to specialist public convenience providers.

**RECOMMENDED** – to Council that the refurbishment of public conveniences as outlined above be approved, and that the role of the existing Devolution Project Officer be extended to include overseeing the refurbishment of the public conveniences.

F.18 **CHARGING OPTIONS**

Need to consider at this stage – relevant when considering refurbishment works.

Discussed:

- Questioned the likely revenue that could be received
- Ethics of whether they should be charged for
- Whether a manned charging system could be used.
- Local residents could be opposed to charging – although it was noted that the aim would be to reduce the precept
- Charging might be necessary in order to be able to afford ongoing maintenance and refurbishment works
- Noted reports of vandalism of charging mechanisms in other areas – along with others who find it generates net revenue
- Referred back to the original consultation before taking on the toilets – the public had been in favour of charging.

Potential to install charging at Porthminster, Porthgwithden, Sloop. (already suitable layouts).

**RECOMMENDED** – to Council that

- 1) the principle in favour of introducing charging for public conveniences be approved and adopted;
- 2) the charging be trialled for the public conveniences at Porthminster, Porthgwithden and the Sloop car park, with the cost to be drawn from Reserves; and
- 3) the implementation of charging be included in the job specification of the Project Officer appointed to carry out the public conveniences refurbishment works.

F.19 **SERVICE PLAN MONITORING FIGURES**

Deferred to next meeting.

F.20 **SERVICE PLAN REVIEW – FOR 2015/2016**

Defer to next meeting.

**GUILDHALL**

F.21 **FINANCE UPDATE**

Noted that concert hall income budget had been set just before withdrawal of a regular hire – a loss of around £6,000 over the course of the year.

Staffing costs would be considered later in the meeting.

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

F.22 **REPORT ON GUILDHALL STAFFING COSTS**

It was reported that the working group had met. The staffing costs had been scrutinised and found to be reasonable in line with the use of the building, however it was considered possible to make further savings, including a new unlocking arrangement with regular hirers. The new arrangement was to be put to hirers to seek their agreement.

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

F.23 **KITCHEN REFURBISHMENT- UPDATE**

The Clerk reported that the kitchen refurbishment work was underway and had commenced at the start of June. The old kitchen had been stripped out, initial plumbing and electrical works had been carried out and the wall cladding had been installed. The next stage would be the further electrical and plumbing works, leading to flooring, and installation of worktops and appliances.

Town Council staff were carrying out some of the work, with early starts meaning that footpath cutting etc was not being neglected. There was a shortfall in dog patrols pending the appointment of a new officer.

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

F.24 **UPDATE REPORT ON WEDDINGS AND BOOKINGS**

The report giving an update on the level of wedding bookings had been circulated prior to the meeting and was noted. It was reported that the withdrawal of the regular hirer had meant that the Friday night slot which had been reserved for them had missed out on a number of other bookings and so it was noted that although it would hit the booking levels this year, it was hoped that Friday night bookings would increase next year.

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

F.25 **VITAL VENUES – RE-START SUBSCRIPTION**

It was reported that Vital Venues were an organisation which provided training and support for groups running community venues, and with the addition of the Island Centre and an increase in the offer from Vital Venues, it was timely to consider joining them again.

RESOLVED – that the town council renews its subscription with Vital Venues.

F.22 MAINTENANCE PRIORITIES FOR 2015/2016

Members discussed the following suggested priorities for maintenance:

- Damp patch on wall in Mayor's Parlour
- Finish redecoration of the first floor
- Fix the steps and entrance area by the canopy
- Re-varnish heat damaged panels in the concert hall
- Mayors Parlour curtains to be put back to see what they're like.
- Sweeping each morning

RESOLVED – that the maintenance priorities as set out above be carried out in 2015/2016.

F.23 REQUESTS FOR PHONELINE AND WIFI TO THE CONCERT HALL

Deferred to next meeting

F.24 FRIENDS OF THE GUILDHALL AND WORKING ARRANGEMENTS WITH THE TOWN COUNCIL

At the last meeting it had been agreed to raise this for discussion in view of the renewed enthusiasm for membership of the Friends of the Guildhall (FOG) and that with less town councillor representation, the communication links with the group had decreased.

Following discussion, it was

RESOLVED – that a meeting with Friends of the Guildhall be arranged, to seek to work with them more collaboratively, discuss with them the income and expenditure of FOG, and seek to formalise the agreement between the town council and FOG. The Committee Chairman and Vice-Chairman to attend representing the Council.

F.25 SERVICE PLAN MONITORING FIGURES

Deferred to next meeting.

F.26 SERVICE PLAN REVIEW

Deferred to next meeting.

F.27 REPORTS FOR INFORMATION

None.

F.28 **CORRESPONDENCE**

None.

F.29 **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.31 **PUBLIC CONVENIENCES – ALTERNATIVE INCOME OPTIONS** (Paragraph 3)

Following up on a previous recommendation from the committee, Councillors Andrewes and Taylor had discussed with the beach managers the potential for them to fund summer cleaning of the public conveniences. This had not proved possible.

A proposition had been put forward that a toilet block could be taken on by a business, which would bring a potential saving to the town council.

**RECOMMENDED** – to Council that the town council is supportive of the principle of a beach public convenience reverting to Cornwall Council as part of a beach lease arrangements.

F.32 **DATE OF NEXT MEETING**

The next meeting will be held on 10 September 2015

Meeting closed at 10.08 pm

Chairman