

Minutes of the Meeting of the Facilities Committee, St Ives Town Council, held in the Council Chamber, The Guildhall, St Ives on Thursday 3 November 2016 at 7.00pm

PRESENT

Chairman - Councillor T Andrewes

COUNCILLORS

Armstrong M
Chard C
Glanville R
Nicholls C

Parsons A
Tulley R
Williams T

IN ATTENDANCE

Councillor A Mitchell (until 7.45pm)

OFFICERS

Town Clerk
Support Services Manager
Visit St Ives Centre Manager

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

F.188 PUBLIC SPEAKING

None.

F.189 MINUTES

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Facilities Committee meeting held on 6 October 2016.

F.190 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that with a full agenda, it would help if debate and discussion could be kept concise.

F.191 DECLARATION OF MEMBER/OFFICER INTERESTS

Councillor Andrewes declared an Interest in Minute F.201 (Scale of Charges, Guildhall), due to his involvement in the Farmers Market, and withdrew from the meeting during consideration of this item.

F.192 OFFICER'S UPDATE REPORT

Members considered the report updating on actions taken in respect of previous committee decisions.

It was noted that the licence for the Baulking House had yet to be finalised and so it was requested that this matter be attended to.

RESOLVED – that the report be noted and that the action relating to the Baulking House licence / lease be actioned as soon as possible.

F.193 FINANCE REPORT

Members considered in detail the finance report which set out the actual income and expenditure against that budgeted. During these considerations it was noted that:

Guildhall – PRS payments are effectively a control account as money collected is paid to the Performing Rights Society; and weddings income for the next financial year was listed outside the budget report.

Island Centre – an element of the expenditure currently coded to repairs and maintenance was due to be re-coded to the devolution budget line. This was an internal accounting matter and did not impact on the overall Island Centre budget.

Market House – considered the maintenance figure.

VIC – took account of the purchases costs in comparison to the sales figures.

RESOLVED - that the report be noted.

F.194 ISLAND CENTRE

Councillor Mitchell left the meeting during consideration of this item.

1) Update on current uses and hirers

The Support Services Manager presented a report which set out the current uses and hires of the Island Centre, noting that the winter usage had reduced to 12 hours per week, the summer rentals having been largely made up of the market booking.

Alternative uses of the Island Centre were considered. It was noted that to increase use for weddings / receptions, the standard of decoration of the building would need to be improved. If introducing a Licence, then secure storage for alcohol would be needed. The daily rental rates were questioned in relation to running costs.

Ideas for future uses:

To increase use by youngsters – advertise in schools, involve the Youth Council

Consider more options for increasing the use of the building

Need to better promote available spaces for hire (Island Centre and the Guildhall)

Some concern that the craft market was a commercial use and that the intention of taking on the facility was for it to be a community facility. In view of this, there was an argument for restricting the rental periods of the market to encourage new uses, whilst noting that the market brought a steady income.

How to publicise to the local community that the Island Centre was available for hire, and to seek the views of the community on potential uses.

The need to move forward and find new ways to target further income streams, potentially seeking external advice on how best to achieve this.

2) Working budget to year end (including transfer from Island Centre Committee)

It was noted that the purpose of the report was to review the budget and consider the level of maintenance that could be funded to the year end in light of income from hires and the in-year contribution from the Island Centre committee. It was noted that the working budget was currently showing a surplus of £3,924.

RESOLVED - that working budget as set out in the report be adopted as the working budget for the remainder of the year, with the surplus to be reallocated to add to the Repair & Maintenance budget.

3) Update on maintenance carried out and short term maintenance plans

A report setting out the short term maintenance plans had been prepared by the Facilities Manager, setting out some background to the Island Centre building and the improvements needed, the works carried out to date and then setting out the proposed works, with an indication of the number of man-hours required to complete the various works.

During discussion it was noted that the in-house works were set out by the hour rather than costed, as the decision to be made was based on allocating the time of the Facilities Maintenance Officer and inviting views on priorities / preferences.

RESOLVED - that

- 1) The contents of the report be noted
- 2) It be agreed that the works listed at 5.2 to 5.7 of the report be carried out by St Ives Town Council staff on a non-urgent basis
- 3) The Facilities Manager be authorised to commission an independent survey of the roof in order to establish the extent of the required work and its likely cost;
- 4) The Facilities Manager be authorised to seek quotes for the works listed in 6.1.2 and 6.1.3, with a view to having the work carried out as soon as possible; and
- 5) That the Facilities Manager seek quotes for more efficient heating for the building, noting that electric heating will be needed immediately in the first floor rooms where the gas heaters have already been removed. The necessity for thermostat controls and timers was noted, in the interests of energy efficiency and cost saving.

6) Service Plan 2017/2018

A draft service plan for the Island Centre for the coming year had been circulated. During

discussion the following amendments were agreed:

Add: getting information out to schools about the Island Centre as a venue, and to publicise relevant events. Also to specify that one of the youth organisations to work with should be the Youth Council.

Objectives – the commissioning of marketing / PR to be listed as a key **issue** rather than an **objective**.

RESOLVED that the service plan be adopted as amended.

7) Proposed budget 2017/2018

To be considered during the budget setting item later in the agenda.

8) Press launch

Following brief discussion on the need to publicise the fact that the Island Centre was being run by the town council, it was

RESOLVED – that a press launch be held by the end of November, jointly with St John Ambulance if their timescales permitted.

F.195 LIBRARY DEVOLUTION PROGRESS UPDATE AND ITEMS TO BE CONSIDERED BY THE LIBRARY DEVOLUTION WORKING GROUP

The Town Clerk had circulated an update prior to the meeting. The new role of the Facilities Committee as the lead committee on the Library devolution process was noted.

It was reported that a number of building surveys were due to be commissioned and were to be one of the next key steps, along with the others set out in the report.

RESOLVED – that the report be noted and that it be noted that the commissioning of building surveys was one of the next key steps.

F.196 GUILDHALL OPTIONS APPRAISAL – Consideration of timescales for surveys, funding applications and implementation

It was reported that the Council had agreed the recommendations of the Facilities Committee with regard to the next steps in progressing the three options for improvements to the Guildhall (step free access to the first floor, reconfiguration of the toilets and relocating the bar area). The report highlighted the numerous calls on officer time and suggested that the further works to progress these initiatives be deferred until June 2017.

During discussion it was acknowledged that there had been a consensus towards step-free access to

the first floor being a priority and that it would be important to be aware of potential costs in readiness for any funding opportunities that might arise. In view of this, it was

RESOLVED – that the priority be step-free access and so to instruct the Facilities Manager to contact the architect who originally carried out the options appraisal to request them to provide a costing for the step-free access. (The other options to be followed up at a later date.) To include a request that they fully investigate all options for access equipment (including chair lift on the stairs).

F.197 **GUILDHALL – Weddings Update and Suggestions for Service Improvements**

An update report advised on the healthy number of wedding bookings for 2016/17 and those weddings in 2017/18 already booked in advance. Advertising initiatives were noted.

The report also set out the need to invest in the infrastructure which supports the provision of the weddings service, with benefits of meeting client expectations and bringing about efficiencies in staffing resources. The requested items were function chairs, a fridge freezer for catering and table linen.

Members noted the success in generating a higher number of ceremonies at the Guildhall and congratulated the lead officer for weddings and the supporting team.

Function seating

The report set out a recommendation to purchase an additional 60 chairs, of banquet design and for the prime purpose of being used for weddings. At the meeting the point was made the storage would remain an issue unless the new chairs replaced the existing seating in the Council Chamber. Following discussion, it was

RECOMMENDED – to Council that the purchase of function seating (at up to around £40 per chair) be approved, to be funded in this financial year and accepted as an overspend in the Guildhall budget for Miscellaneous Expenses in this Financial Year, in view of the surplus income generated through weddings in the past year.

F.198 **REQUEST TO INCREASE CONTRACTED HOURS WORKED BY THE FACILITIES MAINTENANCE OFFICER**

Members considered the report written by the Facilities Manager, setting out the recommendation to increase the contracted working hours of the Facilities Maintenance Officer to 30 hours per week to meet the requirements of the service.

During discussion it was questioned whether other staff members could support the facilities maintenance function in the winter months.

RESOLVED – that any additional hours worked be funded from the Repairs & Maintenance budget heading, therefore paying town council staff rather than external contractors, with the associated cost savings this was expected to bring. For the accounts, the overspend in staffing should equate to the underspend in Repairs & Maintenance. The Facilities Manager to work out how this will work and how much can afford to be spent.

F.199 REQUEST FOR SECOND VAN FOR USE BY OPERATIONAL STAFF

The report setting out the recommendation for a second van for the workforce, to assist with efficient and effective undertaking of duties.

During discussion the merits and costs of a second van were considered, following which it was

RESOLVED – that this matter shall not proceed at this time.

F.200 VISIT ST IVES – REVIEW OF PREMIUM RATE ENQUIRIES TELEPHONE NUMBER

The Visit St Ives Centre Manager presented his report on the need to review whether to continue to charge for enquiry calls to the information centre.

In addition to considering the cost of providing the line against the income generated. It was noted that other factors included the ability to provide an information service to overseas callers, although it was noted that stopping the charge would likely impact on staff and volunteer time, possibly at the cost to other services.

RESOLVED – that the premium rate line be ceased as soon as possible

F.201 REVIEW OF SCALE OF CHARGES

Councillor Andrewes declared an Interest (daytime rate for concert hall) and withdrew from the meeting during consideration of this item (Guildhall charges).

The Town Clerk presented the report which set out officer recommendations on proposed charges for the coming year, based on running and staffing costs, the aim to encourage a greater use of the council's buildings and the need to generate income to cover the associated running costs.

RECOMMENDED – to Council that:

- Concert Hall and Room Hire rates be approved as set out in the report
- Weddings charges – be delegated to the Town Clerk in consultation with the Chairman and Vice-Chairman of the Committee, to produce a recommendation to Council, evidenced by supporting spreadsheet.
- Wedding Blessings – increase by £10
- Island Centre – fees to remain the same, to continue to encourage use of the building.

F.202 FACILITIES COMMITTEE BUDGET RECOMMENDATIONS TO FINANCE AND GENERAL PURPOSES COMMITTEE/COUNCIL FOR FINANCIAL YEAR 2017/2018

Members considered the draft budget circulated prior to the meeting which had been drafted on the basis of taking into account historic figures, plans and commitments for the coming year.

Noted – Town Clerk is working on another way of showing staff costs in relation to repairs and

maintenance (FMO).

Noted that public conveniences budget would be subject to review, in light of the report on the cleaning regime to be held later in the meeting. Noted also that in the coming financial year the contribution from Cornwall Council was unknown, but would be the amount allocated to refurbishment costs.

VIC – take out the premium line income and expenditure – now agreed to be discontinued.

Library – insert the Option C budget as agreed by Council and add a 10% overhead for management costs.

RESOLVED – to recommend to Council based on the report and the amendments above.

F.203 REFURBISHMENT OF PUBLIC CONVENIENCES – Progress update and planning use of refurbishment remaining budget for 2016/17 and potential recommendation to Council for use of surplus refurbishment funds from 2015/16

The Town Clerk advised that the Facilities Manager had planned to present a verbal update following inspection visits to each of the public conveniences facilities earlier in the week, carried out with advice from the Facilities Maintenance Officer. As the Facilities Manager was not able to be present at the meeting, it was

RESOLVED – that this report be deferred to the next scheduled meeting of this committee.

F.204 EXCLUSION OF 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 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.205 OPTIONS FOR CLEANING SERVICE FOR 2017 – TO INCLUDE A PRESENTATION FROM COUNCILLOR GLANVILLE WITH SUGGESTED ROTA AND COSTINGS FOR IN-HOUSE SERVICE (Paragraph 3)

Councillor Glanville presented a report which set out a working model for potentially bringing the public convenience cleaning function in-house, with an expected improvement in service delivery at a cost of around 10% above the current contractual arrangement. The presentation had been worked up in consultation with a working group including the Facilities Manager, Councillor Andrewes and the Town Clerk.

Councillors thanked Councillor Glanville for his presentation and for all the work that had been put into the calculations, suggested rota and method of working.

During discussion the following points were considered:

- Storage of equipment and consumables
- Would the staff have a base to work from
- Whether there would be a need to build in TUPE implications and HR considerations
- Clarification – agency staff or casual workers
- £1.50 per hour more for chargehand
- How a mix of employed and agency staff might work alongside one another
- Need to test the costings by seeking quotes from external contractors
- Potential for improved service delivery
- Costings would potentially reduce with the proposed redevelopment project at Porthmeor
- Need to build in provision for managing the team (including recruitment, training, supervision)

RECOMMENDED – to Council that the principle be approved to:

- i. Accept the principles behind the approach set out by Cllr Glanville
- ii. Details to be further considered
- iii. And to ensure best value to seek external quotes for carrying out the service to the same specifications
- iv. For the budget to be based on the figures set out in Cllr Glanville’s report as the minimum and subject to possibly further amendment as the initiative progresses.

F.206 DATE OF NEXT MEETING

19 January 2017

F.207 AGENDA ITEMS FOR NEXT MEETING

Three Year Financial Plan

Performance indicators

Meeting closed: 9.40 pm

Chairman