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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 21 January 2016 at 7.00pm

PRESENT

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

COUNCILLORS

Armstrong M	Tulley R
Parsons A	Williams T
Symons J	

OFFICERS

Town Clerk
Assistant Town Clerk
Facilities Manager

APOLOGIES FOR ABSENCE – were received from Councillors C Chard and L Taylor.

PUBLIC SPEAKING

None.

F.101 MINUTES

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Facilities Committee meeting held on 5 November and 19 November 2015.

F.102 CHAIRMAN’S ANNOUNCEMENTS

The Chairman welcomed the newly appointed Facilities Manager to the meeting and to the Council.

Item 7 (1) on the agenda – West Pier public conveniences refurbishment: to be considered as a confidential item.

F.103 DECLARATIONS OF COUNCILLOR / OFFICER INTERESTS

None.

F.104 TOWN CLERKS UPDATE REPORT

Members considered the Town Clerk’s report circulated prior to the meeting. It was noted that Minute F.56 (review of cleaning of public conveniences) would now be able to be actioned following the appointment of a Facilities Manager.

F.105 IMPLEMENTATION OF CHARGING FOR THE USE OF THE SLOOP CAR PARK PUBLIC CONVENIENCES

Members noted the written report circulated by the Facilities Manager. He reported on a recent site meeting to the Sloop public conveniences. Although not an ideal layout, the facility would be able to accommodate a manned charging facility.

There would be some improvements needed to the fabric of the facility to bring it to a standard suitable for non-paying and paid use. These had been logged and would be investigated for suitable actions to bring about the necessary improvements. The funds available for improvements were dependent on the surplus remaining after the West Pier refurbishment works.

It was noted that charging was likely to bring about benefits in use in addition to income revenue generation, including reducing risk of antisocial behaviour and on-site cleaning cover.

For the staffing of the facility, provision would be needed for lone working, cash handling etc.

It was noted that the principle of charging for use of the Sloop public conveniences had previously been approved by Council.

During discussion the following points were covered:

- Bringing the facility to a standard for charging and justifying this by the standard achieved and by the need to cover the costs of running the public conveniences
- Staffing costs would need to be covered before a net income could be generated
- This would be a pilot scheme for this year.
- Agreed with the principle that the staff member who staffs the facility between 10am and 5pm should clean in addition to collecting the payments of 20p.
- The need to implement some improvements as soon as possible
- Considered extending the pilot to cover July, August and September.
- The need for at least two staff members to cover the facility on a rota basis.

RESOLVED – that the pilot scheme be extended to cover the three month period and that the report be noted, with further report to the next meeting.

F.106 PUBLIC CONVENIENCES – SHORT TERM MAINTENANCE PRIORITIES (TO END OF FINANCIAL YEAR) AND NEXT REFURBISHMENT PRIORITIES (2016/2017)

The Facilities Manager reported that during his first week in post he had visited the public conveniences and had received numerous views on how they could be improved. A systematic audit would be carried out to identify the works needed and schedule implementation of repairs, maintenance and improvements.

It was noted that there was a current underspend in the maintenance budget, and that in the next financial year there was £45,000 budgeted for public conveniences refurbishment.

- Disabled public conveniences – better signage to next available disabled public convenience – remove signage to the station car park facility which was no longer in place

- Make it clear the type of door mechanism and whether radar keys are needed
- Grab rails in a cubicle in the main toilet blocks would assist ambulant people who could not access the disabled facility
- Dove Street, Smeatons Pier Gents and Porthmeor were suggested as the next areas of priority for refurbishment.
- A recent visit from a representative from Wallgate had informed of the latest model of this system which might be considered in refurbishment.

RESOLVED – that the report be noted.

F.107 OPTIONS SURVEY FOR ST IVES GUILDHALL

The Facilities Manager made reference to the recent decision of the Council to investigate the options to improve accessibility to all to the first floor of the Guildhall. There had been a request made to Cornwall Council for any documents held which might give a recent history background to options already considered.

Whilst an options survey was to be carried out, the areas suggested for inclusion were:

- access to the first floor;
- improved provision of toilets in the concert hall; and
- recommendations on improvements to the bar area.

Members were invited to comment on whether the above brief was sufficient for the scope of the options survey. Areas added were:

- Storage – already an issue and likely to become more so should the Community Rooms be handed back to Cornwall Council.
- Consultation with building users

As the options survey had previously been agreed by Council, this report and discussion was noted as having given detail to the way to proceed.

F.108 SCALE OF CHARGES – CHARGES FOR WEDDINGS 2016

Members considered the report circulated prior to the meeting and the Clerk advised that the principle behind the proposed new charges for weddings aimed to consolidate the bookings and add-ons into packages to make the booking system more straightforward for couples and for the council. It was agreed that the pricing be reviewed before final approval, in the context of comparisons with other similar venues and in relation to the costs of providing the service.

Comments:

- The wish to continue to provide a basic room hire option for couples who did not need an additional package approach
- Suggestions that the brochure layout be reviewed to avoid repetition
- Considered whether an increase in charges might reduce the number of weddings booked
- The need for consistency in pricing

Councillors Williams advised that she had some suggested amendments to the wording of the brochure and would be happy to share these with the Clerical Assistant as they did not need to be discussed in the meeting. Similarly, the Facilities Manager advised of his background in writing marketing information and Members agreed to his offer to assist with the wording of the

brochure.

RESOLVED – that the principle of a package approach to weddings charges be approved and for further report with reviewed costings to be presented to the next meeting, and for the Clerical Assistant to be thanked for preparing the draft brochure and charges.

F.109 **LEASE OF SMALL OFFICE AT THE ISLAND CENTRE**

Members were advised of a valuation provided by a commercial estate agent and agreed that the smaller office on the first floor of the Island Centre should be leased at the rate set out in the agent's recommendation.

It was noted that the terms of the sub-lease would need to be aligned with the head lease, including break clauses.

RESOLVED – that the office be advertised by the town council at the rate of £2,000 plus service charge of £380, using advert in the local press, word of mouth and website.

F.110 **ACCESS AUDITS AND INFORMATION WITHIN TOWN COUNCIL OWNED FACILITIES**

Councillor Armstrong presented a suggested format for an access checklist which could be used for all town council facilities and would help to ensure adherence to the accessibility legislation requirements and would by its nature enable facilities to be able to be used by as many people as possible.

Members agreed that this was a good idea and would be most beneficial if assisted in the checks by a representative from Disability Cornwall, and could be useful information to be available on the town council website.

RECOMMENDED – to Council that use of the Access Checklist be approved as policy for use to evaluate accessibility to all town council facilities.

F.111 **FRIENDS OF THE GUILDHALL FUNDING APPLICATION FOR SOUND EQUIPMENT FOR THE CONCERT HALL**

Councillor Andrewes reported that the Friends of the Guildhall (FOG) had a proposal to apply for funding for PA / sound equipment for the concert hall on the principle that the sound system would be available for hall hirers to hire directly from FOG.

The grant funders required an assurance about the tenure of the equipment at the Guildhall and so a formal letter of agreement would be required.

During discussion it was stated that it would be necessary for FOG to have insurance cover for the equipment and its use.

RESOLVED – that the council agree to a formal agreement with FOG for the proposed PA equipment, subject to agreement of the equipment to be installed and its storage arrangements.

F.112 **FINANCE REPORTS**

Members considered the finance reports circulated by the Town Clerk prior to the meeting. A question was raised regarding the apparent overspend on utilities for public conveniences. The Clerk advised that the figures would be subject to some change when invoices to Cornwall Council for shared utilities had been sent, and that there might be need to review the figures in the context of annual accruals.

When considering the finance report for the Island Centre, the Chairman thanked the Assistant Town Clerk for generating such a good level of usage and income.

RESOLVED – that the report be noted and that a report on the costs of utilities against budget for utilities, public conveniences be presented to the next meeting of this committee.

F.113 **THREE YEAR FORWARD FINANCIAL PLAN**

The Clerk had circulated a template for a three year forward financial plan and the accompanying report set out the purpose of the plan to guide the council's budgeting and strategic planning in terms of ongoing and new projects and services, and the allocation of capital and revenue funds available. The plan would be a tool to assist budget setting and forward financial planning.

Councillor Andrews set out the principle that the key considerations would be considered at this meeting to enable officers to populate the template with provisional figures which would be presented to the next meeting of this committee. As each committee would be carrying out a similar exercise, the overall plan for the council for the coming three years would be constructed.

Guildhall

- would look to see the deficit going down in the next three years – though buildings options survey etc likely to generate works, and the need to budget for a potential replacement heating system
- Comfortable with continuing about the same level of subsidy

Visitor Information Centre

- Operating at around the break even level
- factors on the horizon which could affect finances included the website, joint working, etc
- need to include internal recharges for rent and accounts support
- Noted that the Information Centre was operating very well financially in comparison with other council run information centres in Cornwall.
- continue and aim for improvement to meet full cost of providing the service (including recharges)

Public Conveniences

- the need to invest in refurbishment which will be needed over the next few years
- further investigation into options available for income generation / sponsorship / investment by businesses
- continuing to invest in refurbishment and investigate income generating options

Island Centre

- as per financial plan.

RESOLVED – that the principles set out above guide officers in drafting figures for the three year forward financial plan, for report to the next meeting of this committee.

F.114 SERVICE PLAN MONITORING REPORTS

The Clerk apologised that the service plan monitoring reports were not available for this meeting. It was agreed that it would be essential to have the monitoring information available for the next meeting when the Service Plans would be reviewed.

F.115 REPORTS FOR INFORMATION

ISLAND CENTRE UPDATE

The Clerk updated on the response awaited from the Judo Club to enable the next steps in finalising the lease to take place.

RESOLVED – that the report be noted.

F.116 CORRESPONDENCE

None.

F.117 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.118 CONFIDENTIAL REPORTS FOR DECISION

REFURBISHMENT OF WEST PIER PUBLIC CONVENIENCES (Paragraph 3)

Councillor Andrewes reported that it had been agreed at the last meeting to carry out the refurbishment of the public conveniences at West Pier and so the purpose of the report submitted by the Devolution Project Manager was to seek approval for the amended works specification and for the appointment of a contractor to carry out the works.

The written report set out the background information relating to the efforts made to seek quotes from a variety of contractors, considerations relating to the revised specifications and a copy of the one quote received to date.

A summary of the proposed works was given:

Removal of suspended ceilings

Removal of brick cubicles and replace with modular toilet cubicles
Replace Wallgate handwash units with new units
Rather than tiling, to paint the floor in the gents (needing to be a heavy duty paint and able to adhere to the existing flooring)
Grab rails to assist people with limited mobility could be included in a cubicle next to a wall (need a sign on the door to indicate)

It was noted that the Financial Regulations of the town council required three written quotes to be obtained. As it had only been possible to secure a quote from one company, the decision on the awarding of the contract would need to be referred to Council if it would be necessary to suspend Financial Regulations should the Council agree that all reasonable efforts had been made to seek three quotes.

RECOMMENDED – to Council that the quote circulated be accepted and for the contractor to be appointed to carry out the works to the agreed deadline, subject to agreement that all reasonable steps had been taken to secure three quotes and so it would be justifiable to suspend Financial Regulation 18.1(h) on this occasion

F.120 DATE OF NEXT MEETING

17 March 2016

F.121 AGENDA ITEMS FOR NEXT MEETING

- Review of Service Plans
- Performance indicator review

Meeting closed at 8.49 pm

Chairman