

Minutes of the Meeting of the Facilities Committee, St Ives Town Council, held in the Council Chamber, The Guildhall, St Ives on Thursday 2 November 2017 at 7.00pm

PRESENT

Chairman - Councillor T Andrewes  
Vice-Chairman – Councillor R Glanville

COUNCILLORS

Griffin J	Tanner J
Harris A	Tanner S
Henry R (until 8.15 pm)	Tulley R
Lait R (until 8.54 pm)	Williams T
Nicholls C	
Symons J	

OFFICERS

Town Clerk  
Facilities Manager  
Visit St Ives Information Centre Manager

APOLOGIES FOR ABSENCE – none.

F.35 MINUTES

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Facilities Committee meeting held on 7 September 2017.

F.36 CHAIRMAN'S ANNOUNCEMENTS

Cornwall Council had responded to a question raised about double taxation, which would be considered as part of the report on the transfer of the Library.

As the draft committee budget proposals had been tabled at the meeting, this committee item deferred to the adjourned meeting to be held on Monday 6 November after the Council meeting to enable sufficient time for full consideration of it.

The Chairman was pleased to note that the majority of reports had been circulated with the agenda papers, and particularly pleased that the paperwork had been page numbered and was easy to navigate.

F.37 DECLARATIONS OF MEMBER/OFFICER INTERESTS

Councillor Andrewes declared an interest in agenda item 7.4 (Scale of Charges) as organiser of the Farmers Market, and withdrew from the meeting during consideration of this item.

F.38 OFFICERS' UPDATE REPORT

F.20 – Councillor Glanville requested a sign to make it clear that the Longstone Cemetery toilet was open as a public convenience. The Facilities Manager gave an undertaking to do so, and apologised

that this had not been actioned. He further explained that a footfall counter had been installed but had proved impossible to calibrate to any degree of accuracy.

F.25 – in response to a question about Smeaton’s women’s toilets, the Town Clerk clarified that an insurance claim would be made to cover the cost of the works, noting that the outcome of the claim was not yet known.

F.39 PUBLIC CONVENIENCES REFURBISHMENT PROGRAMME

At the meeting of this committee on 7 September, the principle of carrying out a range of refurbishment works across a number of toilet blocks, and not to proceed with a single refurbishment of Dove Street public conveniences, had been agreed. The report circulated set out the list of identified works proposed to be carried out. The Facilities Manager clarified that Appendix A (the list of proposed works) should also include ventilation for West Pier public conveniences.

Costs for the works were being researched and officers would ensure that the works carried out would fall within the approved funding allocation.

The Facilities Manager undertook to maximise the work done by town council staff rather than external contractors. As much as possible of the work will be done over the winter months.

RESOLVED – that the Facilities Manager is authorised to proceed to commission the works as set out in the report, with the addition of ventilation improvements at West Pier public conveniences, utilising the budget provision for refurbishment works, repairs and maintenance and the earmarked reserves allocated to public conveniences refurbishment (as previously delegated to this committee).

F.40 LIBRARY DEVOLUTION UPDATE

The Committee considered the Facilities Manager’s report, which updated it on the activity of the Task and Finish Group and included a proposed plan showing the location of the integrated VIC and information desk.

A response from Cornwall Council with regard to the request from the town council for compensation in relation to double taxation was considered. During discussion the following points were considered:

- Cornwall Council should give some compensation to cover the costs incurred through double taxation in relation to the library and information service
- Design works should be considered while there was still uncertainty relating to the transfer contract terms
- 1 April 2018 should continue to be considered the transfer date, noting that more time was needed to negotiate key contract terms and so the date could be reviewed, if required by the town council.
- Strong community involvement and consultation with the Library Group should continue.
- Momentum on the project should be maintained to minimise the impact of delays on staff morale
- Approval that the floorplans had been consulted upon with the Library Group and the

- managers of each of the Library and Visitor Information services
- Council needed to know that the committee fully supported the project and would welcome budget allocation for this
  - Designers engaged to provide a scheme should do so on a ‘no win, no fee’ basis
  - Concern expressed that the proposed layout would mean people walking through a shop space to reach the library area.

**RESOLVED** – that

- 1) An urgent meeting should be held between the Portfolio Holder at Cornwall Council and the Task and Finish Group to further negotiations on the points of issue (primarily the building works to be carried out by Cornwall Council before transfer and the double taxation issue)
- 2) The council should not commit funds on the redesign of the ground floor until the above issues have been satisfactorily resolved with Cornwall Council
- 3) Officers should draw up a brief for the redesign of the retail and information area of the library for approval by the Task and Finish Group

**RECOMMENDED** – to Council that

- 1) Up to £25,000 be vired from the Library & Information Service budget 2017/2018 for the redesign and refurbishment of the retail and information area of the library, if the town council receives a satisfactory response from Cornwall Council.

F.41 **UPDATE ON EFFORTS TO INCREASE THE USE OF THE TOWN COUNCIL’S COMMUNITY BUILDINGS**

The report circulated prior to the meeting advised members on the council’s approach to marketing buildings to date, and asked members to comment on a proposed open day, the use of social media and the need to engage experts to advise on how the buildings might be marketed.

During discussion the following points were considered:

- The open day should be deferred until after the refurbishment works are completed
- It is unnecessary to outsource expertise to increase the use of the community buildings. Officers maintained that, in relation to the concert hall in particular, there is a need for professional input to establish the best way to promote the hall as a venue nationally.
- Local marketing should include contacting community organisations, posting hiring information on noticeboards, press releases and the use of social media.
- A vision and long-term plan are required to increase income, with the potential for the Island Centre to become a cultural attribute to the town.
- The concert hall has great potential as a venue for concerts and shows.

**RESOLVED** – that

- 1) The various marketing and halls promotion methods identified at this meeting and the last, should be implemented, with social media and website development being the priority areas on which to focus efforts
- 2) To set up a working group to help direct the work of officers in implementing the promotions work.

Working group volunteers: Councillors Williams, Andrewes, S Tanner. It was agreed that non-committee members would be invited to join the working group if they wished.

F.42 REVIEW OF THE SCALE OF CHARGES

Councillor Andrewes declared an interest in this item as organiser of the Farmers Market, and withdrew from the meeting during consideration of the charges for the hire of the concert hall. Councillor Glanville chaired this element of the meeting.

The Clerk's report explained officers' thinking in relation to proposed increases in the cost of using council facilities, with the overwhelming need being to at least ensure that income matched the cost of providing the facilities and services.

Following discussion, it was

RESOLVED – that

Hire of Concert Hall and Guildhall:

- 1) Approved as set out in the report, with the exception that:
  - a. morning and afternoon rates for the hire of the concert hall should be retained at a cost of £85 per session

Councillor Andrewes resumed the chair for the remainder of the meeting.

Visitor Information Centre:

- 2) Approved as set out in the report, with the exception of:
  - a. Left luggage - £3
  - b. Shelf hire – continue at current charge levels.

Guildhall Weddings and Island Chapel Blessings:

- 3) Approved as set out in the report, with the exception of:
  - a. Concert hall charges – to be deferred to the adjourned section of this meeting, to enable options to be reported upon

Island Centre:

- 4) Charges to be deferred to the adjourned section of this meeting, to enable options to be reported upon
- 5) Hirers to be advised that to help keep costs down, caretakers would no longer set up and pack up tables etc for the room hires.

F.43 FINANCE REPORT

The Town Clerk's report was considered. It was noted that the public conveniences income needed correction as the income total figure had not been updated after the adjustment of £50,000 had been made.

With regard to the income from funders toward the festoon lights, it was reported that there was a final balancing invoice to be sent to BID and copied to the Decorative Lights Association in order to secure their final payments. The invoice calculation was under review due to the need to ensure that the VAT calculation is correct. As this is a specialist area, external advice has been sought.

RESOLVED – that the report be noted.

F.44 BUDGET PROPOSALS FOR 2018/19

As the draft budget figures had been tabled at the meeting, it was

RESOLVED – that this item be deferred to the adjourned element of the meeting on Monday 6 November 2018.

F.45 REPORTS FOR INFORMATION

Fire Safety at the Guildhall – update – *noted*

Repair and maintenance works at the Guildhall – *noted*

Update on the 2018 Visit St Ives Guide

*Questions raised:*

- *VIC – brochure distribution – throughout West Cornwall, Cornwall and Devon. VIC Manager to request a report from the distribution company to confirm the distribution area covered and report back. Reported that individual brochures are sent out on request, around the world.*
- *VIC brochure – suggested that this could be subject to review, pending clarification on the return and costs involved*

Update on the combined St Ives website – *noted*

Christmas and New Year VIC opening times – *noted*

Sloop Toilet Half-Term Opening – *noted*.

F.46 CORRESPONDENCE

None.

F.47 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 the 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.48 Councillor Lait left the meeting at this point.

F.49 STEP - FREE ACCESS TO THE FIRST FLOOR OF THE GUILDHALL (Paragraph 3)

The report reminded members of the recent history of this project. Quotes had now been received for the stair lifts and through-floor lifts to the first floor. The narrowness of the returns on the staircase meant that a platform stairlift could not be installed.

Members noted that through-floor lifts worked well in other buildings. Some councillors felt that the benefit of such a lift did not match the outlay. Others felt that providing all users of the building with the same level of access is essential, and noted that some funding might be available from the Big Lottery Fund. Councillor Griffin said that the cost of maintenance had not yet been taken into account, and would have to be budgeted for.

RESOLVED –

That the through-floor lift option be adopted and pursued by the Facilities Manager, and budgeted for appropriately.

That the Facilities Manager establish the maintenance costs and bring them to the deferred element of the meeting.

F.50 PUBLIC CONVENIENCES CLEANING CONTRACT (Paragraph 3)

The Facilities Manager's report updated members on actions taken since the last meeting. It confirmed that the preferred provider had withdrawn from delivering the contract, and gave four options for the council to consider. Councillor Harris said that he felt that Council had already given its opinion on the matter and felt that it should not have been subsequently referred back to this committee. The Facilities Manager confirmed that the second-best option (Cormac) had confirmed that its price would stand until January.

F.51 REDEVELOPMENT OF PORTHMEOR CAR PARK PUBLIC CONVENIENCES-UPDATE (Paragraph 3)

The Facilities Manager reported that builders are now on site, erecting fences and preparing for the demolition and rebuild. He reported that they had advised the council just prior to commencing operations that that they could not safely install that a temporary, disabled public convenience in the compound. Discussions between officers and the Facilities Committee Chairman had concluded that, pragmatically, the project should proceed without the public convenience in situ, while noting with regret the inconvenience this would cause. Members noted that the legal points would be subject to report to be presented at the additional meeting of the Council called for Monday 6 November 2018.

RESOLVED – that the council's requirement that the Saints Board Riders should provide a temporary toilet during the construction of the new toilets is rescinded.

F.52 DATE OF NEXT MEETING

The next meeting will be held on 18 January 2018.