

Minutes of the Reconvened Meeting of the Facilities Committee, St Ives Town Council, held in the Council Chamber, The Guildhall, St Ives on Monday 6 November 2017 at 7.30pm

PRESENT

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

COUNCILLORS

Griffin J	Tanner J
Harris A	Tanner S
Henry R	Tulley R
Lait R	Williams T
Nicholls C	
Symons J	

OFFICERS

Town Clerk

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Harris, S Tanner and R Tulley

F.53 MINUTES

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Facilities Committee meeting held on 2 November 2017.

F.54 DECLARATIONS OF MEMBER/OFFICER INTERESTS

None.

F.55 REVIEW OF THE SCALE OF CHARGES

Members were reminded that the proposed scale of charges for 2018/2019 had been circulate with the agenda papers for the original 2 November meeting of this committee. At that time, the wedding charges and charges for the Island Centre had been deferred, pending further work by officers.

The Town Clerk presented the draft charges for wedding hires and packages for the coming year, explaining that officers had calculated the core costs involved and the room hire income to be generated from each hire. Having built in provision to cover staff costs and building running costs, Members were advised that the draft figures circulated should be considered the minimum required to cover the costs and generate a net income from wedding bookings. Members considered the charges and agreed that they continued to represent good value and meant that the Guildhall was an affordable venue for couples wishing to marry in St Ives.

During discussion, Members were advised that the day rate for wedding hires of the concert hall could be removed as, in practice, these hires had been for ceremonies followed by reception and so would require the weekend hire rate, including set up time on Friday afternoons and clear up time on Sunday mornings.

RESOLVED – that the wedding charges be approved and adopted as printed, with the omission of the day rate charge for concert hall weddings.

As further consideration was required in order to develop proposed rates for the Island Centre, it was

RESOLVED - that the charges for the Island Centre be an agenda item for the next scheduled meeting of the Facilities Committee.

F.56 BUDGET PROPOSAL FOR 2018/2019

The report circulated prior to the meeting set out the draft budget proposals for the cost centres which fall within the remit of this committee. The report had been prepared by the Town Clerk and had been circulated to Service Managers and the Committee Chairman for input prior to the meeting.

During the meeting, the following points were considered:

- The adjustments made to the business rates figures in view of the move of the Visitor Information Centre to the library
- Setting out the budgets for the library service and the Visitor Information Centre alongside each other, ready to integrate the figures at the time of integrating the services
- Whether to build in providing for purchase or lease of the ladies toilets on the ground floor of the Guildhall, which were intended to be purchased as the lease was not understood to be an option
- The need to include a figure for the purchase of the Guildhall toilets
- Repair and maintenance budgets had been reduced for various buildings, with the funds instead allocated to staff costs in the Facilities cost centre, to help fund additional hours to be worked by the Facilities Maintenance Officer, pending a review of that post
- Noted that the projected increase in counter sales figures for the Visitor Information Centre was difficult to quantify pending the integration of the service into the library
- Noted the need for strong stock control in the Visitor Information Centre
- Questioned the budgeted figure for purchases in the VIC cost centre
- Noted the loss of car park levy income in the coming year
- Questioned the calculation of the rental income for Market House
- Uniforms budget line renames as ‘workwear’

It was noted that the increase in Facilities Management staff costs related to the full costs of the Amenities Officer being allocated to this budget line (previously falling under Services and Projects under the Community & Environment Committee) and that provision had been made for the Facilities Maintenance Officer post to become full-time.

RESOLVED – that the committee budget be recommended to the Finance & General Purposes Committee, as set out in the written report.