



ST. IVES TOWN COUNCIL

The Guildhall
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St. Ives
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Tel: (01736) 797840

Our Ref: LD/Facilities/ag
Your Ref:
Ask for: Louise Dowe
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Date: 12 January 2016

Dear Councillor

FACILITIES COMMITTEE – 19 JANUARY 2017 **IN THE COMMITTEE ROOM, THE GUILDHALL, ST IVES**

You are given notice that the Facilities Committee meeting to be held in the Committee Room at St Ives Guildhall on Thursday 19 January, commencing at 7.00pm.

Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business set out in the Agenda attached. Please note that Councillors who are not members of this committee are entitled to attend if they wish to do so, and may be permitted by the Committee Chairman to speak.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of St Ives Town Council's procedure for the recording of meetings is available on the website, or from the Clerk's office on request.

Louise Dowe
Town Clerk

To: All Councillors, **Facilities Manager, Support Services Manager & Visit St Ives Management Team (2 copies)**
Press
Cornwall Councillor Mrs E M Penhaligon
Community Link Officer – Vanessa Luckwell

Membership of Facilities Committee

Chairman -	Councillor T Andrewes		
Vice-Chairman -	Councillor S Tanner		
Town Mayor and Deputy	Town Mayor (ex officio, voting members)		
and Councillors:	Armstrong M	Parsons A	Tulley R
	Chard C	Symons J	Williams T
	Glanville R		

If you consider yourself to be a person with a disability and need further information about the suitability of the venue, please phone (01736) 797840.

FACILITIES COMMITTEE MEETING – 19 JANUARY 2017

AGENDA

1. Apologies for absence

2. Public Speaking

3. Minutes

To pass the following resolution:

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Facilities Committee meeting held on 3 November 2016 (*copy previously circulated*).

4. Chairman's Announcements

5. Declarations of Member / Officer Interests

6. Officer's Update Report

Report attached.

7. Items for Decision

- (1) Finance Report (including monitoring of Island Centre budget against the revised budget agreed at last meeting – including contribution from building handover)

Update budget monitoring report accordingly – resolution from last meeting:
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.

Finance Report to include the manager's comments – VIC projected overspend /steps to be taken.

- (2) Public Conveniences:

- **Refurbishment** (deferred from last meeting) – progress update and planned use of remaining refurbishment budget for 2016/17 and potential recommendation to Council for use of surplus refurbishment funds from 2015/16
 - Costs of Smeatons womens
 - Insurance claim?
 - Updates on Dove St and Smeatons Gents
 - PC and Scott – walkabout with list of works to be carried out
 - **Me – check budget (15/16, smeatons womens, this years, what's committed to date – Dove and Sm Gents)**
 -

- **Options for cleaning service for 2017** (agreed at last meeting to accept the principles behind approach set out by RG, further consider details, external quotes to same specifications, budget to be agreed by Council.

Longstone Cemetery – opening of toilet to the public recommendation to December Council (approved): *That St Ives Town Council instructs the Chairman of Devolution and the Town Clerk to make contact with Cornwall Council (Officers name, contact number and e mail supplied) and agree the timing and tenancy at will for the opening of the toilets at Lonstone Cemetery to the general public. There is no reason not have a target date of 2nd March 2017 for the commencement of this service.*

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(2) Guildhall:

- **Step Free Access to First Floor** - Not enough in budget for Ward Williams lift assessment work (£1,500 fee and £850 remaining in professional fees budget. Committee asked whether to vire across from eg repairs & maintenance, seek to draw from reserves, or postpone until next year with remaining funds in professional fees to be brought forward to 2017.18 ?)
- **Weddings – scale of charges 2017/2018**
- **Service Plan priority (agreed in March) – improve promotion of the concert hall, especially web-presence, social media, etc**

(2) Island Centre

- a) Potential uses and income streams to be investigated
 - a. Agreed at last meeting – information out via schools and the Youth Council about the Island Centre as a venue
- b) Update on maintenance
 - a. From report to last meeting:
 - i. Non-urgent: hallway, women’s toilet, kitchen, men’s toilet, stairs
 - ii. Findings of survey on roof
 - iii. Quotes / works on windows (6.1.2) and soffits, guttering, fascias and downpipes (6.1.3)
 - iv. Quotes for more efficient heating for the building
- c) Press launch
- d) Marketing / PR (an objective of the 2017/2018 service plan)

(3) Library Devolution progress update and items to be considered by the Library Devolution Working Group

(4)

(5)

(6)

(7)

(8)

(9) Review of Scale of Charges

(10)

8. **Reports for Information**

(1)

9. **Correspondence**

None.

10. **Exclusion of the press and public**

To consider passing the following resolution:

“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 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.

11. **Confidential reports for decision**

(1)

12. **Confidential reports for information**

None.

13. **Date of next meeting**

19 January 2017

14. **Agenda items for next meeting**

Three Year Financial Plan

Performance indicators