

Minutes of the Meeting of the Facilities Committee, St Ives Town Council, held in the Committee Room, The Guildhall, St Ives on Thursday 19 January 2017 at 7.00pm

PRESENT

Chairman - Councillor T Andrewes

COUNCILLORS

Armstrong M
Chard C
Glanville R
Nicholls C
Parsons A

Symons J
Taylor L
Tulley R
Williams T

IN ATTENDANCE

Councillor A Mitchell

OFFICERS

Town Clerk
Facilities Manager

APOLOGIES FOR ABSENCE – were received from Councillor S Tanner.

F.208 PUBLIC SPEAKING

None.

F.209 MINUTES

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Facilities Committee meeting held on 3 November 2016.

F.210 CHAIRMAN'S ANNOUNCEMENTS

None.

F.211 DECLARATION OF MEMBER/OFFICER INTERESTS

None.

F.213 OFFICER'S UPDATE REPORT

Members considered the report circulated and noted the following points:

- Huers Hut – it was noted that the new agreement excludes maintenance
- Step free access had been previously agreed and it was noted that this was funded via the professional fees budget, including carry forward from the previous year.

RESOLVED – that the report be noted.

F.214 **PUBLIC CONVENIENCES – REFURBISHMENT UPDATE**

Members considered the report circulated which set out the refurbishment works identified to be carried out at Porthminster, West Pier, the Sloop car park, Smeatons Ladies and Porthgwidden disabled public conveniences.

It was reported that the planned redevelopment of Porthmeor public toilets has been deferred until November 2017 and so the town council would continue to be responsible for running them for the coming months, and so would need to reconsider plans for cleaning provision and also consider the need for refurbishment works.

Porthmeor public conveniences

With regard to Porthmeor public toilets, the Facilities Manager reported that there were some minor works which could be carried out by the Facilities Maintenance Officer, along with the Facilities officers carrying out a deep clean.

It was noted that as the budget for the coming year had been agreed, the continued running of the Porthmeor public toilets would show as an overspend of approximately £11,000. It was suggested that to reduce this overspend, a saving could be achieved by only opening the disabled unit.

Smeatons Ladies

In noting the report on the remedial works carried out following water damage, it was noted that an insurance claim was due to be submitted. The Facilities Manager outlined the circumstances in which the damage had occurred (advising that jet washing in other toilets in the town had not caused similar damage) and the steps taken since by town council staff to minimise the costs to the council whilst ensuring that the public toilets were re-open for New Years Eve.

There was discussion for future consideration, whether jet washing was an appropriate means of deep cleaning public conveniences in future.

Tendering process

Companies had been invited to submit tenders for the refurbishment works, with the tender including provision which aimed to ensure that the facilities would be re-open ready for the main season.

Charging

It was reported that in line with the council's aim to charge for public conveniences, it was intended to install charging mechanisms at Dove Street once the refurbishment was complete. For any future installation of charging at other locations, refurbishment plans needed to bring them to a standard where charging could be justified.

On more general topics, Councillor Mitchell reiterated the offer from Falmouth Town Council for councillors/officers to visit to learn from their experiences with public toilets and charging and expressed concern at the potential budget overspend due to the change in plan for Porthmeor public

toilets. It was noted that with regard to all the beach toilets there had been previous discussions with neighbouring businesses whether they would be interested in taking on the running of the toilets adjacent to their facilities and it was agreed that it would be beneficial to contact them again to ask whether they would consider running a facility in return for a contribution from the town council.

RESOLVED - that

1. the refurbishment works as set out in the report be approved to be carried out within the refurbishment budget;
2. Council approve the carry forward of underspend from 2015/2016 and 2016/2017 refurbishment budgets as earmarked reserves for public conveniences refurbishment in 2017/18, with the control of this earmarked reserve to be delegated to the Facilities Committee;
3. income from charging be ring-fenced for use on maintaining and improving public conveniences; and
4. the minimum level of refurbishment works advised by the Facilities Manager at the meeting be carried out to maintain the Porthmeor car park public conveniences to an acceptable standard for the coming season.

F.215 PUBLIC CONVENIENCES – OPTIONS FOR CLEANING 2017/2018

Members considered the report circulated, including the draft tender documents which the Facilities Manager introduced as being presented for consideration and comment, with a further revision to be circulated to the next scheduled meeting of this committee.

It was noted that an amendment was required to paragraph 29 as the proposed cleaning regime needs to be revised to reflect Councillor Glanville's proposal as approved in principle by Council (ie 5 cleans on a 3 hourly basis in the summer and 2 cleans in the winter.)

A question was raised around the format of the draft tender document, whether it was too formal and might exclude a small-scale operator from attempting to tender, based on the last tendering round where it was found that only medium and larger companies submitted bids. There was a wish expressed that smaller scale, local operators who might be expected to take pride in the public conveniences in the town.

With further discussion, it was noted that a balance needed to be struck, ensuring that a company that takes up the contract had the knowledge, capacity and logistics in place to fulfil the contract requirements for a significant cleaning contract in terms of finance and the need to meet the heavy footfall in the summer months in particular.

The Facilities Manager advised that a detailed tender document would help to ensure that any companies submitting a bid will consider and submit all relevant information.

Porthmeor public toilets cleaning: it was noted that it was only expected for this facility to be cleaned for the 2017 season, before it's redevelopment, and so it was agreed to include the facility within the tender specification on this basis.

With regard to the timing of a new contract, it was noted that it would be difficult and unwise to transfer the contract in the peak season and that there was a higher risk of failure if it was attempted to issue tender and award a contract to be implemented between Easter and the peak season, partly taking into account existing officer workloads, and to give the opportunity for an in-house option

to also be considered.

It was further noted that TUPE provisions should be included in the tender documentation.

RESOLVED – that

- 1) the report be noted;
- 2) the comments raised during the meeting relating to the draft tender documentation be taken into account by offices when preparing the final documents;
- 3) Porthmeor car park public conveniences be included in the tender, noting that they were expected to be included in the cleaning schedule for the 2017 season only;
- 4) beach operators be approached to determine whether they would consider taking on the cleaning of the public conveniences adjacent to their facilities on a paid basis during the summer;
- 5) to finalise and issue the invitation to tender documentation for the next scheduled meeting of this committee, to enable issue of the papers before May for a definite last possible start date for the implementation of the new cleaning contract of 1 October 2017; and
- 6) to open negotiations with the existing contractor to improve the cleaning provision under the current contract in line with the approved budget for 2017/2018.

F.216 LONGSTONE CEMETRY – OPENING OF TOILET TO THE PUBLIC

Following the Council decision to take on the Longstone Cemetery toilet under a tenancy at will, to enable the facility to be open as a public convenience, Members considered the report which sought approval for the proposed actions of officers for implementation.

During discussion it was noted that the costing of £1,300 per annum for providing this service had been based on the method of calculating costs understood to be used by the council's current cleaning contractors.

RESOLVED – that

1. Officers be authorised to proceed with the opening of the toilets for public use, assuming successful discussions with Cornwall Council and the completion of legal documents;
2. delegate to the Town Clerk in consultation with the Chairmen of Facilities and Finance & General Purposes Committees to agree the appropriate form of legal agreement with Cornwall Council to sign up to, to enable the use of the toilets by the public; and
3. approve the commissioning of the cleaning of the toilets by Cormac, to continue until the signing of a new public conveniences cleaning contract.

F.217 REVIEW OF SCALE OF CHARGES 2017/2018 – WEDDING CHARGES

The Town Clerk presented the report on the proposed charges for weddings for the coming financial year. The charges had been calculated taking into account all relevant factors, including the room hire income to be achieved, income budget targets, covering all costs (including staff time),

affordability and value for money for the hirer, comparative rates from similar venues, and experience of bookings and feedback to date.

The written report containing the proposed charges was circulated. During discussion on this report, staff were thanked for the work put into developing the charging structure and for the achievements in growth of the number of wedding ceremonies held at the Guildhall. Clarification was sought on the inclusion of champagne in some of the wedding packages, the inclusion of door security costs within the overall package charge, and the need to stress for hirers the time at which music was required to cease at evening functions.

RESOLVED – that the wedding charges for 2017/2018 as set out in the report be approved, with the costs for evening functions to include door security provision until midnight and then for the hourly rate charged after midnight to achieve the basic £70 overrun charge and an additional charge to cover the hourly rate for door security staff after that time.

F.218 **LIBRARY DEVOLUTION PROGRESS UPDATE AND ITEMS TO BE CONSIDERED BY THE LIBRARY DEVOLUTION WORKING GROUP**

Members considered the report circulated. Councillor Andrewes reported that at the Library Group meeting earlier in the week the draft terms of reference for the partnership agreement was agreed.

RESOLVED – that the report be noted.

F.219 **FINANCE REPORT**

The Town Clerk presented the written finance report circulated. During discussion the following points were raised:

- i. the need to finalise the bar receipt income from the 2016 September Festival
- ii. noted that income from hire of the Council Chamber and Committee had fallen following the loss of a regular booking
- iii. questioned why the Guildhall staff costs are in line with budgeted although the income for hire of the concert hall is not achieving the level budgeted (noting that wedding bookings had increased and so should be taken into account)
- iv. a suggestion by Councillor Taylor that the first floor of the Market House could be made more accessible to enable its historic details to be appreciated – this was requested to be an agenda item for the next scheduled meeting of this committee
- v. there was concern that the counter sales and commission income for the VIC was below the budgeted target figure and that expenditure would exceed that budgeted by the year end, there was some concern at the number of memberships achieved, and it was noted that the staff costs expenditure was high against that budgeted.
- vi. With regard to the budget for the VIC, there was discussion around how best to adhere to the budget for the year, noting that the managers had been advised to limit the purchasing spend to the end of the year.
- vii. Overspend from the VIC budget would be drawn from the VIC Earmarked Reserve which had been built up from the surplus from previous years – to be subject to report to the next scheduled meeting of this committee.

RESOLVED – that the finance report be noted.

F.220 GUILDHALL – STEP FREE ACCESS TO FIRST FLOOR

Members received a written report for information updating on the commissioning of a feasibility study, with budget costings, for the introduction of step free access to the first floor of the Guildhall, to include consideration of the option of a wheelchair lift.

RESOLVED – that the report be noted.

F.221 ISLAND CENTRE – UPDATE ON TENANCIES AND WORKS

Members received a written report for information updating on the completed tenancies at the Island Centre, the additional works carried out to enable the incoming tenants to take up occupation, and plans to commission a survey of the roof and quotes for refurbishment of external woodwork, guttering, etc.

RESOLVED – that the report be noted.

F.223 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 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.224 DATE OF NEXT MEETING

16 March 2017

F.226 AGENDA ITEMS FOR NEXT MEETING

Three Year Financial Plan

Performance indicators