

Minutes of the Meeting of the Facilities Committee, St Ives Town Council, held in the Committee Room, The Guildhall, St Ives on Thursday 15 March 2018 at 7.00pm

PRESENT

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

COUNCILLORS

Griffin J	Tanner S
Lait R	Tulley R
Nicholls C	Williams T
Tanner J	

OFFICERS

Town Clerk
Facilities Manager

APOLOGIES FOR ABSENCE – were received from Councillors A Harris, R Henry and J Symons.

F.66 MINUTES

Two amendments were agreed:

- i. Minute F.60 – Councillor Nicholls rather than Councillor Tulley had had left the 18 January meeting early.
- ii. Minute F.58 – the charge for rooms at the Island Centre to be “per hour” rather than “per hire” as recorded.

RESOLVED – that the Chairman signs as true and correct record the amended Minutes of the Facilities Committee meeting held on 18 January 2018.

F.67 CHAIRMAN’S ANNOUNCEMENTS

There would be an additional item to be considered in the confidential section of the meeting - Cleaning Arrangements for Porthminster Public Conveniences.

F.68 DECLARATIONS OF MEMBER/OFFICER INTERESTS

None.

F.69 OFFICERS’ UPDATE REPORT

Members noted the report circulated prior to the meeting.

F.194 Councillor Nicholls expressed disappointment that the repair and redecoration of the Island centre windows had not been carried out and was not scheduled, and urged the Facilities Manager to consider having the work done by an external contractor. Mr Curnow agreed to consider that option having discussed it with the Facilities Maintenance Officer.

F.16 – Huer’s Hut – the Town Clerk reported that there had been little progress on work to agree the licence/lease for the Baulking House due to the pressure of higher priority work.

Members noted that works to repair in the Huer’s Hut had not commenced due to the inclement weather and sodden ground behind the wall. The Facilities Manager gave an assurance that works would be carried out when conditions permitted.

RESOLVED – that the report be noted.

F.70 USE OF COMMUNITY BUILDINGS

The Chairman presented the report of the working group which set out the topics which had been considered and the recommendations put forward.

Paragraph 3.3 of the report set out recommended actions to improve promotion of the Guildhall and concert hall and the events held there. These included better presentation of information relating to the spaces available; enhance the town council webpages; get the venues listed on venue hire websites; mailshots to community organisations and holding an open day.

Paragraph 4.3 of the report set out recommendations to increase the publicity for events, with proposals for posters, leaflets, advertising in publications, websites, social media, email newsletter and other means.

Section 5 – discussion:

- There was support for the appointment of a venue manager to help the Guildhall and Concert Hall to achieve its potential. A temporary post of 1 to 3 years was suggested with the aim of generating income to at least pay for itself.
- The forthcoming closure of the Hall for Cornwall for refurbishment works makes it an opportune time to increase the use of the Guildhall
- Considered the role of the Friends of the Guildhall and opportunities for their role to change to meet the Council’s needs.
- The need for market research to be brought to committee before seeking agreement to create a post for a Venues Officer
- The limitations of the Guildhall as a venue were discussed, but thought to be no different to those facing the Acorn Theatre and Tolmen Centre, both of which had lively and wide-ranging Arts events.
- If the town council were to start commissioning events, a separate committee able to bring in specific expertise and experience should be formed
- The value of the weddings offer as a service and for the generation of revenue income was noted, with some councillors saying this should be exploited further.
- Whether a separate business should be created, for example to explore the potential to create a Community Interest Company.
- Need for a media marketing strategy, including identifying the catchment area for audiences, to be looked into.

RESOLVED – that

- 1) the recommendations set out in paragraphs 3.3 and 4.3 of the report be approved and implemented;
- 2) and for the two options set out in paragraphs 5.5 and 5.6 be researched and costed up, for

- report to committee;
3) investigate a costed marketing strategy.

F.71 **LIBRARY TRANSFER UPDATE**

Members thanked the officers for an informative report. The Facilities Manager advised that, in two bulletins to them in the previous week, he had reminded VIC staff that the committee was to consider the matter of the library transfer and that they could attend and listen to the debate. However, no-one from the VIC was in attendance.

RESOLVED – that

- 1) The transfer method and timescale set out in paragraph 4.2 be endorsed as the basis on which discussions with Cornwall Council and plans being drawn up by the Task and Finish Group will proceed;
- 2) the town council should accept as funding the £26,000 being offered by Cornwall Council, and schedule the backlog maintenance work to be carried out after the end of September 2018;
- 3) unspent 2017/18 town council funds (£82,445 at time of writing) are carried over into earmarked 2018/9 reserves for the use of the library and information service;
- 4) an additional meeting of this committee is held on Thursday 12 April to
 - a. review and agree the service specification;
 - b. approve the detailed plans and timescales;
 - c. consider how the foreseeable work can be carried out.

F.72 **FINANCE REPORT**

It was noted that some areas of expenditure on the Concert Hall was above budget and the Clerk explained the reasons for it. Councillors were pleased that the overall budget for the hall is in balance. The Chairman advised that the input from Reserves was a result of carrying forward funds from previous years.

Councillors were also pleased to note that weddings income was healthy and asked the Clerk to thank the weddings officers and caretakers for their efforts in this regard.

Members questioned what appeared to be very high electricity usage at the Island Centre. there was uncertainty about how such high costs could be sustained. Councillor Andrewes volunteered to investigate and report back.

RESOLVED – that the finance report be noted.

F.74 **INFORMATION REPORT – REFURBISHMENT OF PUBLIC CONVENIENCES**

Members noted the report. The Facilities Manager reported that the work to replace the floors in West Pier, Dove Street and Porthminster were underway and the expectation that the work would be

complete by the following day, on schedule. It was noted that new floors were likely to make the poor condition of the walls more noticeable and so require decoration. The Facilities Manager said that such works would be carried out in due course.

The committee was pleased to note the work underway and thanked the Facilities Manager and his team for the improvements that had been made.

F.74 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 the 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.75 CLEANING ARRANGEMENTS FOR PORTHMINSTER PUBLIC CONVENIENCES.

The Facilities Manager reported that the existing arrangements for the cleaning of the Porthminster public conveniences would cease in the near future as the Porthminster Beach Café had given notice that it would no longer carry out this work. The Facilities Manager has prepared a specification for companies to quote for the work, and was awaiting a response from the Beach Café to the council's request that it should continue to clean the toilets until the end of Easter. In discussion with the committee Chairman and the Town Clerk, the Facilities Manager proposed fewer cleans at Porthminster per day in view of its high use and beachside environment.

The committee was asked to:

- give direction on the course of action to take should all quotes received be above the £7,000 budget allocation
- endorse the principle that the number of cleans per day be reduced at this site in view of the combination of its location and the need to achieve clean toilets within the budget available.
- returning the toilets to seasonal opening, as they were prior to the current arrangements with the café.

Councillor Nicholls proposed that a meeting with the beach managers should be held to see whether the Café would continue to clean the toilets as he felt that a way forward was possible.

RESOLVED – that

- 1) should the quotes exceed the budget allocation, then there is committee endorsement for the contingency of £3,000 to be
- 2) Councillor Nicholls arrange an urgent meeting with the beach café managers to explore the potential for the Café to continue cleaning the toilets.

F.76 Private Advertising On Public Conveniences

During an earlier discussion, it had been noted that a private concern had erected a new sign on a public toilet without permission being given or payment being made. The Chairman had decided that it should be aired at the private part of the meeting. It was agreed that a sign had been on the building for some years and proposed that no action should be taken over the matter

RESOLVED – to take no action at this stage in relation to seeking advertising revenue from public conveniences.

F.77 DATE OF NEXT MEETING

The next scheduled meeting will be held on 7 June 2018
Additional meeting on 12 April 2018.

Meeting closed at 8.37 pm

Chairman