

Minutes of the Meeting of the Facilities Committee, St Ives Town Council, held in the Committee Room, The Guildhall, St Ives on Thursday 18 January 2018 at 7.00pm

PRESENT

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

COUNCILLORS

Griffin J	Symons J
Harris A	Tanner S
Lait R	Tulley R
Nicholls C (until 7.20pm)	Williams T (until 7.20pm)

OFFICERS

Town Clerk  
Facilities Manager

APOLOGIES FOR ABSENCE – were received from Councillors Henry and J Tanner, and Councillors Nicholls and Williams apologised in advance that they would need to leave the meeting early.

F.53 MINUTES

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Facilities Committee meeting held on 2 November and 6 November 2017.

F.54 CHAIRMAN'S ANNOUNCEMENTS

It was noted that the library document to be considered later in the meeting had been circulated by email and that a paper copy was available to refer to at the meeting.

The Chairman thanked officers for circulating a complete and comprehensive agenda and reports pack, noting that it had been received early, giving plenty of time for consideration prior to the meeting.

F.55 DECLARATIONS OF MEMBER/OFFICER INTERESTS

None.

F.56 OFFICERS' UPDATE REPORT

Members requested that with reference to Minute F.39 (refurbishment of public conveniences), for a schedule of proposed works and costs to be circulated to committee members. The Facilities Manager agreed to provide this, noting that completion of the works schedule was currently ongoing.

**F.57 FACILITIES MAINTENANCE OFFICER – INCREASED HOURS**

Members considered the report which set out the need for the post of Facilities Maintenance Officer to be increased from a 20 hour per week post, to a full-time position. It was noted that the budget for the coming year included provision for this post to be full-time.

It was noted that the increase in in-house skilled labour would enable works to be carried out more swiftly and would bring about savings by being more economic than outsourcing some work to external contractors.

**RECOMMENDED** – to Council that the Facilities Maintenance Officer post is made full-time from 1 April 2018

**F.58 SCALE OF CHARGES – ISLAND CENTRE BOOKINGS**

During the initial round of review of the council's scale of charges, officers had been requested to review the hire charges for the Island Centre. During discussion the principle that hire charges should remain low (to encourage new hires) should be adhered to, noting that in order for these low charges to be viable, caretaking staff support for hirers would be minimal.

**RESOLVED** – that the 2018/2019 charges for the Island Centre hall hire should be:

£7.50 per hire (*no regular hire discounts applicable*)

£30 per morning or afternoon session, with a £5 per session discount for regular hires of 6 or more sessions

£10 surcharge for hirers retaining use of the hall overnight between daytime bookings.

**F.59 PORTHMEOR TOILETS – LIKELY REOPENING**

Members considered the report from officers setting out the reasons for delays on the redevelopment project and the need for a committee decision on whether to approve the expected closure of the toilets during the early period of the summer, including the Easter holidays. The committee was also advised of the potential additional costs being faced by the community group carrying out the redevelopment due to the car park charges to be applied by Cornwall Council.

During discussion, Members agreed the need to ensure that during the period of closure it was necessary for adequate signage to direct the public to the nearest alternative facilities.

**RESOLVED** – that

- 1) the committee accepts that, for the duration of the build, there are no public toilets at Porthmeor Beach, and manages any associated criticism appropriately; and
- 2) makes strong representations to Cornwall Council that the car park charges it wishes to levy from Saints Board Riders should be waived for the period commensurate with the legal delays (estimated at two months).

F.60 IN HOUSE PROVISION OF WEDDING ACCESSORIES

The Facilities Manager presented the report which explained that with the growing popularity of weddings at the Guildhall, officers had identified a shortcoming in the current arrangements, with the potential for operational improvements and generation of income if the town council were to invest in wedding accessories such as ceiling/wall drapes and chair covers.

The costed and evidence-based report was considered. Members expressed their thanks to the officers who had demonstrated initiative and a business-based approach by raising this proposal.

RESOLVED – that

- 1) the purchases listed in the report are approved, with a subsequent report to be brought to committee to approve charge costs; and
- 2) the Facilities Maintenance Officer is asked to create storage space as described in the report.

Councillors Tulley and Williams left the meeting at this point.

F.61 FINANCE REPORT

Members considered the finance report circulated prior to the meeting. During discussion the following points were raised:

- Waste disposal costs for the guildhall were considerably over budget. This is thought to be a combination of low budgeting and the extensive use of the bins by neighbouring properties. The Facilities Manager advised that a report is being considered for a future meeting of this committee, on the potential for the bin area to be fenced in.
- Concert hall income was considered to be healthy in relation to the budgeted income
- Need to resolve the high electricity costs at the Island Centre
- Huers' Hut – noted that the maintenance costs were likely to be over budget due to the amount of graffiti this year
- Noted that the VIC staff costs had been closely controlled this year and was well within budget.

RESOLVED – that the report be noted.

F.62 APPROVAL OF LEGAL AGREEMENT FOR PROVISION OF LIBRARY SERVICES AND AN INFORMATION SERVICE

Members considered the report which sought consideration and views on the service agreement for the devolution of the library and information service from Cornwall Council to St Ives Town Council. During discussion the following points were raised:

- the Town Clerk confirmed that there had been written confirmation that the Options Agreement (binding the freehold transfer of the library building to the provision of the library and information service) would be 25 years. This council's solicitor has been requested to update the Options Agreement document accordingly, and to advise whether reference to this term was also necessary for the library services agreement.

- set out in the document were a number of options for Cornwall Council to terminate the agreement and it was proposed that there should be similar options included to similarly protect the interests of the town council
- concern that the assurances for technical support (for IT etc) was inadequate. Need to specify response times etc for technical support, to ensure that the town council is able to provide the service to the standards required.
- noted the strict limits proposed for usage of broadband and the stipulation that the town council will be charged for usage above these limits. In view of this, it was stated that there was a need to keep the VIC's IT system totally separate.

**RECOMMENDED** – to Council that

- the Legal Agreement for Provision of Library Services and an Information Service be approved, subject to:
  - a. the 25 year term being written into Options Agreement and service agreement if needed
  - b. equitable termination options be included in the agreement, in favour of the town council; and
  - c. a more specific reference to the IT and technical support, particularly with regard to response times.

F.63 **CONDITION REPORT ON ST NICHOLAS'S CHAPEL**

Members considered the detailed report presented by the Facilities Manager, setting out the findings of a recent inspection of the condition of the Island Chapel by the Facilities Manager and Facilities Maintenance Officer. Multiple cracks, holes and crevices in the exterior of the building had worsened over a number of years, leading to significant and unsightly rainwater damage to the building's interior. Although not yet at a stage that would threaten the chapel's structural integrity, the building was becoming visually unattractive and was smelling and feeling damp and dank.

The report set out the works that would be required to be carried out, and the funding and timing issues to be taken into account.

Members considered the condition of the building and the need to preserve it to a standard befitting an iconic building valued by the local community and popular with visitors and as a location for Wedding Blessings.

During discussion the following points were considered:

- the need for Listed Building Consent, acknowledging that the Conservation Officer is likely to stipulate requirements for materials to be used, which would need to be incorporated into any planned works
- for the aesthetics of the building, there was a need to ensure that the mortar used is the right colour and is consistently applied in a professional manner.
- it was questioned whether there could be the potential for funding support by organisations such as the Big Lottery or English Heritage.

**RESOLVED** – that the committee:

- 1) supports the application for planning permission and Listed Building Consent to carry out the remedial work on the Chapel, as set out in the report, and then for the outcome to be reported to Committee before embarking on the rest of the work:
  - a. based on the principle that the work be carried out in the autumn of 2018
  - b. the Facilities Manager to seek costings from external contractors for carrying out the works;
  - c. when costings are known, to consider seeking Council approval for the use of Reserves for this purpose

F.64 **REPORTS FOR INFORMATION**

Members considered the reports for information with regard to the Squash Box Theatre booking commissioned by the town council, and the report from the working group which had met to consider methods of increasing the use of the council's venues, promotions and marketing, and options to increase the income revenue for the Concert Hall and Island Centre.

F.65 **DATE OF NEXT MEETING**

The next meeting will be held on 15 March 2018.

**Meeting closed at 7.54 pm**

**Chairman**