

F.16 LIBRARY REFURBISHMENT SPECIFICATION

The Facilities Manager's report advised on the Council decision to approve expenditure of up to £25,000 for changes to the ground floor of the library to help accommodate the VIC in the building. The committee considered the recommendation to commission an interior design and build company to create a new reception and information space in the building.

It was noted that managers from both the library and the VIC service had been consulted on this at an early stage and that their feedback had informed plans to date, as had feedback from Councillors and the Library Group.

There was discussion on the merits of commissioning an architect to advise on the use of space, before approaching a design and build company. The Chairman noted that the proposal was primarily a shopfitting project, with little, if any, building required.

It was noted that decision on the deployment of this fund had been delegated to this committee and that there was a willingness of the committee to consult with staff and the Library Group on the design proposals.

RESOLVED – that the committee

- 1) Approves the commissioning of a design and build contractor to refurbish the retail and information area of the library, with £18,000 to be the upper limit of costs, to be advised to companies quoting to carry out this work
- 2) Endorses the draft specification to attract bids for the work, with amendments as set out below
- 3) Agrees that feedback will be invited from representatives of the Library Group on the design options received.
- 4) Agrees that councillors and staff should select the best scheme at a (potentially, additional) meeting to be held during the Autumn.

It was AGREED – that the specification will be amended to emphasise that this is to be a combined service and should appear seamless to those accessing the library and information services. The specification will also set out the requirement that the impact on the existing library provision needs to be thought through and any adverse impact to be mitigated by the design and use of space.

F.17 SCALE OF CHARGES 2019/2020

Each year the Council reviews its scale of charges, to ensure that the charges are set at a level to adequately cover the costs of providing the services charged for, and to inform the budget setting process by informing calculation of predicted income. The Facilities Committee recommends the charges for those areas within its area of responsibility.

The Town Clerk presented the report which set out additional issues for 2019/20 which merited full consideration, recommending that a working group would be the appropriate forum to consider and formulate proposed charges.

It was acknowledged that the working group will potentially be informed by the findings of a review which is subject to report later on this agenda.

RESOLVED – that this committee delegates authority to a working group (Councillors Glanville, Nicholls and Williams) to review the scale of charges and make recommendation to the Finance &

General Purposes Committee at its next scheduled meeting; and

RECOMMENDED – to the Finance & General Purposes Committee to agree a charge of **double the amount that would be charged, plus £100 for the bar** to be applied for concert hall bookings on New Year's Eve.

F.18 CONCERT HALL REFURBISHMENT

The committee noted that a great deal of work has been carried out by town council staff over the summer to improve the experience of attending events in the concert hall. This work has been carried out to a high standard, with minimal disruption to events and markets and has attracted many favourable comments. Some agreed work, such as repainting the foyer and the women's toilets in the link to the adjacent property, had yet to be carried out.

During discussion it was debated whether to retain the wood panelling as it is, re-varnish it, stain it or to paint it. It was proposed that different finishes could be tested, noting that the tests carried out would need to be reversible. Testing was agreed to, on the basis of using a good quality, spirit-based varnish (dark coloured) and a painted area (a shade of grey slightly darker than the walls was considered). One councillor spoke against smartening the woodwork, saying that its shabbiness added to the character of the building.

RESOLVED – that the committee

- 1) agrees that before decision whether to paint or varnish the wood in the concert hall and foyer, to test first and then to report back to this committee for decision.
- 2) authorises the Administration Officer to seek quotes for replacement curtains on the stage and windows in the concert hall for consideration by this committee at a later date.

F.19 PORTHMINSTER BEACH TOILETS - CLEANING

The committee was advised that the short-term contract with Cormac for the cleaning of Porthminster beach toilets ends on 30 September 2018. In the written report to committee, the Facilities Manager sought direction on whether to close some or all of the public toilets at this location over the winter period.

At the meeting, Members were advised that the Porthminster Beach Café had indicated that it would be willing to carry out the opening and cleaning of a public toilet at Porthminster over the winter (free of charge). The committee agreed that the Facilities Manager should negotiate the details with the Beach Café managers, and that the town council would provide consumables and cleaning materials.

The committee welcomed the generous offer of the café owners to carry out this work, noting that this was an important facility for walkers and visitors to the town arriving by train.

RESOLVED – that the Facilities Manager be authorised to negotiate with the Porthminster Beach Café management on the basis that two toilets will be open (to be reduced to one if demand is low) and for clear signs to be in place to indicate which cubicles are open, and who people should contact if they have a complaint.

F.20 FINANCE REPORT

The following responses were given in response to questions asked at the meeting:

- weddings income included the invoiced amounts for all weddings booked in 2018/19;
- clarification will be given on the miscellaneous and electricity costs for the Guildhall;
- it was thought that there was potential in the VIC to increase income from memberships;
- consideration was given to the potential to increase sales from the VIC, and Members' questioned the reduction in purchasing expenses;
- public conveniences – a correction to be made to the 5030 budget line (gas).

RESOLVED – that

- 1) resources (staff time where possible, and purchase of a tablet for social media marketing) be allocated to marketing the Guildhall, Island Centre and Island Chapel;
- 2) increased need for caretaking and cleaning at the Guildhall is to be factored into the setting of next year's Scale of Charges, along with provision to cover the annual PRS background music charges of £650 per annum.

F.21 PORTHMEOR PUBLIC TOILETS – WINTER OPENING

The Officer's report made the committee aware that there have been delays on the building works at Porthmeor car park public toilets, resulting in delays in re-opening the public toilets at this location until the spring.

It was understood that the café toilets would continue to be available, accessed from the beach.

RESOLVED – that the council accepts the position and erects signs to let people know the location of the next nearest public toilets (including accessible toilets).

F.22 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.23 WASTE BINS (Paragraph 3)

The committee considered the report which advised that council has decided that all bins should be removed from the alleyway. Some have been removed, but Wetherspoons has repeatedly failed to remove its bins and has shown little regard for the state of the alleyway. The actions of the Facilities Manager in addressing this issue were noted.

The Town Clerk reported on a meeting held earlier in the day in which legal opinion had been given on the recommended next steps for the council to take, to assert its position that the alleyway is privately owned and that the town council does not give permission to others to store bins or other items within its property's boundaries.

RESOLVED – that the update report be noted, and that the next steps, as advised by solicitor and reported by the Town Clerk, be carried out.

F.24 **PROPOSAL FOR MARKETING THE CONCERT HALL AND SHOWS (Paragraph 3)**

The committee chairman proposed that a report is commissioned from a suitably-experienced person on how to market and make much better use of the concert hall. This is work that should be commissioned by someone with suitable expertise. The report will form the basis of a second, longer-term project to put the report's recommendations into practice.

RECOMMEND – that the committee

- 1) Approves the appointment of a suitably-experienced expert to carry out stage one (described in paragraph 3.1 of the report).
- 2) Invokes clause 18.1 of the Financial Regulations to allow this to be carried out without alternative quotes being sought.
- 3) Appoints Julian Munday to carry out this work.
- 4) Funds the work from the Printing and Advertising budget.

F.25 **DATE OF NEXT SCHEDULED MEETING**

Thursday 1 November 2018

Meeting closed at 8.45 pm

Chairman