



be agreed and signed off at a later date. The committee was keen for the word ‘Welcome’ to feature at the entrance, and for signage throughout the area to highlight the library services. It was agreed that external signage should be updated in line with the works to the internal area.

Officers gave assurances that for all of the works, especially the opening up of the second entrance doorway, health and safety and fire regulations would be complied with.

Some councillors endorsed the design for creating a light, exciting and welcoming environment and reiterated that change was necessary to preserve and enhance the library and information service. The flexibility of the furniture and furnishing was noted. Councillors stated that the March 31st deadline was not immovable, and were reminded that the proposed schedule needed to be adhered to if the works are to be completed before the holiday season.

The committee was supportive of the suggestion that library users should be invited to give their views, to help inform the ongoing use of the space.

**RESOLVED** – that a decision on the concept design be delayed until the discussion about the project’s cost later in the meeting.

F.61 **SCALE OF CHARGES**

Councillor Andrewes declared an interest in the charges for the markets in the concert hall and withdrew from the meeting while these specific charges were discussed. Councillor Glanville chaired the meeting for the market charges item.

The Town Clerk explained that the draft scale of charges presented to committee had been prepared by officers on the basis of covering all costs associated with providing each service/facility and that, where appropriate, the charges should generate a revenue income to help support running costs and service delivery across the council. Should council decide to grant the use of facilities at a subsidised rate, this should be on the basis of an approved subsidised use. Input from finance, weddings and bookings/caretaking officers had been fundamental to the review which had been overseen by the Town Clerk.

Following discussion, and various changes to the document, it was

**RECOMMENDED** - that the Scale of Charges, as appended to the Minutes, be approved and adopted by Council.

F.62 **EXCLUSION OF THE 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 matter 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.

F.63 **LIBRARY REFURBISHMENT – APPROVAL OF WORKS** (Paragraph 3)

After considering the concept design earlier in the meeting, the committee were presented with the costed quote for the refurbishment works. The core works as originally specified were able to be delivered within budget. The committee was also provided with costings for optional upgrades, and also for works which had been identified by the officers and councillors involved in the development of the planned works. These additional items were considered on the grounds of

necessity, the added value they bring to the space and the service delivery, budget availability and achieving value for money.

There was discussion around the opening up of the second entrance doorway, including whether the doors should be redecorated, re-hung to open inwards, or replaced altogether. Operational considerations, such as safety and user experience, were considered, along with the risks and benefits of opening the second entrance.

**RESOLVED** – that

1. RRW Shopfitters be instructed to carry out the works as set out in the report to committee, with the exception of the optional roller blinds and bookcase ladder.
2. The principle of the works on opening up the second entrance (including the fitting of new doors) be approved, with the details to be finalised between officers and the contractor and subject to assurance of Health and Safety and Fire Safety compliance.
3. The works to be funded from the £25,000 previously allocated by Council from reserve funds, and from funds remaining in the Devolution Fund awarded by Cornwall Council.

Meeting adjourned at 9.50 pm

Chairman

	Charges recommended by Facilities Committee	
	Standard	Concessionary
<b>Hall Hire - General</b>		
Morning (9am-1pm) or Afternoon Session (1pm-5pm)	£85 per session	25% discount
Evening 5pm to Midnight	£220	25% discount
All Day (9am to Midnight)	£260	25% discount
Rehearsal (hourly rate) - office hours	£25	25% discount
Rehearsal (hourly rate) - other times	£50	25% discount
Hourly rate after Midnight	£75	25% discount
Bar	£100	25% discount
Kitchen use for teas & coffees for occasional users	£50	25% discount
Kitchen other hires - Use of Kitchen & Crockery	£100	25% discount
Deposit for use of Hall/ Kitchen / Crockery (Refundable)	£200	25% discount
<b>Council Chamber</b>		
Morning (9am-1pm) or Afternoon Session (1pm-5pm)	£50	
Evening 5pm to 9pm	£80	
Per hour after 9pm (following previous booking)	£20	
<b>Committee Room</b>		
Morning (9am-1pm) or Afternoon Session (1pm-5pm)	£40	
Evening 5pm to 9pm	£75	
Per hour after 9pm (following previous booking)	£20	
<b>Hall Hire - Markets - 8am to 4pm</b>		
with tables set up	£160	
Occasional Foyer-only use (Community)	£25	
Occasional Foyer-only use (Commercial)	£40	
<b>Hall Hire - Concerts</b>		
5pm to midnight	£220	
hourly rate before 5pm (by agreement)	£10	
hourly rate after midnight (by agreement)	£75	
<b>Hall Hire - Corporate</b>		
9am to 5pm	£180	
hourly rate before 9am and after 5pm	£10	

<b>Hall - Weddings - Ceremony only</b>		
weekdays between 9am and 5pm	£400	
weekends & bank holidays between 9am and 5pm	£450	
per chair covered (rather than £100 set charge)	£4	
<b>Hall - Weddings - Receptions</b>		
weekend hire (Fri pm to Sun 1pm)	£1,000	
extras - drapes	£500	
extras - lights	£150	
Platinum package	£2,200	
Ceremony + Platinum + Blessing	£2,500	
Bar use for all receptions extra	£100	
<b>Island Chapel Blessing</b>		
minimum 2hr hire	£150	
extra hour	£75	
<b>Weddings - Upstair rooms</b>		
Mayor Parlour - ceremony room hire only	£150	
Balcony room - ceremony room hire only	£170	
Chamber - ceremony room hire only	£200	
all rooms dressed and 1 toast drink per guest	£20	
all rooms dressed and 1 toast drink per guest + catering	£32.50	
<b>Library &amp; Information Service Charges</b>		
Hire of Greta Williams Community Room - commercial use	Commercial: £10 per hour, £20 per hour OOH	
Hire of Greta Williams Community Room - community use	to be decided at a later date	
Commission rate for art displayed by agreement with artists	30% of sales	
Ticket Sales (as box office for local shows and events)	10%	
Ticket Sales (as agent for CRBO, Eden Project, National Express, etc)	the commission rates ordinarily paid by the commissioning company.	
Left Luggage	£3 per item, from drop-off time to shortly before closing time.	
<b>Advertising - Accommodation</b>		
	A5 in folder - free for joint members of StITA scheme	
	A4 on wall - £100	
	<i>Alternative to wall banner being developed</i>	

<b>Advertising - Business listings</b>		
	A4 on wall - £100	
	<i>Alternative to wall banner being developed</i>	
Printing from any source	10p (b&w) 50p (colour) per sheet	
<b>Photocopying</b>	1-29 sheets	
	A4 monochrome 10p per sheet (colour 50p where offered)	
	A3 monochrome 20p per sheet (colour £1.00 where offered)	
	30 plus sheets	
	A4 monochrome 8p per sheet (colour 40p where offered)	
	A3 monochrome 16p per sheet (colour 80p where offered)	
Scan to email - A4 (capped at £20 - maximum 40 pages)	50p per page	
<b>Island Centre</b>		
hourly rate	£10	
Surcharge for retaining overnight use of room	£10	
Open access youth activities	FREE	FREE
<b>Allotments</b>		
Full plot per year	£65	
Half plot per year	£35	