



F.4 DECLARATIONS OF MEMBER/OFFICER INTERESTS

Councillor Andrewes declared an interest in the farmers market and stated he would need to withdraw, should the markets be discussed as part of the Guildhall service plan or concert hall development reports

F.5 OFFICERS UPDATE REPORT

The Committee considered the clerk's update report and the following items were discussed:

F.71 – public conveniences service plan - it was confirmed that Councillor Glanville had requested that the opening of the Longstone cemetery toilets be added into the public conveniences service plan

F.33 step free access – Councillors asked about the likely time frame for achieving this, given the number of people, including councillors with mobility problems needing to access the upper rooms. The Town Clerk advised that the Facilities Manager had been working on this and with his absence there was insufficient capacity to take this further forward at the current time.

F.35 – Installation of microphones in the Council Chamber - The Committee debated whether, in the light of current workloads, this should be removed from the work programme but resolved that it should be kept in as a longer term objective.

F.25 – Public Conveniences Refurbishment - The Committee agreed that this item could now be removed as works were complete or nearing completion.

F.194 – Island Centre- quotes to be sought for a more efficient heating system for the building - Councillors asked how was this progressing in the light of comments from the public speakers? The Chairman confirmed that this action was to work towards the modernisation of the heating system. The Committee had not been aware that the existing system was not working at all and this should be investigated.

F.49. This was now complete and could be removed.

RESOLVED – that the report be noted, subject to the comments and proposed amendments above.

F.6. CONCERT HALL DEVELOPMENT PROJECT ACTION PLAN

The Support Services Manager introduced the report. She described the work of the member working group, which had met during May and June, to consider the recommendations of the Munday report, commissioned by the Council in 2018, and develop the draft action plan.

She also gave a verbal update on the future of the female toilet block, now within the ownership of the Community Land Trust (CLT). A meeting had been held with the Committee Chairman and the CLT and they had confirmed that it was highly likely that they would want to take back the toilets as part of the re-development. In addition, they advised that the project's funders may not permit the Council to utilise the toilets, even on a temporary basis. The CLT were currently seeking confirmation from their board and funders. This made toilet modernisation a matter of urgency, regardless of additional investment for the hall.

The Committee debated the draft action plan and some of the main points of the discussion were as follows:

- The Committee supported the vision as drafted but with the types of entertainment kept more generic.
- Operations and management. There were some items as set out in the report in relation to health and safety, staff training and facilities which needed to be addressed as a matter of urgency
- Timescales. A small number of members were concerned that the project was being progressed too quickly and more detailed work on individual elements was necessary. But the majority view of the Committee was that the future of the hall had been under discussion for a number of years and it was time to act.
- Resources. Members of the Committee were concerned that the action plan would not move forward unless there was a dedicated officer resource in place. The Support Services Manager explained that this was in the action plan for the medium term, once some of the ground floor capital investments were in place.
- Councillors were clear that doing nothing was not an option. Others felt the plan was bold and ambitious but it should go further by appointing an events manager at this early stage.

The Committee debated the proposed level of investment required from reserves. Some members felt that decisions on investment should be accompanied by more detailed information on forecast levels of income, or even to await the outcome of external funding bids.

The Town Clerk explained that the recommendation was for an earmarked reserve to be put in place. That did not commit the Council to spending the funds at this stage but would enable those working on the project to commit time and resources. Any expenditure would be subject to those plans being developed in detail with the potential return on investment, the project costs and assessment of risks requiring approval by the Facilities Committee. In terms of progressing external funding bids first, it was very difficult to bid for external funds without the Council having an agreed vision and a plan and a commitment for match funding in place.

The Support Services Manager explained that a commitment in principle was necessary for some items in the action plan in order for officers to do more work on them. For example, for quotations to be obtained for the modernisation of the toilets, architects' drawings would need to be commissioned and then costed. She explained that the proposed decision making structure would be for the working group to continue. Their role would be to consider more detailed proposals for each of the investments, including income streams, before making recommendations to the Facilities Committee.

The Committee debated increasing the indicative budget in order to recruit an events manager this financial year. A proposal to amend the action plan and report recommendations to include the early recruitment of an events manager was carried.

RESOLVED –

- i) To progress the development of the concert hall as a Council project
- ii) To **RECOMMEND** that Council adopts the action plan
- iii) The Facilities Committee to oversee the delivery of the project, with a working group appointed as a delivery board. The board will operate under terms of reference and report back to the Facilities Committee for decision. It will ensure that detailed project plans and a business case for individual elements are drawn up and all project strands are delivered in accordance with value for money principles.
- iv) That regular progress reports are brought back to the Committee

- v) **RECOMMENDS** to Council that an earmarked reserve of up to £90,000 is established to enable the project to proceed, with delegation to the Facilities Committee to approve expenditure from the earmarked reserve subject to the sign-off of a business case and detailed costings for each element.
- vi) **RECOMMENDS** that **Council** appoint an events manager, funded from reserves for 2019-20 and with the full year costs to be built into the base budget from 2020-21.
- vii) To request that officers identify external funding sources, where possible, to reduce the overall project cost.

**F.7** SERVICE PLAN FOR THE GUILDHALL

The Support Services Manager introduced the report. She explained that this year service plans were being introduced for each of the Council's premises. The Guildhall plan covered operational matters which were to be addressed, regardless of the outcome of the development project.

The Committee considered the report. They proposed that the development action plan be added as an achievement and agreed that data from CRBO would provide a useful baseline for performance monitoring.

**RESOLVED** – that the service plan for 2019-20 with the amendments set out above, be adopted.

**F.8** LIBRARY PARTNERSHIP BOARD

The Chairman introduced the report. He reported that the board had held its second meeting that week and items for discussion including promotional and marketing ideas and ways to measure performance and success in the new service. He invited Councillor Griffin to comment in her capacity as vice chair of the board. Councillor Griffin noted that the meeting considered some useful performance information and the first two months had shown very positive levels of activity. It would be important to compare the volumes of visitors and impact on the service in and outside the visitor season. In response to a question about representation from young people on the board, the Chairman explained that whilst representatives had been sought, it was likely that other ways to involve them, rather than through attendance at the meetings needed to be found.

The Support Services Manager explained that the next meeting of the board had been scheduled to take place prior to the September meeting of the Committee to enable the board to feed their comments into the draft service plan for the library.

**RESOLVED** – that the report be noted.

**F.9** USE OF COUNCIL PREMISES FOR EMERGENCY EVACUATION

The Support Services Manager introduced the report and explained that this had been brought to Committee in response to a request from the Cohort backpackers hostel, as there were wider policy implications. The Committee agreed that Council property would be utilised in emergency situations. However, it was important to recognise prior commitments for the concert hall and, should a situation arise when the hall was in use, the hostel would be offered alternative accommodation at the Island Centre. The Support Services Manager agreed it would be sensible to explore what provisions were in place in Cornwall Council's emergency plan and this would be followed up.

**RESOLVED** – that the Council confirm its willingness to make available Council premises in the event of a serious incident happening after office hours, subject to it not interfering with the effective operation of Council services. Any associated costs with opening up the hall for this

purpose would need to be recovered from the hostel.

F.10 FINANCE REPORT

The Town Clerk circulated hard copies of the finance report and advised members they could follow up any detailed queries with her individually. She asked the Committee to note several items:

- Wedding income received in the first 3 months of the financial year was almost equal to that received for the whole of 2018/19. The Committee asked that their thanks be extended to the events staff for their hard work.
- The staffing budget for facilities was likely to show as a £12,000 variance on the budget for the year. This was not an overspend but was due to the omission of cleaning costs for the library from the figures during the budget preparations.
- Similarly, electrical hard wire testing of all the premises was due this year. This was a legal requirement and costs would therefore need to be incurred. Early estimates were that this could be as high as £10-13,000. Some, but not all, of this cost could be accommodated in repair and maintenance budgets.

The Chairman expressed concern that this should not be allowed to impact upon the overall repair and maintenance budgets as these funds were required for other expenditure. He proposed that Finance & General Purposes Committee be updated in case there needed to be a call on reserves.

RESOLVED – that the Finance Report be noted and Finance and General Purposes Committee be updated on staffing and repair and maintenance budget variances.

F.11 CORRESPONDENCE FROM THE POLICE

The Committee considered email correspondence from the police about the concert hall entrance. Councillors expressed concern that fencing and gating the entrance would be unattractive and, potentially, could give rise to safety concerns as this was a main evacuation route. For any further action to be considered, the Committee would need to have more details in terms of the number and nature of incidents and the age groups involved. The Chairman reminded the Committee that there was already CCTV in operation at the entrance. It might be useful to have more visible signs in place reminding people of this.

RESOLVED - that the Council reply to the correspondence explaining that the entrance was monitored by CCTV and inviting the police to inspect the footage as they saw fit to address any crime or anti-social behaviour issues.

F.12 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.13 REVIEW OF THE CLEANING CONTRACT – PUBLIC CONVENIENCES (Paragraph 3)

The Town Clerk introduced the report. She advised that, in the light of correspondence from CORMAC on increasing costs, it was important for the Committee to take an early view and any appetite they had for re-tendering the service, so that time and resources could be put in place prior to the contract end in January 2020. The Committee debated the benefits and disadvantages of a full

retender.

RESOLVED – that

- i) The existing contract arrangements be extended for one year to allow for alternative service delivery options to be explored
- ii) As part of the contract re-negotiation process, the Council review penalty clauses to ensure they are sufficiently clear and robust.

F.14 REVIEW OF THE AGREEMENT WITH ST IVES BID AND STITA

The Town Clerk introduced the report. She explained the background to the partnership arrangement. She indicated that there were a number of possible options for the Committee to consider. The Committee debated the report and concluded that option A represented the only realistic solution.

RESOLVED – that officers be authorised to renegotiate the partnership agreement on the terms set out at option a. of the report.

Meeting closed at 9.18 pm

Chairman