

Minutes of the Meeting of the Facilities Committee, St Ives Town Council, held in the Committee Room, The Guildhall, St Ives on 9 June 2016 at 7.00pm

PRESENT

Chairman - Councillor T Andrewes
Vice-Chairman – Councillor S Tanner

COUNCILLORS

Parsons A	Tulley R
Symons J	Williams T
Taylor L	

OFFICERS

Town Clerk
Facilities Manager

APOLOGIES FOR ABSENCE – were received from Councillors C Chard, R Glanville and C Nicholls.

F.143 ELECTION OF CHAIRMAN OF THE FACILITIES COMMITTEE

RESOLVED – that Councillor T Andrewes be elected Chairman of the Committee for the current Council Year.

F.144 ELECTION OF VICE-CHAIRMAN OF THE FACILITIES COMMITTEE

RESOLVED – that Councillor S Tanner be elected Vice-Chairman of the Committee for the current Council Year.

F.145 PUBLIC SPEAKING

None.

F.146 MINUTES

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Facilities Committee meeting held on 17 March 2016.

F.147 CHAIRMAN'S ANNOUNCEMENTS

None.

F.148 DECLARATION OF MEMBER/OFFICER INTERESTS

None.

F.149 TOWN CLERK'S UPDATE REPORT

The Clerk advised that as the majority of ongoing items were subject to further report on this agenda, there was no Clerk's update report for this meeting.

F.150 GUILDHALL OPTIONS APPRAISAL

Carol Rouncefield of PBWC Architects presented the Guildhall options appraisal, setting out options for provision of:

- Disabled access to the first floor – not currently provided
- Relocation of the concert hall bar – current bar arrangements are temporary; and
- with regard to the lack of facilities since the ending of the tenancy at will for the Community Rooms, caretakers office and ladies toilets:
 - Re-provision of storage
 - Re-provision of ladies toilets
 - Re-provision of Caretakers office

It was acknowledged that options would need to be fully considered with regard to practicalities, implementation and financial viability and so a firm decision would not be possible at this stage. In order to give direction to the way forward, it was agreed that the provision of disabled access to the first floor should be a priority, with Option C favoured at this stage.

It was suggested that works could be considered in two or more phases, as funds permit. There would be a benefit to future planning and works to have a framework setting out the complete works to be undertaken. This would help ensure a planned best use of resources and could be adapted to suit the needs of the council and building users.

With regard to the bar, Option C was favoured at this stage. The areas identified for storage were considered acceptable and the options for potential relocation / additional toilet facilities for the concert hall were agreed to be a good basis to work from. Councillors raised further suggestions for the layout of the toilets, including a flexibility about where the gents / ladies / unisex facilities could be located, aiming to ensure the maximum number to accommodate capacity audiences for shows etc.

RESOLVED – that this matter be an agenda item for the next meeting of this committee, allowing time for all options to be fully considered.

F.151 SLOOP UPDATE – TOILET ATTENDANTS

The Facilities Manager reported on the preparatory work that had been carried out to prepare the toilet block, consider the options for supplies and advertising to recruit. The recruitment drive had proved unsuccessful and so it was not looking viable to carry out the pilot scheme with no attendants appointed.

During discussion, there remained a willingness to try the pilot scheme as planned and so a second round of recruiting would be carried out, with an adverts in McColls, Tesco and links to the advert on the town council website to be circulated to Councillors to circulate via their own social media.

RESOLVED – that the posts of toilet attendant be advertised again locally, with works on the booth to be carried out as and when there was some certainty that people would be appointed to the posts.

F.152 PUBLIC CONVENIENCES – REFURBISHMENT PROPOSALS 2016/2017

Members considered the report setting out an overview of the condition of the various public conveniences around the town. During discussion it was agreed that Dove Street had improved with the recent works, but still needed to undergo further improvement.

Although Porthmeor needed improvements, there was the potential for a future project at that site and so it would not be prioritised at this time.

It was agreed that the next priority for refurbishment works were:

- Complete refurbishment of Dove Street, based on a unisex block
- Complete refurbishment of the gents public convenience at Smeatons Pier, with a possibility to incorporate charging once refurbishment works had been carried out, and to a lesser extent, improvements to the ladies facilities at Smeatons Pier.

Agreed that the security firm be requested to lock Dove Street toilets first when carrying out the dusk lock-up rounds.

RESOLVED – that immediate improvements be the earlier locking of Dove Street public conveniences and minor works set out in the report, with the next priorities for significant refurbishment to be Dove Street and Smeatons Pier – with a costed report to be submitted to the next scheduled meeting of this committee, for works to be carried out in the winter.

F.153 FINANCE REPORT

Members considered the finance report circulated at the meeting. In response to a question raise, it was noted that the Guildhall miscellaneous budget was overspent due to the inclusion of waste removal costs, which were budgeted for in the coming year and would be subject to efforts to make savings.

F.154 UPDATE – WEST PIER REFURBISHMENT COMPLETION

The Facilities Manager presented a report on the near-completion of the refurbishment works, giving an overview of the works carried out and also reported on the flooding which had affected the flooring in the ladies toilets and so final works to finish the floor were underway.

Members were pleased to note the refurbishment works carried out, marked improvements to the space, with the bright colours helping to mark the enhancement of the facilities.

It was agreed that when the floors were completed there should be a formal re-launch, publicity regarding these refurbishment works and to highlight that this was the start of the town council's refurbishment plans.

RESOLVED – that the report be noted, with the Committee expressing it's thanks to the Facilities Manager for leading on the successful completion of this refurbishment project.

F.155 VISIT ST IVES – INFORMATION ASSISTANT VACANCY

Members received the report setting out the resignation of one of the Information Assistants and the steps underway to recruit somebody into this post.

RESOLVED – that the report be noted.

F.156 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.157 TREWYN GARDEN NURSERY – USE OF DEPOT BUILDINGS (Paragraph 3)

The Clerk advised that the Finance & General Purposes Committee had been approached for decision on approving the Tenancy at Will and so the report circulated to this committee was for information only.

RESOLVED – that the report be noted.

F.158 CLEANING CONTRACT – COSTS - UPDATE AFTER MEETING WITH CONTRACTORS
(Paragraph 3)

Members considered the Facilities Manager's report, setting out the outcome of discussions with the cleaning contractor for the public conveniences. It was noted that there had been very little scope for savings, with no overall reduction in the contract cost achieved.

With the aim to adhere to the cleaning budget, Members considered options to reduce the cleaning requirements whilst endeavouring to maintain standards. There was a suggestion to close half of a toilet block in the winter months and to open the ladies toilet as a unisex facility, with the suggestion that this could be implemented at West Pier and at Smeatons Pier.

The question was raised whether it would be viable to continue with a previous agreement to open the Sloop car park toilets at half terms and Christmas / New Year holidays in the winter, with this to be determined when the cost savings had been calculated (ie savings in cleaning costs whilst Dove Street and Smeatons Gents were closed for refurbishment and if West Pier and Smeatons Pier changed to unisex facilities in the winter months.

A suggestion that the contract be put out to tender was considered, although there was concern that whoever the contractor was, a residual problem would remain the extended chain of command when managing the work of the cleaners.

RESOLVED – that the Facilities Manager:

- (1) Explore cost savings with winter refurbishment closures (Dove Street and Smeatons Gents) and moving to unisex operation for the winter (Smeatons Pier and West Pier);
- (2) Further consider the Sloop car park toilets winter opening in view of the above; and
- (3) to present a report to the next meeting of this committee on the feasibility of providing the public conveniences service in-house.

F.159 HEALTH AND SAFETY SUPPORT (Paragraph 3)

Members considered the report setting out the current interim arrangements for Health and Safety support, and potential options to be considered in September.

RESOLVED – that the Council

- (1) agree to fund a further six months of support under the same terms as the recently-expired arrangement; and
- (2) authorise the Facilities Manager to continue discussions with Penzance Town and Cornwall Councils regarding a more appropriate level of support and present a report at the September meeting of this committee.

F.160 BAULKING HOUSE / HUERS HUT – RENT REVIEW AND LICENCE RENEWAL
(Paragraph 3)

The circulated report provided an update on recent discussions with the current tenant of the Baulking House and setting out the proposed terms for the licence renewal.

RESOLVED - that

- (1) the rent for the upper floor of the baulking house be increased to the level set out in the report; and
- (2) a new agreement should be signed between the parties, to come into force this financial year and be renewed every three years reflecting the above.

F.161 PROPOSITION – USE OF ISLAND CHAPEL FOR BLESSINGS (Paragraph 3)

The circulated report set out a proposition to the council by a local wedding planner for a joint arrangement for the use of the Island Chapel for wedding blessings. Following consideration, it was

RESOLVED – that this proposition not be pursued.

F.162 CONFIDENTIAL REPORTS FOR INFORMATION

The following reports for information were considered:

- Let's Go Cornwall update (Paragraph 3)
- Website and DMS costs (Paragraph 3)
- Visit St Ives – proposed combined memberships and website

RESOLVED – that the reports be noted.