

Minutes of the Meeting of the Facilities Committee, St Ives Town Council, held in the Committee Room, The Guildhall, St Ives on Wednesday 14 June 2017 at 7.00pm

PRESENT

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

COUNCILLORS

Andrewes T	Symons J
Glanville R	Tanner J
Henry R	Tanner S
Nicholls C	Williams T

OFFICERS

Town Clerk  
Facilities Manager  
Support Services Manager  
Visit St Ives Information Centre Manager

APOLOGIES FOR ABSENCE – were received from Councillor Lait.

F.1 ELECTION OF COMMITTEE CHAIRMAN

RESOLVED – that Councillor T Andrewes be appointed committee chairman for 2017/2018.

F.2 ELECTION OF COMMITTEE VICE-CHAIRMAN

RESOLVED – that Councillor R Glanville be appointed committee vice-chairman for 2017/2018.

F.3 PUBLIC SPEAKING

None.

F.4 MINUTES

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Facilities Committee meeting held on 16 March 2017.

F.5 CHAIRMAN'S ANNOUNCEMENTS

None.

F.6 DECLARATIONS OF MEMBER/OFFICER INTERESTS

The Facilities Manager stated that he would withdraw from the meeting during the confidential report as the officer who had compiled the in-house tender application.

F.7 OFFICER'S UPDATE REPORT

F.247 – The bins alongside the concert hall potentially present a fire hazard that should be dealt with without delay. It was noted that the owners of the bins (Wetherspoons and the flats) need to locate their bins somewhere, but the bins cannot be allowed to pose a risk.

Agreed action to progress this: seek advice from the the council's fire safety adviser and from Cornwall Council's Waste team, and to contact Wetherspoons and the owners of the flats to review the way that the bins and rubbish are stored, with a view to minimising the fire risk.

F.256 – Step free access to the Guildhall – yet to be actioned. Facilities Manager to engage specialist stairlift companies regarding wheelchair access to the first floor.

F.216 – public convenience at Longstone Cemetery – noted that the quote for cleaning for the year was £2,136 whilst the initial costing from estimates provided by Councillor Glanville had anticipated a cost of £1,300. The cemetery is well used but it was noted that it would be helpful to ascertain the usage of the public toilet in the year.

RESOLVED – that the report be noted.

F.8 LIBRARY DEVOLUTION UPDATE

The report circulated prior to the meeting set out an update on the legal and service devolution process, a recommendation to establish a Task & Finish Group, proposals for staff engagement, plans for integration with the VIC, and the next steps to be taken in the process.

During discussion points were raised relating to:

- Engaging with staff to help establish how best to take on the service and to integrate the LIS and VIC services
- Noted that the negotiations with Cornwall Council regarding the building and maintenance works needed before handover, noting that Cornwall Council had stated that they would only carry out works to ensure safety and building compliance
- Task & Finish Group – how it would benefit the group by communicating with the Library Group and the Wider Working Group, and how to consult with library users.
- Acknowledgement of the need for the integration of the VIC into the Library to try to bring positive outcomes for both services.
- Questioned whether the integration of the VIC could be disconnected from the devolution process.
- Noted that the proposal for taking on the Library came from the community and that the original proposal from the community had been to move the VIC into the Library, with a significant gain to be the increased opening hours of the Library.

The Facilities Manager reported that at the Working Group meeting earlier in the day there has been an agreement to start engaging with Cornwall Council staff, which should start to help lessen any concerns that they might have, and to help start shaping the new, integrated service.

It was also reported that to progress from the legal agreements to the end of the devolution process there were various ways that the process could be carried out. Three options have been drafted and

at the next meeting the Working Group will consider which best fits the aims and decision-making processes of both the town council and Cornwall Council.

It was RESOLVED – that

1. the Town Clerk and Facilities Manager, in consultation with the Chairmen of the Facilities Committee and the Finance & General Purposes Committee, are authorised to:
  - a. conclude the legal negotiations, provided there are no material amendments from this point, and noting that the documentation will ultimately need to be approved by Council;
  - b. negotiate the building works to be completed by Cornwall Council prior to (or as part of) the building transfer;
  - c. submit the application for Transition Funding, and initiate works approved from that fund
  - d. lead on project managing the service redesign to accommodate a combined LIS and VIC service.
2. a new Task & Finish Group is formed of the Mayor, Chairman and Vice-Chairman of Facilities Committee, Councillor Tulley and Councillor Mitchell, supported by the Town Clerk and the Facilities Manager, to steer the design of the combined LIS and VIC services, including engagement with staff, volunteers and the community, to inform decisions on service provision, deployment of staffing resources and building layout.
3. the town council presses Cornwall Council to allow officers to engage with VIC and library services staff without further delay to prepare the way for the development of a fully integrated service
4. if necessary, reports be presented at additional meetings of the Facilities Committee on the feasibility of the transfer proposals as negotiations progress.

**F.9 PUBLIC CONVENIENCES REFURBISHMENT PROGRAMME**

Members noted the report and also stated their appreciation at the works carried out and the positive feedback which had already been received. A question was raised on the cost of the total works and the Facilities Manager undertook to email that figure to all councillors. It was noted that the next refurbishment project would be at Dove Street in the Autumn.

RESOLVED – that South West Water be called upon to schedule the repair of the drain from Smeaton's Pier Gents toilets as a matter of urgency in the interests of securing this vital public service for the summer season.

**F.10 WEDDING HIRE CHARGES**

The Support Services Manager presented the report which set out the need to introduce additional charges in line with charges for other hall hires, and to cover the running costs for providing the weddings service.

RESOLVED – that

- 1) a fee of £100 should be charged for individuals who wish to provide a bar in the concert hall when hiring the hall for their wedding/reception
- 2) the Support Services Manager be authorised to oversee the process.

**F.11 BUDGET FOR THE PRODUCTION OF THE 2018 VISIT ST IVES BROCHURE**

The Visit St Ives Information Centre Manager presented a report setting out the need to increase the approved expenditure on producing and distributing the 2018 Visit St Ives Guide.

Following a discussion where Councillors asked various questions to clarify various points, it was

RESOLVED – that an overspend be approved for the production of the 2018 Guide, on the terms as set out in the report.

**F.12 FINANCE REPORT**

Members considered the finance report circulated and noted that the Island Centre electricity costs were very high and so officers were taking steps to monitor/reduce usage and to renegotiate the supply contract

RESOLVED – that the report be noted.

**F.13 COMMITTEE PLANS AND PRIORITIES FOR THE COMING YEAR**

The Committee Chairman invited suggestions for new areas of work for the committee for the coming year. Suggestions included:

Guildhall to be redecorated, working from the foyer area inwards

Island Centre windows to be refurbished and decorated.

Wifi for the public in the concert hall to be checked and available

Councillor Nicholls reported that BID had stated that it would pay £3,000 for the refurbishment of the benches on the Wharf. The Facilities Manager undertook to make sure that the painting is done and paid for by BID.

Encouraging the use of the Guildhall, Island Centre and (when taken on) the Library. Suggestions included an open day and consideration of either commissioning consultants or increasing expertise within the council.

RESOLVED – that the above listed actions be pursued by the committee over the coming year.

**F.14 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 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.15 **PUBLIC CONVENIENCES CLEANING TENDER** (Paragraph 3)

Members considered the report circulated which set out an overview of the tender process, a summary of the tender submissions received, and a suggested way forward.

Following discussion, it was

**RESOLVED** – that

- 1) the tenderers as set out in paragraph 5.2 of the report are to be shortlisted
- 2) that it is necessary to conduct interviews with the shortlisted tenderers in order to clarify key elements of their bids and ensure that they will be able to provide a service that is fit for purpose;
- 3) an interview panel to be appointed, with the membership of the panel to be Councillors Andrewes, S Tanner and R Glanville, with officer support from the Town Clerk; and
- 4) that the interview panel be delegated the authority to present to Council on 27 July the recommended contractor, for approval and appointment by the Council.

F.16 **DATE OF NEXT MEETING**

7 September 2017

Meeting closed: 8.47 pm

Chairman