

Minutes of the Meeting of the Facilities Committee, St Ives Town Council, held in the Committee Room, The Guildhall, St Ives on Thursday 16 March 2017 at 7.00pm

PRESENT

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

COUNCILLORS

Glanville R	Symons J
Nicholls C	Taylor L
Parsons A	Tulley R
	Williams T
<u>IN ATTENDANCE</u>	S Tanner.

Councillor A Mitchell

OFFICERS

Town Clerk
Facilities Manager
Visit St Ives Information Centre Manager

APOLOGIES FOR ABSENCE – were received from Councillors M Armstrong, C Chard and L Taylor

F.237 PUBLIC SPEAKING

None.

F.238 MINUTES

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Facilities Committee meeting held on 19 January and 26 January 2017.

F.239 CHAIRMAN'S ANNOUNCEMENTS

The Chairman:

Thanked officers for reports received on time prior to the meeting

Confirmed that £20,00 funding for public toilets has been received from Cornwall Council car parks revenue.

Reported that the Council has received confirmation of two grants towards the cost of new lights for the concert hall. The outcome of the main bid, to the Hall for Cornwall scheme, is awaited.

Declared that Item 7(3) – cleaning arrangements for public toilets – would be considered as a Part B matter as it meant discussing confidential financial information.

Announced his thanks to all of the Council's officers who have supported the work of the committee over the past year.

F.240 DECLARATION OF MEMBER/OFFICER INTERESTS

None.

F.241 OFFICER'S UPDATE REPORT

Re: Longstone – F.216 (3) – The Clerk reported that the Tenancy at Will is still awaited. Early indications are that the costs will be greater than the £1,300 estimate on which the Council based its decision on funding. It was agreed to take this into account as part of the costing exercise in the report to be considered later in the meeting.

RESOLVED – that the report be noted.

F.242 PUBLIC CONVENIENCES – CLEANING TENDER

The Facilities Manager reported on progress with the development of the tender document since the last meeting. Members considered and agreed a proposed cleaning schedule that varied the amount of cleaning in each toilet block according to high, medium and low demands at various times of the year. Members noted that Porthmeor toilets have been removed from the contract as work is expected to have commenced before the new contract is initiated (after the autumn half-term).

RESOLVED – that the tender should be publicised as soon as it was complete with the aim of introducing the new contract from 30 October 2017.

F.243 LIBRARY DEVOLUTION UPDATE

The Terms of Reference of the St Ives Library Partnership Board was discussed. The inconsistency of the group's name (variously "Partnership" and "Advisory") was noted and agreed should be consistent as "Partnership".

RESOLVED – that

- 1) The continuing actions of officers in progressing the completion of legal negotiations be endorsed
- 2) The Town Clerk and Facilities Manager should submit a bid for funding to the Cornwall Council Transition Fund, in consultation with the Chairman and Vice-Chairman of the committee
- 3) The Library Partnership Board Terms of Reference be approved, subject to the inconsistency described above being resolved.

F.244 PUBLIC CONVENIENCES – CLEANING ARRANGEMENTS FOR THE SUMMER 2017 SEASON

This matter was deferred to the confidential part of the meeting.

F.245 HEALTH & SAFETY CONTRACT

The Facilities Manager reported that the Council was required to have H&S support, and that this is being provided by Cornwall Council on what is effectively a rolling basis. This was agreed to be an expedient stop-gap that required a more satisfactory arrangement. The potential benefit of receiving joint HR and H&S support was discussed.

RESOLVED – that

- 1) the renewal of the current Health & Safety contract be authorised for a further 6 months (until 30 September 2017) at a cost of £300
- 2) the Town Clerk and Facilities Manager be asked to investigate the costs and merits of separate HR and H&S support against a single provider, and return with recommendations to a forthcoming meeting before the expiry of the new H&S contract.

F.246 COMBINED VIC/StITA/BID WEBSITE AGREEMENT

Members considered the report circulated and noted that the Agreement was between St Ives Town Council and St Ives Tourism Association only (BID were not a party to the agreement).

In answer to a question the Visit St Ives Manager advised that officers were confident that they would achieve the budgeted £5,000 income revenue through advertising.

The Chairman thanked the Visit St Ives Manager and all involved in bringing this agreement to fruition.

RESOLVED – that

- 1) the agreement with St Ives Tourism Association, as circulated, be formally approved;
- 2) it be agreed that the Visit St Ives Manager continue discussions to bring social media into the combined agreement with StITA
- 3) the non-accommodation pricing as circulated with the report, be approved.

F.247 LOSS OF LITTER BIN OUTSIDE THE GUILDHALL

The report was considered by members, who expressed exasperation that local businesses and residents showed little respect for other peoples'/organisations' bins, even when they were full to overflowing. It was mooted that CCTV coverage of the area would help, although other members demurred and suggested that people would not be discouraged from acting unsociably. It was agreed that someone should be responsible for sweeping up each day in front of and on both sides of the building.

The Facilities Manager reported on his meeting with the manager of Wetherspoons, who is exasperated at the mess and damage to the company's property. He commented that the temporary shortfall in caretaking hours would soon be resolved meaning more time would likely be available.

RESOLVED – that

- 1) The litter bin outside the Guildhall would not be replaced
- 2) Caretaking staff would regularly litter-pick in the immediate surroundings of the building e.g forecourt, alley and car park
- 3) Wetherspoons to be asked to cage their bins, as locking is not proving sufficient
- 4) Cornwall Council to be asked to focus on this area in terms of enforcement
- 5) A litter bin should be placed in the Guildhall foyer
- 6) A sign should be placed above the Town Council's bins warning that the bins are private and litter droppers and people using them will be prosecuted.

F.248 MARKET HOUSE, FIRST FLOOR

This item had been requested for the agenda by Councillor Taylor, who was not present at the meeting.

In a brief discussion on this matter, it was noted that the Constitutional Club is neither elitist nor sexist and is a club that is valued by those in the community who use it. Club membership has grown since the secretary role was taken on by the Support Services Manager. The rent payable for the first floor area was due to be reviewed along with all other properties at the next meeting of the Finance & General Purposes Committee. The Facilities Manager stated that he or the Support Services Manager would be happy to escort councillors into the building to view the first floor facility.

RESOLVED – that the Constitutional Club should continue to occupy the top floor of the Market House and no other use for the building be considered at this time.

F.249 FINANCE REPORT

The committee expressed its contentment that the tradition of a gift to fishermen's charities being made from donations to St Leonard's Chapel should continue.

It was noted that there was a need to budget for painting and repairing Huers Hut in future in line with the new lease provisions.

With regard to the contribution from car parks income, due from Cornwall Council toward the running of the public conveniences located in car parks, the Clerk advised that the necessary information was being gathered in readiness to submit the claim to Cornwall Council.

Visitor Information Centre

The VIC Manager and its staff were commended for their commitment and for doing a huge service for the town. Members noted that sales and income are not increasing, and agreed that a sustainable business model for the VIC needs to be found for when it moves to the library. It was suggested that interested Councillors should join staff in a brainstorming session to consider how the VIC service could be made more relevant and generate more income in future.

RESOLVED – that

- 1) The Finance Report be noted
- 2) Excess expenditure on the repair and maintenance of toilets and the net excess expenditure on the VIC budget be considered as overspends (VIC overspend to be drawn from the VIC Earmarked Reserve, as set out in the report)
- 3) Island Centre balances at year end (including income from 2015/16) be carried forward to 217/2018 as Island Centre earmarked reserve.

F.250 REPORTS FOR INFORMATION

None

F.251 CORRESPONDENCE

None

F.252 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.253 PUBLIC CONVENIENCES REFURBISHMENT PLANS (SMEATONS GENTS AND DOVE STREET) (Paragraph 3)

The Facilities Manager reminded the committee that he had asked 10 local building companies to express an interest in the tender, and that none had replied. He subsequently sent the tender to two large, local builders, both of which had replied that they would not tender. He then presented the written report circulated prior to the meeting and expressed his disappointment and apologies at the difference between the estimate for the work made by the company acting for the council and the least costly tender. He stated that three companies had tendered and all had bid substantially more than the company's estimate.

During discussion, the Facilities Manager set out the changes to the contract specification that had been made in a subsequent meeting with the company and the builder that had made the lowest tender. In the main, the cost reduction had been achieved by replacing high specification items with more utilitarian alternatives. Even then, the final costs are more than double the company's estimates.

Members expressed concern at the cost of the works and gave consideration as to whether the new costs presented represented value for money and whether the works should be cancelled. The Facilities Manager confirmed that the works could be staggered at no extra cost if a phased approach was preferred.

It was noted that the Facilities Manager would also be overseeing works to maintain and improve

the other public conveniences and facilities and so it was necessary to factor in capacity of staff to manage and oversee the refurbishment contract.

Due to the importance of ensuring that the works were completed quickly, it was agreed to take the approach that the commissioning contractor remain responsible for the project management of the works. A penalty clause was requested to be written into the contract for any over-run of the works (suggested £2,000 per day).

RESOLVED – that

the refurbishment works should continue to be carried out on the basis of

- 1) Option B, as set out in the report;
- 2) The works on Dove Street to be delayed until the autumn of 2017, date to be determined by the Facilities Manager.
- 3) The works on Smeaton's Pier men's to be commissioned to be completed by 23 May 2017, with the women's toilets to act as unisex facility for that period.
- 4) Both elements of the contract to include penalty clauses on contract overruns

Councillor Glanville requested that his name be recorded as voting against the resolution.

F.254 MARKET HOUSE – GUTTER (Paragraph 3)

The Committee considered the report circulated prior to the meeting. The Facilities Manager reported on efforts to secure firm advice from English Heritage and Cornwall Council on the action that the council should take, and on the applications for work on a Listed Building submitted to the planning authority.

Letters have been circulated to local builders seeking quotes for the work. The Facilities Manager has approached Cornwall Streetworks for permission to commission the work inside Cornwall Council's embargo on scaffolding in the streets on the ground of risk to the public. He asked Members to note the error in the paper and said that he estimated the cost to be up to £2,000 more than the figure quoted in the paper.

RESOLVED - that

- 1) the preference was to remove and replace the existing guttering with aluminium;
- 2) the Facilities Manager be asked to seek quotes for (a) the replacement of fascia, fixings and gutter and (b) replacement of fascia and fixings only ;
- 3) it be **RECOMMENDED** to Council to budget the amount set out in the report, plus £2,000 to fund these works; and
- 4) to delegate the appointment of a contractor to carry out the works to the Facilities Manager in consultation with the Chairman and Vice-Chairman of the Facilities Committee.

F.255 **MARKET HOUSE – FIRE SAFETY** (Paragraph 3)

The Facilities Manager had recently commissioned a fire safety risk assessment of the Market House. The risk assessment had identified the need for an integrated fire alarm system to alert people on the first floor to a fire on the ground floor. Quotes received to date gave an indicative figure on which to base the decision, on the basis that the committee were being asked to approve a budget for the expenditure in order that the Facilities Manager could consider all quotes when received, and to award the contract.

When considering this item it was noted that there had recently been an amount of expenditure incurred in the upkeep of the Market House to the benefit of the Constitutional Club and so this should be taken into account when the rent was next reviewed.

RECOMMENDED to Council – that Reserve funds be approved for the installation of an integrated alarm system, to a maximum of £7,000

F.256 **STEP-FREE ACCESS TO THE FIRST FLOOR OF THE GUILDHALL** (Paragraph 3)

Members considered the report prepared by the Facilities Manager which set out the background to the proposal for step-free access to the first floor of the Guildhall. Following the feasibility study carried out, indicative costings had been provided. Members considered potential funding options and the timescales/timing options.

Following discussion, it was

RESOLVED – that

- 1) the report be noted
- 2) to proceed on the basis that grant funding options be explored in the first instance
- 3) to further explore the possibilities for a wheelchair platform stairlift (costs and practicalities)

It was further **RESOLVED** – that following the above steps, the future way forward to be to:

- 4) authorise officers to initiate discussions with the ground floor tenants to assess to what extent they will be willing to co-operate and accommodate the works;
- 5) authorise a tendering process to identify a contractor to undertake the design, contract manager and Principal Designer roles; and
- 6) authorise a tendering process to identify a contractor to carry out the works identified in the detailed design phase.

F.257 **PUBLIC CONVENIENCES – CLEANING ARRANGEMENTS FOR THE SUMMER 2017 SEASON**

It was reported that a meeting had been held with the company that runs two of the local beaches to explore whether it was feasible for it to be commissioned to clean the public toilets in these locations.

The Committee considered the cleaning options within the available budgets and noted the 'resident cleaner' principle developed by the Facilities Manager and subject to discussion with the contractors in an effort to further increase cleaning standards in a cost effective way.

When considering the public conveniences it was noted that the revenue budget for public conveniences had been reduced by £17,500 during the budget setting process in expectation that the redevelopment project would be underway in the 2017 season

RECOMMENDED – to Council that the sum of £17,500 be an authorised overspend for Porthmeor public conveniences costs in 2017/2018

RESOLVED – that the Facilities Manager be authorised to negotiate with the cleaning contractor to achieve an uplift in cleaning service for the 2017 season, within the budget available.

F.235 **DATE OF NEXT MEETING**

8 June 2017

F.236 **AGENDA ITEMS FOR NEXT MEETING**

Three Year Financial Plan

Performance indicators

Meeting closed: 9.23 pm

Chairman