

Minutes of the Meeting of the Facilities Committee, St Ives Town Council held in the Guildhall Council Chamber, on Thursday 2nd September 2021 at 7.00pm

PRESENT

Chairman – J Wells

COUNCILLORS

Arthur K
Beveridge J

Harris T
Hodson C

Messenger K
Ryall J

IN ATTENDANCE

OFFICERS

Town Clerk
Cultural Services Manager
Buildings & Amenities Manager
Admin Support

F.19 APOLOGIES FOR ABSENCE

Councillor Dale, Councillor Tanner

F.20 CHAIRMAN'S ANNOUNCEMENTS

None

F.21 MINUTES

RESOLVED – that the Chairman signs as a true and correct record the minutes of the meeting of the Committee held on 3 June 2021.

F.22 PUBLIC SPEAKING

None

F.23 DECLARATIONS OF MEMBER/OFFICER INTERESTS

None

F.24 OFFICER'S UPDATE REPORT

The Committee considered the Officers' report and in response to members' comments, the following points were clarified, and amendments agreed:

F13. Changes Places Toilet – the Clerk confirmed that the Council had now received notification from Cornwall Council of their funding allocation of £100,000 and that they were inviting any organisation to express an interest in delivering a facility. The deadline was very short - 10th of September. Cornwall Council were prioritising types of location, which were beachside and visitor attractions. The Clerk had consulted a changing places campaigner working locally and they advised that a beachside facility would be a priority for St Ives and that a modular unit which could be purchased with the equipment in tact would be the most deliverable. They recommended that Porthminster was the most viable beach. The assessment was that Dove Street wouldn't rank high with Cornwall Council as a priority location and would mean loss of a site. The Committee were keen that the Council submitted an expression of interest. Some members felt that other sites near beaches would be an option – for example Sloop carpark which had better access. Others felt that Smeaton's Pier, Ayr Field or Trenwith carpark might be options. The Clerk advised that there wasn't a limit on the number of sites to be put forward. She cautioned members that all these sites were owned by Cornwall Council and it would therefore be their decision. They might not favour sites

which didn't meet their criteria or resulted in loss of carparking. The Committee still felt that the Council should put forward a list of its own priorities, even if they weren't funded.

It was RESOLVED – that any Councillor wishing to propose a site, should contact the Clerk by email before the deadline.

F.14 Smeaton's Pier – Members thanked the Building and Maintenance Manager for getting this resolved at substantially lower cost.

F.38. – Huer's Hut

The Clerk advised that progress had been made in registering the land – the necessary documentation had now been prepared. However, it had highlighted an issue, which was that Treloyan Manor had registered a small corner of the site. It was not known how and when in the past this had occurred and would be almost impossible to challenge. It did not frustrate the scheme and legal advice was to proceed with registering the Council's land and to seek to negotiate when the Council's own registration was complete. The process could take up to six months.

The Chairman welcomed the fact that so many items were being cleared from the update report as complete.

RESOLVED – That subject to the actions set out, the report be noted.

F.25 **REVIEW OF THE TOILET CLEANING CONTRACT**

The Town Clerk talked the Committee through the documents, which had been circulated. She appreciated that they were complex including legal documentation and advised the Committee that it focus on part B which was the service specification. Part A provided general tendering advice and instructions and Part C was the applicants submission document. The Committee should be assured that they complied with the 2015 public procurement regulations and the Council's standing orders in full. Two elements were awaited and would slow down the timetable. First, a draft contract, which should be issued with the tender pack. Second, TUPE information was awaited from the current supplier. Two members of the cleaning staff were likely to be included in the TUPE terms. The current supplier, CORMAC had confirmed that the current contract could be extended until the end of the financial year so that the new contract would begin on April 1st 2022.

The Committee discussed the documentation. They agreed that as far as possible the timetable should be followed. The Clerk confirmed that the specification could reflect the Council's priorities, for example a focus on quality standards, environmental considerations or cost.

There was a discussion about whether to look for savings through adjusting the specification but felt that the price/quality split of 50/50 was correct. It was agreed that Winter opening times should be further restricted to reflect usage and make some reductions in price:

- Potential for Dove Street to go to Winter closure in October
- To limit Porthminster to three cubicles over the Winter months, from the end of September .

During the discussion, the following additional points were made:

- The size and complexity of the sites suggested that the contract suited a larger firm to ensure that there were no service failures. This should be assessed through the evaluation.
- Was financial standing tested – the Clerk confirmed that credit checks and financial strength would be credit checked.
- The Contract needed to be explicit about service failures
- Christmas and New Year opening was set out in the specification and it was expected that contractors would respond to ad hoc requests for opening.

RESOLVED – that, subject to the above amendments, the documentation and proposed timetable are **RECOMMENDED** to Council for final approval and advertisement. In addition, that the Council are requested to:

- i) Nominate the Chairmen of the Facilities and Finance & General Purposes Committee to be present at the opening of tenders
- ii) Delegate responsibility for consideration of the tender report and the evaluation of tenders to the Facilities Committee and
- iii) Delegate responsibility for the decision to award the tender to Finance & General Purposes Committee in order to meet the procurement timetable

F.26 **INTRODUCTION OF TOILET CHARGES: PROPOSAL TO UNDERTAKE A FEASIBILITY STUDY**

The Chairman introduced the report seeking clarification that the suppliers were willing to submit feasibility reports on a without prejudice basis, free of charge. The Clerk confirmed that this had been looked at 10 years ago but as the report set out, a number of things had changed, not least the accelerated move to contactless payments which reduced access issues and risks associated with managing cash on site. Mechanical equipment was also improved and systems run with digital technology, less prone to damage from a marine environment. Many seaside towns, especially in Cornwall were already introducing charging.

- The Committee discussed the report and the following comments were made:
- Some Councillors didn't support the principle of charging although it was acknowledged that things could be put in place, for example pre-paid cards for permanent residents
- Could there be charges in the Summer but not Winter months?
- Although the capital costs were high, given the revenues involved, it was anticipated that the Council could recover the costs in a relatively short period.

RESOLVED – that the Committee invite suppliers to prepare feasibility studies on the introduction of charging on a without prejudice basis to be considered at the next meeting of the Committee.

F.27 **MAINTENANCE PROJECT OFFICER UPDATE**

The Chairman invited members to ask any specific questions about the update. The Building and Maintenance Manager made the following comments:

- Many projects were now drawing to a close. Snagging work continued to be an issue at the Library with the quality of painting on some sills. Sites visits to agree a final quality finish were planned and had been delayed, due to Summer holidays.
- The Guildhall tender documents for the toilets were ready to be sent out. It was hoped that this would be next week. The contract period was six weeks. Although a November start date was possible, December was more realistic.
- The remaining projects still awaited the borrowing approval, which was on Council agenda for the following week. This included the through floor lift, library roof, CLT grant, toilets.

The Clerk advised the Committee that there was no idea yet about likely contract price for the Guildhall toilets and warned that there may still be a funding shortfall. There were some possible options to deal with financing within this financial year and these would be explored, post tender. Some committee members asked whether including the project in Town Deal funding was a solution. The Clerk advised that the working group had considered this but decided that at this stage, tendering could go ahead - the timescales were longer and funding not yet guaranteed for Town Deal. Should the tender process be unsuccessful, this could be re-considered.

Work on the wallgates at West pier had been put on hold until late Autumn, because of footfall.

RESOLVED – that the Committee note the maintenance project manager’s update report and, subject to any additional information received on the costs of the Guildhall toilets, to consider any further proposals from officers on the project budget and resulting recommendations to Council.

F.28 GUILDHALL REDEVELOPMENT PROJECT UPDATED AND RECOMMENDATIONS FROM WORKING GROUP

The Town Clerk advised that the notes from the meeting, latest project plan and toilet specification were appended. Terms of reference for the group had also been drafted.

She also updated the Committee on the Towns funding. They had received positive news that Cornwall Council had agreed to cashflow revenue in order to assist projects, limited to 5.4% of project costs. Officers did not have adequate expertise in house to complete feasibility work, especially in relation to ventilation and air conditioning and sound. Officers were seeking three quotes from specialist theatre company consultants on two bases – solely feasibility work or a full service approach to include project management.

The Cultural Services Manager advised that the Venues & Events Manager was starting on the 4th October but would be down for the second week of September Festival.

RESOLVED - that the Committee

- i) Note the progress to date and the action plan update
- ii) Note the report from the working group and agree the recommendations therein
- iii) Agree that Town Fund revenue support could be accessed to pay for project and technical support with proposals brought to the working group.

F.29 LIBRARY AND INFORMATION SERVICE INCOME GENERATION

The Cultural Services Manager introduced the report. She advised that there was positive progress in terms of customers returning to the library, classes and events. The key issue was income generation and the visitor information element. This was essential to the success of the building. The report set out a range of ideas and initiatives which the manager wished to pursue in order to bring in income and boost sales. Councillors supported the proposal and asked how the Committee would be kept up to date. The Cultural Services Manager advised that the work would involve piloting and testing out ideas. She would be reporting back on what worked and there would be regular updates. There would inevitably be a need to review staffing capacity and structure and this would be a report to the Staffing Committee.

RESOLVED – that in consultation with the Committee Chairman the Cultural Service Manager is granted approval to progress a number of initiatives designed to drive income streams to support the LIS and provide regular updates to Committee in terms of progress and evaluation.

F.30 GUILDHALL BAR BUDGET

The Town Clerk introduced the RFO’s report. She explained that a new cost centre for the bar had been created. This included an initial opening budget of £5,000 for stock and equipment, which was approved under delegated powers and would need ratification. The bar costings relied on the planned 23 events which were booked until the end of the financial year – there may be others. The Council would be running the bar during the festival and it was hoped that this would generate revenue. Members debated the report and the following comments/ points were made:

- Was there adequate security? The bar was secure and the level of security staff depended upon the event. September festival would contribute their own volunteer stewards.

- Did staff have adequate skills and capacity to run the bar. Officers acknowledged this would take time, given that the bar was being brought in mid year, following uncertainty around COVID. A report would be considered by staffing committee next week.
- The bar continued to be a trial for these limited events. There was a high degree of confidence that costs could be recovered from bar sales.

The Committee in general welcomed the bar and saw that this development was the only way in which the Guildhall could generate adequate revenues from events.

RESOLVED - that the Committee

i) Note the proposed budget monitoring arrangements for the Guildhall Bar

ii) **RECOMMEND** to Council that the initial expenditure budget of £5,000 be ratified and in addition that

iii) Officers be authorised to approve expenditure for casual staffing costs and overtime for the programmed events in 2021-22, subject to adopting the principle that the costs can be recovered from the 2021-22 bar budget with the details to be approved through a report to Staffing Committee.

F.31 **FINANCE REPORT**

The considered the report and had no specific questions.

RESOLVED – that the finance report be noted.

F.32 **REPORTS FOR INFORMATION**

None.

F.33 **CORRESPONDENCE**

None.

F.34 **EXCLUSION OF THE PRESS AND PUBLIC**

To consider passing the following resolution:

“That in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting during the consideration of the following matters on the grounds that they involve information of a confidential nature.”

F.35 **LIVE STREAMING AND INSTALLATION OF SOUND FOR THE UPPER ROOMS**

The Committee considered two proposals for live streaming and installation of sound for the Chamber. A third supplier had not submitted a quote. The Committee considered the proposals and resolved to accept one which represented value for money and best met the Council’s requirements. One Councillor requested that proposal be revised to ensure adequate microphones were included. The decision had been delegated to the Committee and was to be funded from the elections reserve so had authority to proceed.

It is **RECOMMENDED** – that the Committee appoint the preferred contractor.

Date of next scheduled meeting

28 October 2021

Meeting closed at 20.16 pm

Chairman