

Minutes of the Meeting of the Facilities Committee, St Ives Town Council held in the Guildhall Council Chamber, on Thursday 3rd June 2021 at 7.00pm

PRESENT

Chairman – J Wells
Vice Chairman – S Tanner

COUNCILLORS

Arthur K
Beveridge J
Dale A

Harris T
Hodson C

Messenger K
Ryall J

IN ATTENDANCE

Press

OFFICERS

Town Clerk
Cultural Services Manager
Buildings & Amenities Manager
Admin Support

F.1 APOLOGIES FOR ABSENCE

None

F.2 CHAIRMAN'S ANNOUNCEMENTS

None

F.3 APPOINTMENT OF COMMITTEE CHAIRMAN AND VICE-CHAIRMAN

RESOLVED – that Councillor Wells be appointed as Chairman of the Facilities Committee for the Council year 2021-22

The Mayor congratulated Councillor Wells and handed over chairmanship of the meeting.

F.4 **RESOLVED** – that Councillor Tanner be appointed as Vice-Chairman of the Facilities Committee for the Council year 2021-22

F.5 MINUTES

RESOLVED – that the Chairman signs as a true and correct record the minutes of the meeting of the Committee held on 11 March 2021.

F.6 PUBLIC SPEAKING

None

F.7 DECLARATIONS OF MEMBER/OFFICER INTERESTS

None

F.8 OFFICER'S UPDATE REPORT

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

F.59. Market House Condition Survey – The Town Clerk informed members that the Constitutional Club have formed a management committee. They had been provided with with heads of terms for a two year lease and she would be instructing solicitors to prepare the lease. In advance of re-opening, they would like to re-decorate the interior of the club room.

F.28 Acorn Partnership and programme – propose that this is merged with F.37 Guildhall Action Plan Update.

F.35. Installation of microphones on the top table in the Council Chamber – A member queried if this included hearing loops. The Town Clerk explained that, for the live streaming of meetings, microphones and speakers will be installed which will improve the amplification in the room. Hearing loops were considered more limited than the microphones as they require people to wear hearing aids.

RESOLVED – That subject to the above, the report be noted.

F.9 REVIEW OF THE TOILET CLEANNG CONTRACT

The Town Clerk stated that the review of the contract is long overdue as the current CORMAC permitted 2 12 month extensions which would expire in January 2022. This work must be carried out. The report was an opportunity for the committee to determine the breadth and scope of the review. For example, the Committee could consider updating the same service specification and tender for a like for like operation or they could opt to extend the review to consider other strategic matters, for example introducing paid toilets, disposing or some toilets or out-sourcing the management to third parties giving up some of the toilets. The implications were time and staff resources. A broader strategic review would need greater member involvement to consider the options and explore models of provision from elsewhere.

Members debated the matter and the following points were made:

- Running an options review took considerable time and effort. The previous exercise had still resulted in very view bidders and CORMAC simply retained the contract
- One option was an in-house bid but this would require officers to work on both sides of the process
- Doing nothing and extending the contract again was not an option as there were several unfavourable contract terms. In addition, it was best practice to test the market.
- It was an opportunity to introduce new terms such as environmental policies including reducing single use plastics and use of environmentally friendly cleaning products.

Members on balance favoured a more limited tender process, due to limited resources.

The Town Clerk stated that officers will develop the proposals and bring them to the next committee to review. It will then be a 3-month tender process.

RESOLVED – that

- i) the Council re-tender the toilet cleaning contract of the current provision, without carry out a strategic options review
- ii) Officers be asked to develop proposals for the review (including service scope, tendering process, timetable, recommended revisions to the service specification and standards and any arrangements for a client – contractor separation) to be considered at the next meeting of the Committee

F.10 MAINTENANCE PROJECT MANAGER’S UPDATE REPORT

The Buildings and Amenities Manager addressed the committee outlining the following updates:

- **Library:** He informed members that the final work on the library roof would continue once the scaffold restrictions are lifted for the season. All works should be finished by November.
- **St Nicholas Chapel:** The issues with the contractor are ongoing with snagged works to the window paintwork still required. Payment would be withheld until this was complete.
- **St Leonards Chapel:** works are complete and the contractor did an exemplary job.
- **Guildhall Step free Access:** still awaiting funding from the borrowing confirmation.
- **Town Toilets:** They have a phenomenal amount of use. The Committee had made a decision to replace the wallgates and this was in programme

The Town Clerk asked that the Committee note the contribution being made by the Building and Amenities Manager, whose experience has ensured that quality issues in recent contracts had been addressed.

RESOLVED – that the Committee note the maintenance project manager’s update report.

F.11 THE GUILDHALL RE-DEVELOPMENT PROJECT UPDATE

The Town Clerk introduced the item by explaining that the aim of the report was primarily to inform new councillors of the background of the project. She stated that there continued to be major delays to the development of the toilets, due to the workloads and use of professional advisors. However, other elements were on track. In the Committee discussion, the following key comments were made:

- For the town deal funding a full detailed business case will need to be worked up.
- Interviews for the Venues Manager had taken place and the post been offered and the Cultural Services Manager hoped to be in a position to make an announcement soon.
- The working group was considered to be an effective forum and nominations were received and agreed as follows: Councillors Arthur, Beveridge, Dale and Wells.
- The Chairman welcomed the detailed project plan which had informed his understanding

RESOLVED that the Committee

- i) Note the progress to date and the action plan update
- ii) Confirm the continuation of the project working group with new members: Councillor Arthur, Beveridge, Dale and Wells being appointed
- iii) Note the tender process for the toilet modernisation with approval of the technical specification being delegated to the Town Clerk and Building Manager, in consultation with the Committee Chairman and the working group

F.12 LIBRARY AND INFORMATION SERVICE UPDATE

The Cultural Services Manager was welcomed to the committee. As a new manager, she thanked staff and members for the welcome she had received. She explained that it was a difficult transition period for the team, especially with the retirement of Jane Dews as long standing Librarian. She was spending time with the team and consulting staff on their ambitions for themselves and the library.

She reported that she had met with the Chair of the Library Partnership Board. The board was due to be reviewed and they were in agreement that the board, in its current form had served its purpose, supporting the library’s transition from Cornwall Council to the Town Council. There was now a need to engage with wider organisations and those groups that are not currently using the service or reflected on the board. Founding board members were also involved with FOSIL which would continue as a key stakeholder.

A member requested that the Committee write to board members and thank them for their contribution to the board and the library and information service.

RESOLVED - that the Committee

- i) Note the LIS update report
- ii) Support the proposal to wind up the Library Partnership Board with further proposals on taking forward the new service being brought back to a future meeting of the Committee.
- iii) Write to board members to thank them for their contribution.

F.13 **CHANGING PLACES FUNDING – DOVE STREET TOILET**

The Town Clerk introduced the item by informing members that Dove Street toilets are currently closed due COVID guidelines. They do not allow for appropriate social distancing as they are too small. She added that, although they were in a reasonable state of repair, they were in need of modernisation. The report sought members' agreement to explore Dove Street being modernised into a changing places toilet.

She explained to members the Changing Places toilet concept; a large adapted toilet capable of accommodating either a hoist and a full table for adults with physical disabilities who needed more space than a conventional disabled toilet. There was a national policy commitment to changing places toilets with scope for investment for new provision. Other funding could be sourced from charities. At the moment, there is only provision in Penzance and Camborne.

Members debated the proposal. There was general support but it was felt that there may be alternative sites which would be more suitable. Members proposed a feasibility study to assess all of the toilets to determine which is the most suitable for adaptation could be carried out.

RESOLVED – that officers work with specialists to carry out an assessment of suitable sites and identify available funding sources with a report being brought back to a future meeting.

F.14 **SMEATON'S PIER SEWER – REPORT ON THE COLLAPSED SEWER**

The Town Clerk informed members that a sewer had collapsed outside the ladies toilets on Smeaton's Pier. Lease plans were awaited but it was likely that this was outside of the demise of the Town Council's lease. Officers had commissioned a survey and received two estimates with the potential cost around £11,000 for the repair. The Clerk had been speaking to the Harbour Master and Cornwall Council about solutions and who covers the costs. The work requires a large area of the pier to be dug up. The issue may stem from a historic repair that was not sufficient. She informed members that the quay and the pier is legally Cornwall Council land, but it is owned by the Harbour Authority. The Town Council lease the toilet block from Cornwall Council. According to the terms of the lease the Town Council is responsible for repairs to the structure but not the sewer.

A member requested whether the installation of temporary toilets could be considered, utilising some of the funds paid by the harbourmaster for the facility.

RESOLVED – that officers:

- i) In consultation with the Committee Chairman continue talks with Cornwall Council and the Harbour Master
- ii) Investigate the option of instating a port-a-loo until repairs are completed

F.15 **COMMITTEE WORK PROGRAMME**

The Town Clerk explained that the former Council had developed a work programme and sought confirmation that the Committee wished to continue with the annual work programme, and if so, she sought comments and amendments on the current programme appended to the report. It was understood that new projects would be added and some removed over the life of the Committee.

RESOLVED – that the Committee adopt the work programme as a working document to direct its future work over the next 12 months.

F.16 **FINANCE REPORT**

The Committee considered the update report. The Town Clerk gave an update to the Committee regarding rental income: St Johns Ambulance are now willing to enter into a new lease for 5 years on the negotiated terms. She also sought approval to proceed to advertise the small office at the Island Centre as soon as the St Johns lease was signed.

RESOLVED – that, subject to the proposed action, the finance report be noted.

F.17 **REPORTS FOR INFORMATION**

None.

F.18 **CORRESPONDENCE**

None.

Date of next scheduled meeting

2 September 2021

Meeting closed at 8.09 pm

Chairman