

Minutes of the Meeting of the Facilities Committee, St Ives Town Council held in the Guildhall Committee Room, at 7pm on Thursday 23rd October 2025.

PRESENT

Chair – Councillor Wells

COUNCILLORS

Messenger K

Smith L

Van Staeyen M

Ryall J

IN ATTENDANCE

Councillor Kennedy (Substitute for Councillor Harris), The Press

OFFICERS

Town Clerk

Special Projects Officer

Head of Finance

Administration Assistant

F.23 APOLOGIES

Councillors Arthur, Evamy and Harris

F.24 CHAIR'S ANNOUNCEMENTS

In the absence of the Committee Chair and Vice Chair, the Mayor chaired the meeting.

An individual room hire request would be considered under agenda item 7.2 as part of the Scale of Charges.

RESOLVED – that Councillor Kennedy substitute for Councillor Harris.

F.25 MINUTES

RESOLVED – that the Chair signs as a true and correct record the minutes of the Facilities Committee meeting held on 5th June 2025.

F.26 PUBLIC SPEAKING

None.

F.27 DECLARATIONS OF MEMBER/OFFICER INTERESTS

None.

F.28 CLERK'S UPDATE REPORT

RESOLVED – that, in addition to the above updates, the Committee NOTE the report.

F.29 DRAFT COMMITTEE BUDGET

The Committee considered a detailed report and presentation in relation to the draft budget. It reflected councillors' stated ambition to minimise increases in the precept and align them with the likely maximum increase for Cornwall Council of 4.99%. The facilities committee budget had a number of challenges, given that it was the largest service committee and reflected the Council's obligations for a number of buildings and services including the library and the Guildhall. Delays in the Guildhall refurbishment project had an impact in terms of income and potential additional costs. Elements of note were as follows:

The Guildhall

- No income from the Concert Hall and Bar were included for the financial year.
- Wedding income was modelled on the Blockhouse.
- There were some reductions in rental income to reflect the Council team's occupation of the former rented office space.

Cornerstone Library Building

- Income had generally performed to budget in 2025/26 and had been forecast forwards.
- Staffing costs were subject to increment and cost of living increases. The youth project post was included in the Cornerstone Staffing Budget.

Public Conveniences

- The cleaning and supplies costs were in excess of £190,000. These costs would be offset against the continued roll out of charges and increase in the charges was proposed for debate.

Island Centre

- Rental income had stabilised due to the markets staying in the building.

Market House

- There was a reduction in rental income to reflect the reduction of one unit. All leases had an annual rent review built in and two had yet to be agreed.

Devolved Sites

- Blockhouse was proving popular as a wedding venue and exceeding income budgets.

Facilities Maintenance & Management Team

- The team was fully staffed and associated costs were incorporated such as uniforms and tools.
- Two of the team's vehicles were nearing the end of their useful lives. It was proposed that a vehicle review is undertaken during the next financial year and a contribution of £5,000 to a vehicle replacement reserve is included each year.

The Committee budget had a resulting net increase of £47,465 (an increase of 5% on last year's net Committee budget). The main contributory factors to this increase were the staff cost of living pay increases and associated costs of devolved sites. To offset these costs, toilet charges were proposed to increase to 50p and there were some additional rents from devolved sites.

The Committee debated the proposals and sought clarity on how commercial rents were assessed and market research on toilet charging rates. It concluded that given the scale and challenges of the Committee budget, a 5% net increase was within acceptable parameters.

RESOLVED – that the Committee RECOMMENDS the draft Committee budget 2026-27 to 2028-29 to the Finance and General Purposes Committee for inclusion in the Council budget setting process.

F.30 SCALE OF CHARGES 2026 - 2027

The Committee considered a detailed draft scale of charges. Officers had concluded an annual process of reviewing all charges with the relevant services to ensure that charges adequately covered costs and then charges were tested against any market comparators. The Committee were asked to consider the importance of commercial income to support the Council's budget – very significant for a council of St Ives' scale and shifted the balance away from tax payers onto service users.

It was agreed that the Head of Finance would prepare a detailed report in the future setting out the

way in which charges were calculated.

The Council's policy was that all free hires of facilities should be an exception and considered on a case by case basis. As such, the Council had received a request from the Edward Hain Centre and the St Ives Shanty Shout to make use of the Guildhall offices for volunteers and artists during the festival. The costs would be rental income foregone and locking and locking the venue during the weekend and could be waived as the Council's contribution in kind to the event.

RESOLVED – that the Committee

- i) RECOMMENDS the scale of charges for 2026-27 to Council for adoption and in order to inform the budget setting process, with the exception of proposed charges and rents for memorial benches and allotments, which were RECOMMENDED to the Community and Environment Committee for consideration and
- ii) Waives Guildhall room hire fees and premises staff costs for the shanty shout festival on the 21-22nd of November as a contribution in kind to the event.

F.31 THE JUDO CLUB

The Committee's attention was drawn to the status of the St Ives judo club building. The building occupied land behind the Island Centre and the club paid the Council a nominal ground rent but owned the building long leasehold. The club were struggling with some repair issues as the roof needed replacement due to asbestos and recently, a collapsed drain needed repair and might need further investigation. It was likely that the Council would be partially liable for the drain. The club had however, recently heard they had been successful in funding to replace the roof.

RESOLVED – that the Committee NOTES the judo club's disrepair issues and potential future liabilities for the drainage infrastructure.

F.32 COMMITTEE WORK PROGRAMME UPDATE

The Committee considered an update to its annual work programme and the following were highlighted:

- The Guildhall project was highlighted as a red risk, due to issues that councillors were aware of.
- Trenwith Toilets Lease had been signed.
- The Market House project was generally on budget and on time. A tour of the building would be arranged with Councillors in the coming weeks.
- Cornerstone Building's Digital Skills project was progressing.
- Several devolved properties were being refurbished to be rented out.
- Palemon Best Café Youth Space initiative had evolved into the Yonkers Bus.
- The planned public conveniences review would progress in the new year.
- Maintenance Team's relocation to Penbeagle industrial estate was still being progressed but was dependent upon a response from CORMAC which was slow.

The Committee noted the positive progress with the projects and requested that the team be congratulated on their work. They requested updates on:

- **Railings at the lodges:** railings for the lodge area had been commissioned and installation would take place in the Winter months.
- **Wharf Road Planters:** There had been changes to the planters locations some authorised by highways, and some not. They had been brought in for the winter replanting and rat proofing.

RESOLVED – that the status report for the annual Facilities Committee work programme be NOTED.

F.33 HEAD OF BUILDINGS AND AMENITIES UPDATE REPORT

The Head of Buildings and Amenities was on long term sick leave and the Premises and Operations Manager had been acting up in their absence. This was their report. Maintenance team resources were depleted due to other staff sickness. The dual approach of delivering some works in house and commissioning others from external contractors where skills and resources required, had ensured that projects had generally remained on track.

The team had recently resealed the Skatepark, and had received positive feedback about the work. Special thanks from the Committee were extended to the Premises and Operations Manager.

RESOLVED – that the Committee NOTE the report.

F.34 CAPITAL PROJECTS UPDATE

The Committee considered a report, following the adoption of a capital programme by the Finance and General Purposes Committee. The following updates on capital projects were provided:

F.34.1 Guildhall Renewal

A detailed update report was provided setting out progress to date, spend against budget and delays to the programme which were now forecast to extend into the Summer of 2026. Gravestones had been discovered and South West Archaeology were informed. It was noted that the issues in relation to the party wall and the impact on the project continued.

RESOLVED – that the Committee NOTE the update report and progress against each project and the actions therein and in particular the concerning and continuing delays to the Guildhall, primarily as a direct consequence of matters on a neighbour's project site.

F.35 FINANCE REPORT

The Committee considered a finance report in relation to the current budget position and the following were highlighted:

- Concert Hall income for 2025-26 had been removed and budget provision had been reallocated to manage the excess costs of the Renewal Project.
- Cornerstone income was on track, even with the reduction of rental income due to Barclays withdrawing.
- Public Conveniences: no income for the Trenwith toilets had been received, due the lease delays but it was offset due to the cleaning costs not being required.
- Island Centre income was above projections due to the market hirers.
- Market House rents were adjusted due to one less retail unit.
- Island Chapel income was reduced, linked to the use of the Blockhouse and its income was exceeded.
- Maintenance team staffing costs were lower due to the delayed start of the Senior Maintenance Officer.
- All other budget lines were on target.

It was noted that officers had tried unsuccessfully to ask Barclays to remain.

RESOLVED – that the Committee NOTES the Finance report.

F.36 REPORTS FOR INFORMATION

None.

F.37 CORRESPONDENCE

None.

F.38 NEXT MEETING

5th February 2026

Meeting closed at 20:02 pm

Chair