

MINUTES OF THE LEISURE AND AMENITIES COMMITTEE MEETING held in the St Piran Room, Penlee Centre, Penlee Park, Penzance on Monday 10 June 2019 at 7.00pm.

PRESENT

Councillors D J Axford
K M Baker
N C Broadhurst
R B Cliffe
N A Davis
J H Dixon
W Elliott
J M How
J S Lambourn
R A Mann
P Young

Also present: Ben Brosgall (Leisure & Amenities Manager), Teresa Fogarty (Senior Administration Officer)

In the absence of a Chairman, the Mayor took the Chair for item 1. of the agenda.

1. TO AGREE THE FOLLOWING APPOINTMENTS

(a) Committee Chair

Nominations were requested for the position of Committee Chair.

Cllr Jackson was proposed by Cllr Baker, seconded by Cllr Dixon.
Cllr Cliffe was proposed by Cllr Davis, seconded by Cllr Elliott.

Members requested a paper ballot, the result of which was 6 votes for Cllr Jackson, 5 votes for Cllr Cliffe.

It was therefore duly

RESOLVED – that Cllr Jackson be the Committee Chair for the municipal year 2019-20.

(b) Committee Vice-Chair

Nominations were requested for the position of Committee Vice-Chair.

Cllr How was proposed by Cllr Dixon, seconded by Cllr Young.
Cllr Elliott was proposed by Cllr Baker, seconded by Cllr Cliffe.

Members requested a paper ballot, the result of which was 6 votes for Cllr How, 5 votes for Cllr Elliott.

It was therefore duly

RESOLVED – that Cllr How be the Committee Vice-Chair for the municipal year 2019-20.

In the absence of Cllr Jackson (Chair), Cllr How (Vice-Chair) took the Chair.

2. APOLOGIES FOR ABSENCE

Councillor B Jackson

Absent without apologies: Councillor N N Waller

3. TO RECEIVE DECLARATIONS OF INTEREST

None.

4. PUBLIC PARTICIPATION

No public present.

5. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

There were no confidential items to be considered.

6. TO CONFIRM MINUTES OF THE MEETING HELD ON 11 MARCH 2019

The minutes of the meeting having already been distributed, it was

RESOLVED – that the Minutes be signed as a true and correct record.
(Proposed: Cllr Mann; seconded: Cllr Axford.) 1 abstention

7. REPORTS FOR DECISION

(a) Heamoor Field

At the Committee meeting of 11 March 2019, the Leisure & Amenities Manager had been asked to source quotes for the extensive repair work needed to the Heamoor field stone hedge and to explore more cost-effective options for repair/replacement.

The Leisure & Amenities Manager reported on his findings which were then discussed by Members and questions raised.

The L&A Manager confirmed that the proposed contractor intended to utilise the existing stones in order to ensure that the style of the hedge remained as close to the original hedging as possible.

It was noted that Heamoor Field was leased on a long term lease and that the Town Council was responsible for the upkeep and repairs to the boundaries. It was then unanimously

RESOLVED – that

- a) The Leisure and Amenities Committee recommend to the Finance & General Purposes Committee a virement of unspent expenditure from budget lines 1130/1 (Heamoor Field) and 1105 (Other Amenities Expenditure) totalling £1,766.66 and £2,990.86 respectively which had been moved in to General Reserves at the end of the 2018/19 financial year to be re-instated into budget line 1130/1 Heamoor Field for 2019/20.
- b) The Leisure and Amenities Committee resolve to progress the repair to Heamoor Field Wall in line with the detail set out in the report provided. In addition to the quoted price, the inclusion of a contingency amount of 20% of the total quoted price was recommended. Total amount required for the repair work was £7,128.00, including contingency amount.
(Proposed: Cllr Axford; seconded: Cllr Elliott.)

(b) TIC Payment Entry System

A series of failures to the TIC public toilet entry system, related to mechanical, electrical and vandalism, had been reported and it had become evident that a new system would be required in order to keep the facility open and functioning efficiently.

Due to difficulties in obtaining service and repair call outs from the current supplier, research had been undertaken to identify alternative suppliers. Only two other suppliers had been identified, one of which did not operate in the South West. The third supplier had carried out a site survey and recommended replacement of the existing system due to its poor condition.

It was noted that income from the pay to enter system helped to offset the cost of operating the TIC toilets, which was the most expensive facility to maintain.

It was therefore unanimously

RESOLVED – to recommend to the Finance & General Purposes Committee the virement of £16,297.96 (which was moved into the General Fund Reserves from the Public Toilet budget line at the end of the 2018/19 financial year) to the TIC Maintenance budget line (1165/7/1) in the current budget year to facilitate the replacement of the payment entry system at the TIC Public Toilet.
(Proposed: Cllr Dixon; seconded: Cllr Axford.)

(c) Draft Operational Plan 2019-2020

The draft Operational Plan 2019-2020 for the Leisure & Amenities team was presented to members.

The plan outlined all the planned work items for 2019-20 and members praised the Leisure & Amenities Manager's work in preparing such a detailed and thorough record and it was unanimously

RESOLVED – to approve and adopt the Operational Plan for implementation in 2019-2020.

(Proposed: Cllr Axford; seconded: Cllr Mann.)

(d) **Financial Comparison Report**

The 2018/19 comparison of revised budget to actual income/expenditure was presented and it was unanimously

RESOLVED – to acknowledge receipt of the financial comparison report for the period ended 31.03.2019.

(Proposed: Cllr Dixon; seconded: Cllr Baker.)

(e) **South Pier Public Toilet – opening hours**

The Isles of Scilly Steamship Company had requested that the public toilets at South Pier be opened at 7.30am until the middle of November and it was evident that this request would be supported by the guest house community in Penzance.

Discussions had been held with the public toilets cleaning contractors who had declared that the toilets could be opened at this earlier time by members of staff on their way to work. It was noted that the facilities would not be cleaned prior to opening but the operatives would carry out a safety sweep.

Members were also made aware that the earlier opening hours would result in additional costs to the Council and it was suggested that these additional costs should be monitored and that further discussions should be held with the Isles of Scilly Steamship Company after middle November to ascertain whether the company would be willing to assist financially with the cost of the extra opening hours moving forward.

Following further discussion, it was unanimously

RESOLVED – to agree to vary the previously approved Public Toilet opening hours for South Pier Toilets to open from 07:30 through to the middle of November.

(Proposed: Cllr Dixon; seconded: Cllr Broadhurst.)

(f) **Penlee Park Recycling**

In line with the Town Council's Strategic Plan that included the development of a sustainable environmental policy for open spaces, it was proposed that the bins in Penlee Park should be switched to a recycling and general waste collection, as opposed to the current 'waste only' contract.

Members discussed whether the 8 existing bins could be utilised elsewhere in the parish and were keen that the recycling initiative and its purpose should be communicated to the public via the Town Council's Communications Officer in line with the Communications Strategy.

Following further discussion, it was unanimously

RESOLVED – that the Committee authorise the Leisure & Amenities Manager to source quotations for the replacement of all public bins in Penlee Park with dual purpose general waste and recycling bins and to identify cost uplifts in the central collection contract to be brought back to the Committee for a decision on implementation.

(Proposed: Cllr Elliott; seconded: Cllr Broadhurst.)

(g) **Public Toilet Working Group**

It was proposed that the membership of the Public Toilet Working Group comprised of Cllrs Elliott, Jackson, Lambourn, Jackson and Pengelly should remain, unless any of the members wished to step down and it was unanimously

RESOLVED – that the Committee agree to continue with the existing membership of the Public Toilets Working Group.

(Proposed: Cllr Broadhurst; seconded: Cllr Elliott.)

(h) **Public Toilet Working Group Tasks**

Three significant pieces of work in respect of the delivery of public toilets would shortly need to be reviewed and completed by the Public Toilet Working Group and recommendations brought back to the Leisure & Amenities Committee.

In addition to the three pieces of work identified in the report, two further items were added by Members and it was unanimously

RESOLVED – that the Committee task the Public Toilet Working Group with the following five tasks for recommendation and progression by the Leisure & Amenities Committee:

- Review the 2020-2021 cleaning specification prior to tendering
- Review the current contract duration and explore benefits of extension
- Review a condition survey of facilities produced by the Leisure & Amenities Manager with a view to programming necessary improvement works
- Review the scope of the Community Toilets scheme
- Formulate a strategy for the provision of all public toilets and community toilets within the Parish.

(Proposed: Cllr Broadhurst; seconded: Cllr Elliott.)

(i) Small Works Contract

The current system of requiring 3 competitive quotes for individual pieces of work was causing significant delays and utilising a considerable amount of officer time in the procurement of contractors to handle smaller projects. Research carried out had ascertained that private sector organisations and many larger councils ran a procurement process for a number of smaller, skilled jobs in order to implement an approved contractor list for pieces of work for a fixed period of time, often 2 – 4 years.

Members supported this initiative and it was agreed that there should be more than one contractor per field on the list.

It was unanimously

RESOLVED – to authorise the Leisure & Amenities Manager to draw up a specification for a “Small Works Contract” for Penzance Town Council. The specification would be brought back to the Committee for approval and a procurement process to be undertaken.
(Proposed: Cllr Lambourn; seconded: Cllr Axford.)

(j) Devolution Sub-Committee Membership

Following the establishment of new committee membership at the start of the municipal year, an additional representative to join the Devolution Sub-Committee was sought. One position was automatically allocated to the Chair of the Committee and, in line with the constitution of the sub-committee, a second representative was required.

Councillors Elliott and Lambourn both expressed an interest in joining the Devolution Sub-Committee and a paper ballot was requested

The result of the ballot was 6 votes for Cllr Elliott and 5 votes for Cllr Lambourn. It was therefore duly

RESOLVED – that Cllr Elliott would be the Leisure & Amenities second representative on the Devolution Sub-Committee.

8. REPORTS FOR INFORMATION

Written reports on the following were circulated:

- (a) Penlee Park Boundary Fence
- (b) Penlee Play Equipment
- (c) Health & Safety Audit

9. MATTERS ARISING FOR REPORT ONLY

None.

The meeting closed at 8.15pm

Chairman
12 August 2019