

MINUTES OF THE LEISURE AND AMENITIES COMMITTEE MEETING held in the St Piran Room, Penlee Centre, Penlee Park, Penzance on Monday 19 November 2018 at 7.00pm.

PRESENT

Councillors B Jackson (Chairman)

Councillors K M Baker
S Bosworth
N C Broadhurst (from 7.02pm)
R B Cliffe
N A Davis
J S Lambourn
P Young

Also present: Ben Brosgall (Leisure & Amenities Manager), Teresa Fogarty (Senior Administration Officer), 2 members of the public

26. APOLOGIES FOR ABSENCE

Councillors: DJ Axford, W Elliott, RA Mann

Absent without apologies: Councillor SJ Reed

27. TO RECEIVE DECLARATIONS OF INTEREST

None received.

28. PUBLIC PARTICIPATION

The two members of the public wished to speak regarding the draft Allotment Tenancy Agreement that had recently been circulated to all allotment tenants. Although this issue had not been tabled on the agenda, the Chairman agreed to allow the members of the public to address the Committee on this matter.

Both members of the public were tenants from Cranken allotments field and they raised concerns over the clause in the draft Tenancy Agreement which seemed to indicate that, if the allotment tenant died, the tenancy would be terminated immediately and could not be carried on by the tenant's spouse. It was felt that this was a 'draconian' method and the possibility of joint tenancy was queried. It was also pointed out that there were several empty plots at the Cranken allotment site.

The L&A Manager confirmed that the responses from tenants to the draft agreement were being collated and would be presented to Members at the next L&A Committee meeting on 17 December 2018.

The members of the public left the meeting.

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

In respect of Agenda item 8(a) Public toilet cleaning contract 2019, it was unanimously

RESOLVED – to exclude the press and public from the meeting during discussion of this item.

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

30. TO CONFIRM MINUTES OF THE MEETING HELD ON 24 SEPTEMBER 2018

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

RESOLVED – that the Chairman sign the Minutes as a true and correct record.

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

31. REPORTS FOR DECISION

(a) Vehicle lease 2019

The Leisure & Amenities Manager reported that, in order to improve the maintenance of the wide-ranging and varied facilities managed by the L&A team, a review of the current Town Council vehicles had been carried out and an increase to three vehicles was proposed. This could comprise a ‘tipper’ for the Penlee Park team and two small vans (rather than the current medium-sized vehicle) for the use of the Maintenance Person and the Environmental Enforcement Officer.

It was noted that, as the requirements of the team were changing in response to ongoing devolution of services from Cornwall Council, it was more cost-effective to lease the vehicles rather than purchase and it was unanimously

RESOLVED – to recommend to the Finance & General Purposes Committee an increase in budget line 1220 ‘Vehicle Leasing’ of £4,042.42 in year 1 and £1,728.28 in year 2 to allow for the lease of an additional vehicle for the Leisure and Amenities Team. It was further recommended that this increase be funded from the Devolution Reserve as a significant element of the additional flexibility required was due to the devolution of the Public Toilets to the Town Council and should not represent an increase in the precept.

The additional vehicle would also require an increase to budget line 1015/2 ‘Fuel for Vehicles and Machinery’ and it was proposed that a 30% increase of £560 be included in the 2019 financial year. A minor increase would also be required to the Town Council’s insurance budget line and it was proposed that both of these costs also be funded from the Devolution Fund 1995/5.

(Proposed: Cllr Cliffe; seconded: Cllr Young.)

(b) Community toilet scheme 2019

At a recent meeting of the Public Toilet Working Group, the positive value for money of the Community Toilet Scheme in terms of delivering the number and

quality of facilities in comparison with the cost of delivering the Public Toilet programme was noted. The consensus of the Group was that, financially, the Community Toilet Scheme offered better facilities at a much lower cost to members of the public.

Four businesses at various locations throughout the town had approached the Town Council with an interest in joining the Community Toilet Scheme.

Members felt that a wider promotion of the scheme was required to raise awareness of the facilities available and the L&A Manager confirmed that the publicity leaflet would be re-printed to reflect the changes to the establishments taking part in the scheme – The Star Inn (currently closed) would be removed and any new establishments added. It was also noted that the Town Council's Communications Officer would help to promote the scheme.

It was unanimously

RESOLVED – to recommend to the Finance & General Purposes Committee that an increase of £3,500 be applied to the Community Toilet budget line to enable four facilities to be included in the Community Toilet Scheme for the 2019/2020 financial year.

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

(c) Lone Working – mobile phone provision

The L&A Manager explained that the majority of the L&A team carried out 'lone working' on a regular basis in the course of carrying out their day to day duties and it was noted that a number of the issues occurring throughout the parish that were reported by members of the L&A team required photographic evidence.

It was proposed that mobile phones be purchased for members of the L&A team with an additional phone to be shared by the Operations Officer and L&A Manager to ensure that contractors had an out of hours contact number in case of emergency.

The possibility of using radios instead of mobile phones was raised but it was pointed out that the radio coverage was not great enough to cover the whole of the Parish (from Mousehole to Gulval).

Although it was recognised that, in some areas, mobile phone coverage was also not adequate, the L&A Manager assured members that the best phone coverage for the area had been investigated.

It was further noted that the use of mobile phones by the whole L&A team would offer better management and more productive working possibilities and it was

RESOLVED – to recommend to the Finance & General Purposes Committee an increase in budget line 1040 'Protective Clothing and Equipment' of £2,160.00 from the 2019/20 financial year to allow for the provision of mobile phones for all

Leisure & Amenities staff who might carry out lone working and an additional phone for contractor out of hours emergencies.
(Proposed: Cllr Lambourn; seconded: Cllr Broadhurst.) 5 for; 3 against.

(d) **Jennings Street public toilets**

The L&A Manager had been tasked by the Public Toilet Working Group to carry out a condition survey of the Jennings Street toilet facilities that had been closed for a number of years.

The condition survey report highlighted that a significant amount of work would need to be undertaken to re-open the facility and that this would require a substantial increase in the Town Council's public toilet budget.

It was noted that re-development of the wider area around the facilities was being investigated and it was

RESOLVED – that the Town Council would not further explore the potential to re-open Jennings Street Toilets at this time.

(Proposed: Cllr Davis; seconded: Cllr Cliffe.) 1 abstention

(e) **War Memorial restoration**

An inspection of the War Memorials within Penzance Parish had shown that a number of the monuments required some restoration work, in particular the replacement of missing lettering.

It was unanimously

RESOLVED – to recommend to the Finance & General Purposes Committee that any unspent expenditure in budget line 115/2 "War Memorials Maintenance and Upkeep" is rolled forward into the 2019 financial year to enable a piece of work to be undertaken to restore lettering on some of the memorials.

The item will be brought back to the Committee once it has been fully costed.

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

(f) **Street Food Project – Cornwall Councillor request for support**

Councillor Olivier (Cornwall Council) had approached the Town Council regarding the possibility of the public toilets at Penalverne being opened to support users of the Street Food Project operating out of the adjacent building.

It was noted that the Street Food Project had not approached the Town Council themselves and that there were existing facilities in the building that it was felt could be used for visitors. Concerns were raised over the risk to a cleaning contractor if the Penalverne toilets were opened for the specific use of users of the Street Food Project and it was unanimously

RESOLVED – that the Town Council formally responds to Cornwall Council and requests that all possibilities of providing toilet facilities for the users of the

Street Food Project are explored within the building they have provided for the project to operate from.

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

(g) **Revised budget 2018/19 & draft budgets 2019/20 to 2021/22**

A revised budget for 2018/19 and draft budgets for financial years 2019/20 to 2021/22 were presented to the Committee and it was unanimously

RESOLVED – the Leisure & Amenities Committee agrees the revised budget for the 2018/19 financial year and draft budgets for the 2019/20 to 2021/22 and recommends approval of the figures to the Finance & General Purposes Committee with inclusion of the agreed amendments resulting from Minute nos. 31(a) Vehicle Lease 2018, 31(b) Community Toilet Scheme 2019, 31(c) Lone Working – mobile phone provision and 31(e) War Memorial Restoration above.
(Proposed: Cllr Lambourn; seconded: Cllr Davis.)

(h) **Flag projects 2019**

The promenade flags and town centre flags of the 2018 season had been well received by the public with a number of positive comments being made.

It was therefore unanimously

RESOLVED – to replicate the flag projects from previous years and to carry out a formal quotation process for the contracts for the 2019 season. Due to the timeframes involved, the Committee agreed to a delegated decision on the appointment of the flag and rigging contractors being made by the Mayor, Chair and Vice-Chair of the Leisure & Amenities Committee and the Town Clerk.
(Proposed: Cllr Broadhurst; seconded: Cllr Bosworth.)

(i) **“The Shearings” – community theatre performance**

The Town Clerk had received a request from Sterts Theatre for permission to stage a performance of “The Shearings” in the Open Air Theatre in Penlee Park in July 2019 and it was unanimously

RESOLVED – to agree to the staging of a performance of ‘The Shearings’, a community theatre project, in the Open Air Theatre, Penlee Park, subject to liaison with the operators of the Open Air Theatre.
(Proposed: Cllr Broadhurst; seconded: Cllr Young.)

32. REPORTS FOR INFORMATION

(a) **Open Air Theatre 2018 season**

A report on the Open Air Theatre 2018 season had been circulated to all members.

33. CONFIDENTIAL REPORT FOR DECISION

Any press and/or public present left the meeting.

(a) Public Toilet cleaning contract 2019

Three responses had been received to the Town Council's formal tender process for the 2019-2020 season public toilet cleaning contract.

The three tenders were reviewed and assessed by the Mayor, Chair of the Leisure & Amenities Committee and the Town Clerk and scored across eight categories and it was unanimously

RESOLVED – to appoint Crystal Clear Professional Cleaning Services Ltd to carry out the Public Toilet Cleaning contract for the 2019-2020 financial year. (Proposed: Cllr Davis; seconded: Cllr Cliffe.)

34. MATTERS ARISING FOR REPORT ONLY

- Cllr Lambourn informed members that Penzance Bus Station was now signed 'no smoking' and that this was being observed by users of the station.
- Cllr Lambourn reported that he had received requests from members of the public for improved seating at public bus shelters.
- The L&A Manager reported that Cllr Axford had completed the first phase of a survey of the benches in the Parish and had produced an in-depth report.

The meeting closed at 8.07pm

Chairman
17 December 2018