



ST. AGNES PARISH COUNCIL

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Property & Devolved Services Committee meeting – 11th June 2019

Minutes of the above meeting held in the Parish Rooms, 17 Vicarage Rd, St. Agnes, 09:45.

Present: Cllrs Bunt (Chair), Brown, Forbes, Slater, Stackhouse, Ripper (ex officio), Clark (ex officio).

Absent: Cllr Roberson.

In attendance: L Dunkley, Parish Clerk; A Ley, Library Manager. 0 members of the public.

Pr1/19 Election of Chair

ELECTED Cllr Bunt as Chair of the Committee for 2019/20. Cllrs Forbes/Slater. Unanimous.

Pr2/19 Apologies for absence. None.

Pr3/19 Declarations of interest/Request for dispensations. None.

Pr4/19 Property Management Committee meeting minutes: 9th April 2019

RESOLVED that the Minutes of the Meeting of the Property Management Committee as above having been previously circulated, be taken as read, approved and signed. Cllrs Ripper/Slater. 5 in favour, 3 abstained: Cllrs Bunt, Clark, Ripper.

Pr5/19 Matters Arising from these minutes.

Pr72/18 Heating quote update – Cllr Bunt will pursue in due course.

Pr72/18 Expansion of Facilities Operatives roles has been put in place.

Pr6/19 “Scrap Store”

CONSIDERED purchasing a card as above for materials in the library and **RESOLVED** to purchase a membership card for £150pa. Cllrs Forbes/Ripper. Unanimous.

Pr7/19 Visits to devolved libraries

CONSIDERED visits to successful libraries and appointed the Clerk and Library Manager to organise and all Committee members invited attend. **Library Manager to pursue.**

Pr8/19 Various furnishings and materials for library

CONSIDERED a request to purchase as above per list circulated and **RESOLVED** to do so subject to Cornwall Council devolution funding becoming available. Cllrs Ripper/Forbes. Unanimous. **Clerk to action following funding outcome.**

Pr9/19 Library artists agreement and associated charges

CONSIDERED a report as above from the Library Manager and **RESOLVED** to delegate final wording of agreement to the Clerk and library Manager, setting commission levels at 20%. Cllrs Forbes/Clark. Unanimous. **Library Manager & Clerk to pursue.**

Pr10/19 Regular deep cleans at Public toilets

CONSIDERED the general state of all public toilets in the Parish. **CONSIDERED** the need as above and the costs in resources, felt to be circa £200 per clean for all three toilet blocks. The need for regular deep cleans was discussed and it was felt that this may indicate too few hours allotted for the daily cleans. It was generally felt that one deep clean was

Signed

Date.....

needed imminently, and that the standard should then be maintained – which may involve an increase in daily cleaning hours. **RESOLVED** to commission a deep clean imminently, and then monitor standards in conjunction with the Facilities Operatives and bring back to the meeting any adjustments to daily cleaning hours which may be required. Cllrs Ripper/Stackhouse. Unanimous. **Clerk to pursue.**

Pr11/19 Toilet roll dispensers

CONSIDERED the need to change the dispensers in light of recent vandalism and **RESOLVED** to purchase dispensers which issue single sheets (Tork SmartOne black twin x7 - £16.95 each), to trial at Churchtown and re-assess in 6 months. Cllrs Stackhouse/Bunt. Unanimous. **Clerk to action.**

Pr12/19 Car park working group update

RECEIVED as above. Discussions have taken place with companies specialising in barrier systems – installation costs vary significantly. Pay and Display is a cheaper option initially. Income of less than £80k pa would mean that no VAT is payable. The working party will meet in the near future to discuss further detail and reports will be brought to the Committee at a future meeting. **Clerk to investigate if ANPR systems can legally be used, and legal rights of way across the car park to Polbreen Lane and the implications of a barrier. Cllr Brown to investigate legality of Parish Council charging and enforcing.**

Pr13/19 Electric car charge point

CONSIDERED a request for installation as above at Trelawny Road car park and appointed the car park working party to consider as part of their reporting; including whether there should be a new site for such facility. **Clerk to write back to correspondent.**

Pr14/19 Beach “lookout hut” update

RECEIVED as above in relation to a request to devolve. **Clerk to continue to pursue.**

Pr15/19 Review of room hire terms and conditions

CONSIDERED reviewing the terms and conditions and hire charges of the meeting room. **RESOLVED** to approve the writing of a terms and conditions document which includes references to:

- The manner in which the room is left (lights off, windows closed, tables and chairs as found);
- Use of projector, additional heaters, and other equipment provided that they are turned off after use;
- Use of kettle, cups, kitchen equipment provided that they are washed and put away;
- Hirers to provide their own tea, coffee, milk etc;
- The existing key policy;
- Council priority if room is needed (will refund if needed at short notice);
- Groups being insured for their own activities;
- Replacement/repair of any broken items;
- Council will provide the room in a clean and tidy state.

And **RESOLVED** to set the charging rate at £12 per session as of immediate effect for all new bookings.

Cllrs Slater/Forbes. Unanimous.

Pr16/19 Notification of meeting/Suggested items for agenda: 13th August 2019

NOTED as above: Opening times at toilets and use of CCTV. Result of toilets deep clean. To discuss findings of the car park working group.

Pr17/19 Public Bodies (Admissions to Meetings) Act 1960 . None.

The meeting closed at 11:10.

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