

Liskeard Town Council

AT A MEETING of the FACILITIES COMMITTEE held remotely on 16th March 2021 at 7.30 p.m. there were present:

Councillors – The Mayor Rachel Brooks (ex-officio), Ian Goldsworthy (Chair), Julian Smith (Vice Chair), David Ambler, Jane Pascoe, Tony Powell, and Christina Whitty.

In attendance – Facilities Manager – Jacqui Orange

Members of the Public – None

The Chair opened the meeting and advised those present of housekeeping matters.

447 / 20 **APOLOGIES** – Councillors Sandra Mitchell, Sally Hawken.

448 / 20 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON-REGISTERABLE – None.

449 / 20 **MINUTES OF 19th JANUARY 2021 MEETING:** – Amend the minute 355 / 20 as follows:

To provide a parking space for potential use of disabled councillors, staff and visitors and further investigate provision of additional spaces in the long-stay car park (formerly Avon Farmers site).

Councillor Goldsworthy proposed, Councillor Pascoe seconded, and the Committee **APPROVED** the minutes of the meeting held on 19th January 2021.

450 / 20 PUBLIC PARTICIPATION – None.

451 / 20 **FACILITIES MANAGER'S REPORT** – The Facilities Manager's report was noted by the Committee.

452 / 20 **BOOKING FORMS AND PRICING REVIEW 2021/22** – The Committee received the report on the proposed revisions to the booking forms and pricing structure for the Public Hall. Councillor Goldsworthy proposed, Councillor Smith seconded, and the Committee **APPROVED** the adoption of the revised booking form and policy for the Public Hall subject to some minor corrections and clarification that to be eligible for a discount rate a community group or individual must reside in the administrative parish of Liskeard.

Councillor Goldsworthy proposed, Councillor Smith seconded, and the Committee **APPROVED** the pricing revisions for the next financial year as presented (2021/22).

453 / 20 **BOOKING SOFTWARE** – Councillor Brooks proposed, Councillor Goldsworthy seconded, and the Committee **APPROVED** the purchase of Rialtas Booking Software for the sum of £976.00 + VAT in the first year to include set up and training and £296.00 + VAT per year thereafter. This cost will be met by the Public Hall compliance and servicing budget (cost code 4710).

454 / 20 **PARKS AND OPEN SPACES WORKING GROUP** – The Committee received an update from the Chair of the Parks and Open Spaces Working Group and draft notes were circulated with the supporting documents prior to the meeting. No specific recommendations were made by the Working Group, and it was noted that the next Working Group meeting would take place at 11.30am on Friday 16th April 2021.

455 / 20 **BUDGET MONITORING** – the budget monitoring report to February 2021 was noted by the Committee.

456 / 20 **RESERVES**

- (a) Councillor Smith proposed, Councillor Brooks seconded, and the Committee **APPROVED** the transfer of unspent monies precepted in the current financial year, specifically Guildhall project, Public Hall Refurbishment project and Eastern Avenue, into dedicated reserves for those items.
- (b) Councillor Ambler proposed, Councillor Brooks seconded, and the Committee **APPROVED** the combining of the following ear-marked reserves into a Property Reserve - Street Furniture, Large Property, Toilets. Also, to combine ear-marked reserves for Rapsons, Thorn Park, and Westbourne Gardens into a Parks and Open Spaces Reserve.

457 / 20 **CORRESPONDENCE** – None.

458 / 20 DATE OF THE NEXT MEETING – TBC.

459 / 20 Councillor Goldsworthy proposed, Councillor Brooks seconded, the Committee **APPROVED** to enter PART 2.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 Pursuant to Section (2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the businesses to be discussed, the Press and Public be excluded from the meeting for the following item of business.

460 / 20 **UPDATE ON GUILDHALL TENANTS AND THE ON-GOING IMPACT OF COVID-19** – To receive an update on the Guildhall tenants and approve the recommendation.

461 / 20 **UPDATE ON FACILITIES STAFF** – the Committee noted the update.

462 / 20 Councillor Goldsworthy proposed, Councillor Brooks seconded, and the Committee **APPROVED** leaving PART 2.