

# LISKEARD TOWN COUNCIL

**AT A MEETING of the FACILITIES COMMITTEE held remotely on Tuesday 21<sup>st</sup> July 2020 at 7.30pm**

Present:

Councillors (committee) – The Mayor Councillor Rachel Brooks (Ex officio), Ian Goldsworthy (chair), Julian Smith (vice chair), David Ambler, Sally Hawken, Tony Powell, Christina Whitty.

In attendance:

Town Clerk – Steve Vinson

Facilities Manager – Jacqui Orange

Members of the public – None present

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

## **69/20 ELECTION OF CHAIR AND VICE CHAIR**

Following advice received from Sarah Mason at the Cornwall Association of Local Councils the current Chair and Vice Chair would remain until the end of the Council year 2020/2021. As with the special arrangements for the Mayor and Deputy Mayor.

## **70/20 APOLOGIES**

Apologies were received from councillors Simon Cassidy, Jane Pascoe.

## **71/20 DECLARATIONS OF MEMBERS' INTERESTS BOTH REGISTRABLE AND NON-REGISTRABLE**

None.

## **72/20 MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> MARCH 2020 AND 14<sup>TH</sup> JANUARY 2020**

Councillor Smith proposed, the Mayor seconded, and the Committee **APPROVED** the Minutes of the Facilities Committee meeting held on 14<sup>th</sup> January 2020.

Councillor Goldsworthy proposed, Councillor Powell seconded, and the Committee **APPROVED** the Minutes of the Facilities Committee meeting held on 17<sup>th</sup> March 2020.

## **73/20 PUBLIC PARTICIPATION**

None.

## **74/20 FACILITIES MANAGERS REPORT**

The Facilities Managers report was noted by the Committee.

## **75/20 BUDGET REPORT TO 30<sup>TH</sup> APRIL 2020**

The budget report to end of April 2020 was circulated prior to the meeting to the

**18/20**

chair and vice chair. Concern was raised that the year-end finances have yet to be completed. This is due in part to the difficult working arrangements that are in place due to COVID-19, extra work pressures and adapting to the new Rialtas accounts package.

The accounts have been sent to the internal auditor and a report received. The end of year accounts will be presented to Full Council at its next meeting on Tuesday 28<sup>th</sup> July and then submitted to the external auditor.

The chair stressed the importance of receiving timely budget reports with the management of the Facilities work programme and to gauge the financial impact of COVID-19 measures.

**76/20 Consideration of setting up a budget to cover any additional costs associated with the COVID-19 pandemic**

Councillor Goldsworthy proposed, Councillor Hawken seconded, and the Committee **APPROVED** the creation of two new budget headings, one for internal and one for external expenditure related to COVID-19.

**77/20 Footpath Link at Eastern Avenue**

Councillor Smith proposed, Councillor Whitty seconded, and the Committee **APPROVED** the delivery of the next phase of the footpath link at Eastern Avenue to include expenditure of £1,800.00 + VAT on specification, procuring the contract and administration.

**78/20 Public Hall Council Chamber**

The Facilities Manager confirmed that the tables were not listed on the asset register. Councillor Goldsworthy proposed, Councillor Smith seconded, and the Committee **APPROVED** the disposal of the two smaller tables located in the Council Chamber, offering them to a local community organisation in the first instance.

**79/20 Public Hall Refurbishment Project**

Councillor Goldsworthy proposed, Councillor Whitty seconded, and the Committee **APPROVED** the release of the £7,104.00 retention fee pending a final inspection by a fire risk consultant on 24<sup>th</sup> July 2020.

**80/20 Phased re-opening of the Public Hall**

Councillor Goldsworthy proposed, Councillor Smith seconded, and the Committee **APPROVED** the adoption of the phased re-open plan for the Public Hall.

Councillor Goldsworthy proposed, the Mayor seconded, and the Committee **APPROVED** the implementation of the Special COVID-19 Regulations for hirers of the Public Hall with the following amendments:

- (1) It is the responsibility of the Principal Hirer to provide up to date contact information, including two telephone numbers and an email address **wherever possible** to the booking clerk at the time of booking.
- (2) If you or any member of your group develop symptoms of COVID-19, or has a positive test for the virus within fourteen (14) days of visiting the hall, you must contact the Facilities Manager immediately on **01579 345407** or email [facilities@liskeard.gov.uk](mailto:facilities@liskeard.gov.uk).

Councillor Goldsworthy proposed, Councillor Smith seconded, and the Committee **APPROVED** the waiving of additional fees if hirers should be moved to a larger room by the booking clerk and/or a member of the facilities team.

**81/20 Purchase of a card payment facility for the office.**

This item was deferred for the next Facilities Committee meeting.

**82/20 Correspondence** – subject to receipt. No items of correspondence.

**83/20 Date of next meeting:** 15<sup>th</sup> September 2020.

Meeting closed at 20:21.