

# Facilities Working Group – Meeting Notes 20/03/25

Present: Cllrs. Goodwin, Stewart, G. Tull, J Tull, Nash.  
Lucy Jose - Clerk to the Council

## Community Room Usage

*What can the room be used for:*

- Parish Council events and initiatives
- Community Use – Charities, CIC's, Community Groups, Community Consultations, NHS and Cornwall Council
- Businesses & Private Hire

*What can't the room be used for*

- Parties, celebrations, weddings, wakes and other similar events.

## Prices and Charging

The working group recommends:

*Parish Council Events and Initiatives*

Free of Charge.

*Community Groups*

Encouraged to make a minimum donation of £5 per booking.

*Business Use & Private Hire*

- £10 per hour during office opening hours.
- £15 per hour outside of normal opening hours. (*After 4pm Monday – Thursday, All day Friday, Saturday, Sunday & bank holidays*)

## Terms & Conditions of Hire (*Suggested*)

- At the end of each booking the hirer shall ensure all windows and doors (including internal doors) are closed and secure.
- At the end of each booking the hirer shall ensure the key is returned securely to the key safe and the combination scrambled.
- At the end of each booking the hirer shall ensure all electrical outlets and lights are switched off. Including the heating and sockets in the kitchen area as well as the main room. (Please note the lighting in the kitchen and toilet are on automatic timers as will switch off when not in use.)
- At the end of each booking the hirer shall ensure the Community Hub including the toilets and kitchen are clean and left as they were found.
- At the end of each booking all rubbish (including from the toilet) should be bagged and left in the bin by the entrance to the Community. All recycling should be placed alongside the bin.

- The premises are completely NO SMOKING, this also includes the use of 'Vapes' and other similar devices.
- The Premises are to be used for the sole purpose for which they have been booked and can not be sub-let to any other person or group.
- The hirer shall be in sole charge and be on the premises throughout the booking.
- The hirer is responsible for the Community Hub and its contents for the duration of the booking.
- Children must be properly supervised at all times.
- Activities involving children or vulnerable persons shall be under the strict supervision of responsible adults. By signing the booking form the hirer confirms that they have read the council's safeguarding policy and that their organisation has a safeguarding policy in place.
- All portable electrical devices and items that require a power supply brought into the building must be PAT tested.
- There is no parking associated with the building. Vehicles should not be parked in the loading bay or on the double yellow lines adjacent to the public toilets (in season) for the duration of the booking.
- Groups and regular bookings must confirm that they have adequate public liability insurance for the activities they provide whilst the premises are being hired.
- The Parish Council can not accept liability for loss or damage to property brought into the premises.

## Keyholding and Cleaning

### Option 1

Staff to act as key holders and cleaners for the whole building.		
Pros	Cons	Comments
<ul style="list-style-type: none"> <li>- Staff generally present in the building Monday – Thursday</li> <li>- Council maintains full responsibility for the building at all times.</li> </ul>	<ul style="list-style-type: none"> <li>- Expensive</li> <li>- Staff may be unwilling to undertake cleaning or unsociable working hours</li> <li>- Additional travel costs of staff</li> </ul>	<p>This is not a long-term viable option as staff are not available</p>

### Option 2

Caretaker. Single person who takes responsibility for all cleaning & minor maintenance. Facilitates access to hub users		
Pros	Cons	Comments
<ul style="list-style-type: none"><li>- One person to take on responsibility for all bookings.</li><li>- Consistency.</li><li>- Variable hours would be attractive to some job seekers</li></ul>	<ul style="list-style-type: none"><li>- The council would need to consider staff holidays sickness arrangements</li><li>- Potentially an expensive option due to employment costs</li></ul>	<ul style="list-style-type: none"><li>- This role would create employment within the council. Therefore, incurring NI, and having to consider staff holidays and sickness.</li><li>- Suggested working pattern 2 hours per week and minimum of 1 hour per booking. One Allocated day off each week.</li></ul>

### Option 3 (First Consideration, preferred option)

<p>Cleaning Contractor and Casual Keyholder.</p> <p>Key holder engaged to:</p> <ul style="list-style-type: none"><li>- Prepare room for bookings, deactivate security alarm ahead of bookings, check of facilities, make available a key in a coded safe for hirers.</li><li>- After hirers have left, check all window and doors are secured, liaise with cleaning contractor and council staff if additional cleaning is required, secure the facilities, set the security alarm, remove the key from the coded safe.</li></ul> <p>Cleaning Contractor engaged to:</p> <ul style="list-style-type: none"><li>- Clean the community Hub Weekly</li><li>- Clean the community Hub ad hoc if required after bookings</li><li>- Liaise with the council staff with regards to ordering sundries, cleaning supplies</li></ul>		
Pros	Cons	Comments
<ul style="list-style-type: none"><li>- Least expensive option</li><li>- Keyholders could be volunteers</li><li>- Possibility of the two roles being held by the same person/ contractor</li></ul>	<ul style="list-style-type: none"><li>- Management of two staff members</li></ul>	<ul style="list-style-type: none"><li>- Consideration should be given to how the person/people be employed. Would they be contractors or employees?</li><li>- Several local contractors have expressed interest in the positions</li></ul>

## Cost of Running the Facilities

Water & Sewerage

Electricity

### *Parish Office and Community Hub*

Cleaning

Window Cleaning

Routing Maintenance (Cleaning guttering, solar panels)

Waste/Rubbish Recycling Disposal

Annual Service: Heating System

Annual Service: Alarm Systems

Key Holder Service: Security Company

Key Holder Service: Caretaker/Key Holder?

Reactive Maintenance

Business Rates

Electrical Installation Checks (5 yearly would need to check this frequency for this type of building)

Annual Electrical PAT Testing

Phone/Broadband

### *Public Toilets*

Cleaning (day to day management)

Annual Service: Handwash Units

Reactive Maintenance

## Further Considerations

- Should dogs be allowed in the facility?
  - o First consideration, **YES**, but will be reviewed as required.
- Should we offer hot desking as a service to councillors (possibly others) outside of normal opening hours?
  - o First Consideration, **NO**, the council's responsibility under GDPR UK regulations would make this difficult. Hot desking is welcome during usual opening hours, where space allows
- Who should hold keys to the whole building other than Officers of the council?
  - o First Consideration, Officers of the council with security company having spare keys in case of emergency.

## Actions

- Establish the cost for waste collection – **Clerk by 1<sup>st</sup> April 2025**
- Research QR code-based donation platforms
- Look for potential key holders and cleaning contractor in the community – **Clerk & Councillors**
- Establish a protocol with Security company regarding granting access to the community hub and office in case of emergency.