

Minutes of the Premises Sub-Committee held in the Sports Pavilion on 17th February 2020

Present: Cllr Rob Golesworthy (RG) Cllr Fiona Howard (FH) Cllr Alan Powell (AP)
Cllr James Prothero (JPr) Cllr Josie Pearson (JP) Cllr Debbie Landymore (DL)
Cllr Rob Golesworthy (RWG) Cllr Trudy Stedman (TS) Cllr Syd Morris (SM)

In attendance: Nick Burdekin (NB) Chris Watkins (CW)

Apologies: None

C176: Minutes of meeting dated 18th November 2019

The minutes of the meeting dated 18th November 2019 were agreed as a correct record.

C177: Matters Arising

a) The rates were mentioned at the PCC meeting held on 31 January 2020. Business rates are paid to the Welsh Assembly Government so PCC cannot vary how much Hay Town Council pays. If the sports associations were charities, they could claim 80% rates back, but this is not the case currently.

b) The damage in the office ceiling has not yet been repaired. It was suggested that this was left and the board painted white to blend in. PCC will probably not want to do the work at this stage. AP warned that PCC may do the work and charge HTC retrospectively for it.

c) In the Pavilion the bar has SKY tv and there is a telephone line.

d) The tenants remaining in the Council offices have all been written to given notice to vacate.

C178: Council Offices- meeting with Powys CC on 31 January 2020

a) Tenants Update

Full Council were updated at the February meeting. Ray Minter, Andrea Price (Ground Floor) and Fiona Beckett (Second Floor) will be staying until 4th May 2020 and know that they have to leave Council Offices on or by this date. They have no formal lease and have verbally acknowledged they will be leaving. NB was asked to contact the remaining tenants and ask them to e-mail an acknowledgement.

b) Outstanding information needed (Fixed Electrical Testing & agree rooms needed in Council Offices if HTC can stay in the short-term)

The rate free period is 3 months and then 3 months at half rate. If PCC allow HTC to stay on a rolling one month lease while the property is being sold, Councillors agreed that the rooms HTC needed were: the Registrar's room, the kitchen and the downstairs toilet.

c) Council Offices inventory

TS pointed out that the bar stool in Ray Minter's room belonged to the Woodland group. RWG will go through the inventory and decide what he thinks the council needs to keep and report back to the next full meeting.

d) Wifi - Cambium Solutions due to leave 5 March 2020

A dongle was suggested at a cost of £26 plus VAT but it was thought that this would not work through the thick walls of the Council Offices. An alternative was a router for c £100 and a Vodafone/ EE sim card contract at c £32 per month. The router could be sold on when no longer needed. This could be moved to the new premises. TS pointed out that the Council doesn't have a

mobile phone. JP suggested asking BT, Sky and Plusnet for quotes for providing wifi which could then be transferred to the Pavilion. CW/NB to contact different companies for quotes.

e) Fixed Electrical Testing – quote

NB shared the quote of £540 for 1.5 day's work from Kelvin Birch (Birch Electricals) with the councillors. FH proposed accepting the quote, AP seconded. *Unanimously approved*

f) Any other items relating to Council Offices building

RWG said that the Offices Inventory carried out by CW needs a Councillor to check and sign off. RWG will tick off on the list what he thinks HTC should keep and report back to the next Full Council meeting.

Very old files etc could be moved to Powys for archiving. Everything up to 12 years old needs to be kept. RWG preferred that nothing went to Powys CC. There should be more space for files etc in the Pavilion. We need to look at what we have and what needs keeping. Old deeds etc should be gathered up and kept in a solicitor's safekeeping. CW to make an inventory of all HTC's existing deeds before all deeds are handed to WilliamsBeales&Co. for safekeeping.

C179- 2020/2021- Proposals for sports clubs' financial & operating arrangements with HTC/ informing sports clubs of next steps

A meeting was held directly prior to this subcommittee meeting (attended by FH, TS, RWG and NB) about the approach to take regarding the sports clubs' arrangements with HTC moving forwards.

HTC proposes to move into the Pavilion and rent out some rooms as offices. Dial-a-ride may be one organisation that will move there, with a rent possibly of around £250 which should largely cover the rates bill that HTC has to pay. The remaining sports club could be asked for £750 and the Bowls Club £500. The Bowls Club will be asked for less because they pay for their electricity and water. The sports clubs could also profit from car park income. There will be a new car parking area next to and at the rear of the existing Pavilion for the benefit of all the sports clubs.

Originally the clubs paid each time they used the facilities but in 2014 it was agreed that they would not be asked to pay so they could build up a cash reserve for the future. However, not all clubs did this.

A discussion followed about how to treat the car parking income during festivals etc. This can be very lucrative but is weather dependent. HTC could do it themselves but it would take many councillors to help. SM suggested employing someone to manage the carpark for the duration of the festivals but JP pointed out that more than one person would be needed. The sports clubs could organise it themselves, or if they were not willing, others could be asked e.g. Dial-a-Ride or the Scouts could be interested. HTC could ask for a fixed price e.g. £100 or ask for 10% from each organisation that carried out the parking stewarding during Hay Festival. RWG suggested a specific day could be reserved for the Council to collect the car fees, but FH was not in favour of this. Any arrangement agreed this year could be reviewed next year depending on this year's outcome.

FH proposed the following two options,

Option 1

The Sports Clubs would pay £750 per year and the Bowls Club £500 – and the clubs may or may not be offered the option to manage the car parking depending on availability with 10% of the takings being given to HTC.

Option 2

Sports Clubs would pay £1500 per year and be allocated 2 days' parking and keep all the funds.

As HTC will own the Pavilion, it will also be able to rent out rooms in the Pavilion for events. The money received for this will be specifically for the recreation grounds operating costs.

C180 – Propose office move

i) View Saints Bar and facilities at Sports Pavilion

The councillors toured the facilities to discuss what could be done. Many ideas were discussed about how many offices could be added and the configuration. The walkway outside could be covered so the toilets could be reached without getting rained on. It was agreed that the Football Club will need to access the boiler without disturbing anyone.

Councillors thought the best way forward would be for HTC to be based in the current kitchen, and the Saints Bar to be split into two self-contained rooms for renting in the future. The front of the building needs to be raised to access for all can be made to all offices/rooms.

Councillors thought that all proposed changes to the building would need to meet Building Regulations, but possibly not BBNP planning.

Action: SM and AP will contact CO2 architects this afternoon to discuss what could be done easily to the Sports Pavilion and what were the options for further offices, toilets, and a walkway/ramp.

ii) Energy Performance Certificate (what needs to be done to meet minimum legal requirements)

A quote of £400 plus VAT has been received for this work. As not many companies do this for businesses, it will be difficult to get more than one quote. Councillors unanimously agreed for the work to be carried out. **Action:** NB to order the EPC work to be carried out today,

TS left the meeting at 1.00 pm.

C181 – Public Conveniences

a. Contract with Healthmatic ends 31st March 2020/ options for public conveniences 2020/2021

The contract with Healthmatic ends on 31 March 2020. NB to arrange a meeting with Mal Holt to discuss this. Councillors confirmed that the paddle gates and doors belong to HTC. RWG proposed staying with Healthmatic for a further 12 months based on the current costs of £20,000. *Unanimously approved*

b. Freehold from Powys CC- draft Expression of Interest

The request for the community asset transfer needs to be sent to Powys CC as they have a relevant meeting soon. NB to complete CAT for Freehold transfer of toilets.

c. Card Payment- possible trial with one public convenience

This has already been agreed in principle and would reduce the amount of cash that needs dealing with. A card machine costs £650 to supply and fit. A contract for £11.50 per month and 6% of every transaction would have to be paid. SM suggested a cost of 50p to use the toilet paying by card.

C181 Recommendations:

- (i) That HTC stays with Healthmatic for a 12-month contract from April 2020 to March 2021 at a cost of £20,000.**
- (ii) That Full Council approaches Healthmatic to discuss having one toilet at each of the two sites accessed by cash and card as a trial at a cost of £650.00 per machine plus ongoing costs**

C182: Any Other Business

There has been damage to the fence and posts at the Gliss car park's railings and SiM suggested that this needed to be taped off. The insurance company will need to be contacted regarding a potential claim as the damage has been done by cars. Photos would be taken of the damage and the car registration numbers noted.

C183: Date and Time of the next meeting

This will be within the next month, as and when needed.