

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Finance Sub-Committee of the Finance and General Purposes Committee held at the Town Council Office, Old Post Office, The Moor, Falmouth on Wednesday 21st August 2019 at 5.30pm.

Present: Councillors R J O'Shea (Chairman), S D Eva, P A Minson and B M A Ross.

In Attendance: A M Williams (Town Clerk)
R N Thomas (Finance Officer)
C S Marshall (Visitor and Information Assistant)

FS201 **APOLOGIES**
None received.

FS202 **INTERESTS**
None received.

FS203 **THE ATHERTON SUITE**

The Chairman reported the recommendations of the Staffing Committee regarding the management and fee setting for the use of the Atherton Suite. A private function had been scheduled as an opening event and to enable the Council to assess usage considerations.

Bookings would be managed by the Visitor and Information Assistant supported by the Events and Marketing Co-ordinator. Room set up and take down would be the Councils Multi-Skilled Operative (Grounds and Facilities) who would also have a security role, supported by Infinitus the Council's contractor as and when necessary.

The Visitor and Information Assistant reported upon comparison costings for similar facilities and the options to consider when setting fees. The Finance Officer reported further to fees and advised upon risk assessments and fire risk assessment and weekly checking. Cost for cleaning would be approximately £35 per event and for our Security Contractor approximately £11 per hour for guarding and £17 per hour for SIA service.

The Sub-Committee considered the matter at length.

It was proposed by Councillor Eva, seconded by Councillor O'Shea and

RESOLVED that

- (i) Council staff do not provide assistance at private or community events, other than set up and security
- (ii) events to cease by 2300 hours unless the hirer has applied for and been granted a licence with later hours and should then be no later than midnight
- (iii) the Visitor and Information Assistant progresses the premises licence

- (iv) the Visitor and Information Assistant with the Finance Officer progresses the Civil Ceremony Licences for the Councils premises (additional rooms as previously agreed)

- (v) hirers to seek their own temporary event notices should they have requirements outside of the Councils Premises Licence
- (vi) the maximum number of attendees for any event to be set at 200. The Finance Officer to instruct RTP Surveyors to provide update on capacity numbers for the building without delay
- (vii) a non-refundable 25% booking fee be payable and all bookings to be paid in full 14 days in advance of the event (serial booking deposit retained from the first event)
- (viii) booking conditions and pro-forma be produced for hirers to include a clear description of the VAT rates and allow for a damage security deposit of not less than £100 returnable within 10 working days of the conclusion of the event. Serial bookings to be subject to a retention of not less than the same amount until the last booking has concluded. Topped up immediately if it is necessary to use the whole or any part of the security deposit
- (ix) the attached fees to be set as introductory rates until 31st March 2020 but are subject to change before that date for any new bookings not confirmed before that date
- (x) the Visitor and Information Assistant keeps the usage and bookings under review and reports regularly to the Sub-Committee to enable it to consider and report further regarding usage and recommendations for improvement and change
- (xi) the Fire Compliance Officer be requested to report regarding compliance and the Fire Risk Assessment.

The Sub-Committee then viewed the Atherton Suite.

There being no further business to transact the Chair declared the meeting closed at 7.30pm.

Signed: Date: