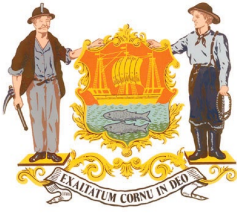


TRURO CITY COUNCIL



CITY OF TRURO

Town Clerk's Department
Municipal Buildings
Boscawen Street
Truro TR1 2NE
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January 2020

To: The Mayor (Councillor R J Smith)
Deputy Mayor (Councillor B Biscoe)
Chairman and members of the
FINANCE & GENERAL PURPOSES COMMITTEE
and all other Members of **TRURO CITY COUNCIL** *for information*

Dear Councillor

A G E N D A

NOTICE IS HEREBY GIVEN that a meeting of the Finance and General Purposes Committee will be held in the **Training Room (1st floor), Truro Community Library, Union Place, Truro TR1 1EP starting at 7:00pm on MONDAY 13 JANUARY 2020** for the transaction of the under-mentioned business.

- 1 **APOLOGIES**
- 2 **DISCLOSURE OR DECLARATIONS OF INTEREST**
- 3 **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA**
VERBAL QUESTIONS (5 minutes only)
- 4 **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 18**
NOVEMBER 2019 HAVING BEEN TO FULL COUNCIL HELD ON 9 DECEMBER 2019
- 5 **TRURO EVENTS** (Appendix A)
The events coordinator to attend and present the schedule of future events for 2020
- 6 **DRAFT ESTIMATES 2020/2021 (Estimate report previously** (Appendix B)
circulated: copies can be provided upon request). Additional pages relating to
Municipal Office proposed letting charges.
(i) To consider the recommendations arising from the Parks and Amenities Committee meeting held on 6 January 2020 regarding the Proposed Estimate of Expenditure 2020-2021
(ii) To consider the Estimates Report 2020-2021 and Financial Forecasts 2021-2023
- 7 **CORRESPONDENCE**

8 **DATE OF NEXT MEETING**

17 February 2020

The agenda for the next Finance and General Purposes Committee to be held 17 February 2020 will be prepared on Tuesday 11 February 2020. In accordance with Minute 302 (03.12.12) should a member wish an item to be included on this agenda please inform the Town Clerk's office by Monday 10 February 2020 as no items other than those on the agenda can be considered at the meeting.



ROGER GAZZARD
TOWN CLERK

Enc

TRURO SCHEDULE OF EVENTS 2020

A

January 2020

- Library Handing Over Ceremony - 28th January 2020
- 1 month work and preparation

March 2020

- St Piran's Day - 5th March 2020
- 3 months work and preparation

April 2020

- Children's Day - 4th April 2020
- 3 months work and preparation

May 2020

- VE Day Celebrations - 8th May 2020
- 4 months work and preparation

July 2020

- Green Truro Festival - 13th July 2020
- 7 months work and preparation

August 2020

- Boscawen Parking Tennis Court Launch Event – Date TBC
- 4 months work and preparation

September 2020

- Tour of Britain - 6th September 2020
- 9 months work and preparation
- Truro Day – Date TBC
- 8 months work and preparation
- Truro Food Festival - 28th September 2020
- 4 months work and preparation

October 2020

- Truro Trend - 7th October 2020
- 5 months work and preparation

November 2020

- Remembrance Day - 8th November 2020
- 6 months work and preparation
- Christmas Parade - 25th November 2020
- 7 months work and preparation

December 2020

- Lemon Quay Christmas Activities (Made in Cornwall, Primestock and Winter Gift Fayre)
- 5 months work and preparation
- Boscawen Christmas Street Markets
- 4 months work and preparation
- Mayors Charity Day - 12th December 2020
- 6 months work and preparation
- New Year's Eve - 31st December 2020
- 4 months work and preparation

Lemon Quay Other

- Book in all 2020 Lemon Quay events – Send out application forms
- Book in all 2020 Lemon Quay events – Follow up application forms
- Book in all 2020 Lemon Quay events – Make booking in system and send out agreement
- Book in all 2020 Lemon Quay events – Follow up agreement and compliance documentation
- Book in all 2020 Lemon Quay events – Review compliance documentation
- Deal with complaints and issues on Lemon Quay
- Monitor Traffic and enforce the rules of the Quay
- Manage the Raymond's Carousel licence and coordinate removal dates etc if necessary, for an event.
- Banners – Source material / company for print and installation (Design already completed)
- To draft a strategy for the future events on Lemon Quay
- Develop a maintenance and infrastructure plan for Lemon Quay

Other Projects

- Configure event system for Library meeting rooms
- Training for Library staff on event system
- Training for Parks admin staff on event system
- Training for all other TCC staff on event system
- Networking with event management companies to bring in more events into Truro
- Discussions with Falmouth University to collaborate and offer work experience to students as marshals / volunteers for events TCC manage.
- Develop paperwork such as applications forms and agreements for Municipal Building rooms bookings
- Research and develop pricing structure for Municipal Building room bookings
- Configure event system with the Municipal Building meeting rooms
- Working with Abi and Visit Cornwall on Marketing Strategy – which will lead into drafting a yearly event strategy for Truro
- Working with Kate to develop Event Safety and Compliance workshops and handbook to educate and assist community event organisers with event compliance documentation.

**USE OF THE TOWN HALL, MUNICIPAL BUILDINGS
SCHEDULE OF LETTING CHARGES 2020-21**

	COMMERCIAL USERS £	CHARITIES AND NON- COMMERCIAL USERS £	LOCAL HEALTH AND FITNESS GROUPS £	TRURO BRANCHES OF CHARITIES AND NON- COMMERCIAL ORGANISATIO NS £
Morning 9.00 am – 1.00 pm	167.00 (162.00)	51.00 (49.00)	51.00 (49.00)	29.00 (28.00)
Afternoon 2.00 pm – 5.30 pm	167.00 (162.00)	51.00 (49.00)	51.00 (49.00)	29.00 (28.00)
Morning and Afternoon 9.00 am – 5.30 pm	231.00 (225.00)	85.00 (83.00)	85.00 (83.00)	45.00 (44.00)
Evenings Exceeding two hours up until 9.00 pm	167.00 (162.00)	85.00 (83.00)	41.00 (40.00)	33.00 (32.00)
Daytime Sessions between 9.00 am and 5.00 pm not exceeding two hours or Early evening sessions between 5.00 pm and 8.00 pm not exceeding two hours	-	33.00 (32.00)	35.00 (34.00)	31.00 (30.00)
Extension of Caretakers hours after 9.00 pm and up to 10.30 pm Monday - Thursday or after 6.00 pm on Fridays Saturday and Sundays by negotiation	Additional 30.00 per hour or part	Additional 30.00 per hour or part	Additional 30.00 per hour or part	Additional 30.00 per hour or part
Extension of Caretakers hours During weekends (excluding Bank Holidays) If there is a coffee morning in the building, the hourly rate will come into effect from 1.00 pm	30.00 per hour or part in addition to hiring charge	30.00 per hour or part in addition to hiring charge	30.00 per hour or part in addition to hiring charge	30.00 per hour or part in addition to hiring charge
Use of the Kitchen	£11.00 (£11.00) per session plus VAT			

**Please note the above times should be adhered to and include setting up and vacating the room.
Additional costs incurred, e.g. waste disposal, will be charged at cost.**

SCHEDULE OF LETTING CHARGES – 2020-21

MUNICIPAL BUILDINGS

With effect from 1 April 2020 (previous charges in brackets)

SINGLE SESSION

	COMMERCIAL USERS £	NON-COMMERCIAL USERS £	CHARITIES £
COMMITTEE ROOM	£82.00 (80.00)	41.00 (40.00)	20.00 (20.00)
TOWN HALL	See attached sheet	See attached sheet	See attached sheet
COUNCIL CHAMBER	130.00 (126.00)	65.00 (63.00)	23.00 (22.00)
USE OF KITCHEN	11.00 + VAT (£11.00)	11.00 + VAT (11.00)	11.00 + VAT (£11.00)

DOUBLE SESSION

COMMITTEE ROOM	124.00 (120.00)	62.00 (60.00)	27.00 (26.00)
TOWN HALL	See attached sheet	See attached sheet	See attached sheet
COUNCIL CHAMBER	202.00 (196.00)	98.00 (95.00)	33.00 (32.00)
USE OF KITCHEN	11.00 (11.00) + VAT	11.00 (11.00) + VAT	11.00 (11.00) + VAT

Please note that the normal hiring sessions for the rooms are as follows: -

Morning	9.00 am to 1.00 pm
Afternoon	2.00 pm to 5.30 pm
Evening	6.00 pm to 9.00 pm

