

TRURO CITY COUNCIL



CITY OF TRURO

Town Clerk's Department
Municipal Buildings
Boscawen Street
Truro TR1 2NE
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17 September 2024

To: The Mayor (Councillor C Swain), Deputy Mayor (Councillor S Rabey), and members of the **ACCOMMODATION WORKING GROUP**: Councillors Webb, Wells, Mrs Carlyon, Eathorne-Gibbons, Unwin, **Vacancy**, and all other Members of **TRURO CITY COUNCIL** *for information*.

Dear Councillor,

NOTICE IS HEREBY GIVEN that the meeting of the **ACCOMMODATION WORKING GROUP** will be held at **THE TRAINING ROOM, TRURO COMMUNITY LIBRARY (FIRST FLOOR), UNION PLACE** on **MONDAY 23 SEPTEMBER 2024** at **7.00 pm** for the transaction of the under mentioned business: -

A G E N D A

- 1 **ELECT A CHAIRMAN**
- 2 **COUNCILLORS IN ATTENDANCE AND APOLOGIES**
To **resolve** to accept apologies.
- 3 **DECLARATIONS OF INTEREST**
- 4 **TERMS OF REFERENCE** (Appendix A)
- 5 **ELECT A VICE-CHAIRMAN**
- 6 **MINUTES** (Appendix B)
 - a. To review the notes of the previous meetings.
- 7 **AGENDA ITEMS**
 - a. To receive an update on the works being undertaken by Cornwall Council from the Town Clerk.
 - b. To consider whether the buildings should be mothballed whilst further investigations are undertaken or whether investment to meet the minimum standards for use should be undertaken so that the rooms can be used for hire.
 - c. To consider options for next steps.
- 8 **DATE OF NEXT MEETING**

David Rodda MBE
TOWN CLERK

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ACCOMMODATION WORKING GROUP TERMS OF REFERENCE

1. Purpose

This working group has the core purpose to consider options for the use of the Municipal building once it is made available for re-use and to oversee the return to the building.

2. Aims & Responsibilities

The aims of the Working Group are:

- a) Consider and make recommendations to the Finance & General Purposes committee regarding future use, management arrangements and adaptations to the Municipal Offices, and other associated building works.
- b) To consider accommodation and facilities for the Mayor and Councillors at the Municipal Offices and/or Library and make recommendations to the Finance & General Purposes Committee.
- c) To oversee the re-commissioning of the Municipal offices.
- d) To explore potential external funding options to carry out refurbishments.
- e) To work with the Library Trustees in any necessary updating or changes to the Trust Deed in relation to the use of the Library building.

3. Membership

- a) Membership of the group will include at least the Chairman and Vice-Chairman of the Finance & General Purposes Committee as well as the Mayor and Deputy Mayor.
- b) The group's membership will not exceed 7 Councillors.
- c) A Chairman and Vice-Chairman will be appointed at the initial meeting of the group.

4. Meetings

- a) It will hold at least one meeting a month (unless the chairman decides that the agenda does not warrant a meeting), minutes noted at Finance and General purposes with a budget requirements 2025-26 report due to Full Council at its November meeting.
- b) The Group will decide how best to meet; digital platforms are permitted.

5. Authority

- a) Set up in accordance with Standing Orders and although a working party of the Finance & General Purposes Committee, the group will comprise of members across the entire council.
- b) The group is a task and finish group. The working group will be dissolved once its aims and responsibilities are fulfilled and no later than February 2025.

**NOTES OF THE MEETING OF THE ACCOMMODATION WORKING GROUP ON
THURSDAY 16TH JUNE 2022 AT 3.15 PM IN THE MAYOR'S PARLOUR, FIRST FLOOR,
TRURO COMMUNITY LIBRARY, PYDAR STREET, TRURO**

B

PRESENT: Councillors Rabey, Roden, Mrs Swain and Webb (Mayor)

Also, in attendance: Roger Gazzard (Town Clerk)

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

It was proposed by Councillor Roden, seconded by Councillor Mrs Swain, and

RECOMMENDED Councillor Webb (Mayor) be elected as Chair and Councillor Rabey as Vice-Chair of the Accommodation Working Group.

2. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors Mrs Carlyon and Unwin.

3. DISCLOSURES OR DECLARATIONS OF INTEREST

There were no disclosures of declarations of interest to report.

4. TERMS OF REFERENCE

(Appendix A)

After reading through the Terms of Reference it was agreed that some minor amendments are made.

It was proposed by Councillor Swain, seconded by Councillor Roden, and

RECOMMENDED that amendments are made as shown on the attached document.

5. REFLECTIONS ON VISIT TO MUNICIPAL OFFICES

Following a visit to the Municipal Offices prior to this meeting it was agreed decoration works needed to be carried out, however, realistically this could cost in the region of £500,000 - £1,000,000 as the re-decoration works required were more than just a coat of paint.

The Town Clerk advised the Committee he and the Mayor had met with Julian Boast (Hall for Cornwall), a Surveyor and the Head of Property at Cornwall Council and discussed whether they would support setting up a Trust to try and obtain grant funding for the re-decoration works. He explained Julien had offered to meet with Heritage Lottery Fund and other grant providers and introduce them to the project. Cornwall Council had also confirmed they were happy to co-operate with this. A Member commented that this could be used as an opportunity to do a major refurbishment on the building although the City Council should not take responsibility for all the works and it needs to be clear what the City Council are liable for under the terms of the Lease.

The Town Clerk explained that the Working Group needed to decide what the building was going to be used for.

Members felt that as there was little room for staff in the Municipal Offices, they should remain in the library building which would enable good working relationships.

Members suggested the Municipal Offices be used for Committee meetings, the Mayor's civic business, with day-to-day mayoral meetings taking place at the library

and provide a Members' lounge, for Councillors to have a place to make a drink etc in between meetings.

There was concern over who would manage the building and it was felt there would not be the need for a caretaker, arrangements could be made to work with Hall for Cornwall to cover this.

It was proposed by Councillor Roden, seconded by Councillor Mrs Swain, and

RECOMMENDED that:

1. The Council Chamber and the Committee Room at the Municipal Offices are used for Council and Committee meetings;
2. The Mayor carries out civic business in the Mayor's Parlour at the Municipal Offices with day to day meetings taking place in a Mayor's office in the library;
3. The room that was used for office staff in the Municipal Buildings be turned into a Members' room;
4. The Town Clerk continue working to obtain grant funding for decoration works.

6. NEXT STEPS

After general discussion it was felt that if the library was going to become a permanent home for members of staff it should be made to look like a permanent home, with Truro City Council branding and a reception in the library to greet visitors. The Town Clerk explained he would speak to the library manager regarding this.

7. DATE OF NEXT MEETING

26th July at 2pm

The meeting closed at 4.15pm

**NOTES OF THE MEETING OF THE ACCOMMODATION WORKING GROUP ON
WEDNESDAY 22ND FEBRUARY 2023 AT 10.30AM IN THE MAYOR'S PARLOUR, FIRST
FLOOR, TRURO COMMUNITY LIBRARY, PYDAR STREET, TRURO**

PRESENT: Councillors Rabey, Roden, Mrs Swain and Webb (Mayor)

Also, in attendance: Roger Gazzard (Town Clerk)

1. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillor Unwin.

2. DISCLOSURES OR DECLARATIONS OF INTEREST

There were no disclosures of declarations of interest to report.

3. MINUTES OF THE MEETING HELD ON 16TH JUNE 2022

The Minutes of the Meeting of the Committee held on 16th June 2022 were noted as a correct record.

4. CAPACITY OF OFFICE ACCOMMODATION AT MUNICIPAL OFFICES

The Town Clerk provided a brief overview of the plan of the offices at the Municipal Offices. He explained that, in terms of capacity, the offices could facilitate up to 7 members of staff of which, when all positions were filled, there would be around 17 so less than half would be able to return to the building. Members felt that it would not be a good idea to separate staff when different structures had recently been put in place to create teams. It was agreed that the overall decision regarding the location of staff, should be that of the Town Clerk. A Member queried whether the postal address for the City Council should now be Truro Public Library rather than the Municipal Offices from which the City Council currently had their post re-directed.

It was proposed by Councillor Roden, seconded by Councillor Webb (Mayor), and

RECOMMENDED that no staff return to the Municipal Offices.

6. BUILDING CONDITION SURVEY RESULTS

The Town Clerk explained that he had commissioned a survey on the Municipal Buildings and the position was that the condition was getting worse, and a lot of plaster had recently had to be taken off the wall in the Chamber for safety reasons. He had contacted Fox Construction to arrange a site visit which all Councillors were welcome to attend and was waiting to hear back from them with a date and time.

It was explained by the Town Clerk that there were two reasons for the report being carried out, the first was to understand the costs involved and the second to find out which of the works needed to be carried out by Kiers. The report indicated that the first phase of the works, which would need to be carried out before the building could be used again, would be in the region of £310,000.

It was proposed by Councillor Webb (Mayor), seconded by Councillor Mrs Swain, and

RECOMMENDED that the report be noted as an indication of costs for the works that are required to be carried out before anyone could return to the Municipal Buildings.

7. CONSIDERATION OF OPTIONS FOR FUTURE USE OF BUILDING

Members agreed the works needed to be carried out as they were now essential and also a condition of the City Council's Lease with Cornwall Council. Discussion took place over whether Hall for Cornwall would like to take on Truro City Council's part of the building or whether the City Council, along with the Hall for Cornwall could form a Trust which would then enable grant funding to assist with the costs of the works, to be applied for. It was suggested the Town Clerk would need to sit on the Trust as well as the Mayor and Chairman of the Finance & General Purposes Committee.

It was proposed by Councillor Roden, seconded by Councillor Webb (Mayor), and

RECOMMENDED that the Town Clerk investigate potential uses including talking to Cornwall Council and Hall for Cornwall in regards to potentially setting up a Trust.

8. DATE OF NEXT MEETING

22nd March 2022

The meeting closed at 11.11am

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