

## BREAGE PARISH COUNCIL

Mrs Carol Macleod

Clerk to the Council

Tel: 01326 574781

E-mail: [breageparishcouncil@btconnect.com](mailto:breageparishcouncil@btconnect.com)

Parish Rooms

Breage

Helston

TR13 9PD

Website: [www.breagepc.org.uk](http://www.breagepc.org.uk)

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### **MINUTES SUB-COMMITTEE MEETING PRAA SANDS TOILETS** **HELD IN THE SAND BAR, PRAA SANDS ON FRIDAY 27 MAY 2016 AT 11.00 A.M.**

Attendance – Steve Crofts, Rosie Vanderpool, Christine Toms, Councillor Trevor Coleman, Peter Thomasson, Teresa Boulden (new member), Councillor Karen La Borde

#### **1. WELCOME**

#### **2. APOLOGIES**

#### **3. ELECTION**

**a) Chair** – Peter Thomasson – Proposed KLB, seconded TC – all agreed

**b) Secretary** – Karen La Borde – Proposed TC, seconded PT – all agreed

**c) Financial Reporter** - Christine Toms – Proposed KLB, seconded TC – all agreed

New member Teresa Boulden, 17 Trewartha Road, Praa Sands, TR20 9ST, 01736 761940, [treez@hotmail.co.uk](mailto:treez@hotmail.co.uk) – proposed CT, seconded SC – all agreed

#### **d) To consider responsibilities for those elected**

Chair to conduct meetings, secretary to produce minutes and communicate with parish clerk, financial reporter to keep records of all outgoings and incomings ie. fund raising.

The group has proposed that the Parish Clerk send copies of invoices relating to the toilets to Christine Toms.

#### **4. COUNCIL TERMS OF REFERENCE**

To consider suggestions to bring to June full meeting.

- a) Sub-committee to meet monthly before BPC meeting up until the next AGM
- b) Sub-committee to meet quarterly with BPC before the monthly meeting.
- c) Sub-committee shall appoint its members annually in their first meeting after BPC AGM – members must include 2 BPC councillors, up to 5 members of the general public. BPC chair and vice-chair will be invited to every meeting.
- d) Sub-committee shall appoint a chair, secretary and financial reporter.
- e) A quorum shall consist of three members, two of which must be BPC councillors.
- f) The sub-committee shall meet at the Sand Bar. The meetings will not be open to the public. The sub-committee will report monthly to BPC which will publish any minutes or information for the public.
- g) No public announcements required for this sub-committee. Minutes and agenda will be published for the sub-committee and BPC.
- h) Sub-committee shall have authority to raise payments up to £250 for maintenance/repairs to toilets.
- i) Parish Clerk to be responsible financial officer for sub-committee.
- j) Secretary to prepare agenda and minutes and send copies to parish clerk
- k) Terms of reference are to:-
  - Manage daily running of toilets in Praa Sands
  - Manage repairs/maintenance and emergency routines for toilets in Praa Sands
  - Assist the parish clerk to acquire tenders for services/work required.
  - Assist local charitable trust to raise funds and determine projects and amount of funds needed.
  - Find additional financial contributors to enhance the toilets eg advertising/sponsorship

#### **5. CLEANING**

**a) Cost** - Unknown. The sub-committee requests a copy of the official contract with Cormac for cleaning services.

**b) Efficacy** – Cleaning is taking place daily. CT is in contact with the cleaner and Cormac managers and is ensuring the service is completed in a timely and efficient manner.

#### **6. WASTE REMOVAL AND DISPOSAL**

**a) Cost** – Unknown. The sub-committee is confused as to whom is responsible for contracting the waste removal. Is this BPC or Cormac?

**b) Efficacy** – Unknown as no documentation has been received from waste collection agent. PT has requested the figures for litres removed as last year from information provided it appears 5x more waste was removed than water recorded in the meter readings. The sub-committee are keen to monitor waste collection as they believe this is where major savings could be made.

## **7. MAINTENANCE**

**a) Emergency numbers/contacts** - Trevor Coleman and Christine Toms have agreed to be emergency contacts until a maintenance/repair person or company is contracted. *Please could their numbers be included on BPC answerphone message for out of hour emergencies regarding the toilets? TREVOR COLEMAN 07773 368226 - CHRISTINE TOMS 01736 762820*

Next meeting to appoint a maintenance repair man/company. SC suggested local repair man with a larger company like Davey and Gilbert as back up.

## **8. TENDERING PROCESS**

Need to request tenders or quote for waste collection. We need to be clear what is required. When collections should take place and an estimation of litres for disposal. This item to be placed on next agenda

## **9. CHARITY STATUS**

**a) Bank account** – not yet set up. Teresa Boulder agreed to be third trustee for charitable trust alongside PT and CT. PT to organise documentation.

**b) May fund raising begin?** Sub-committee wishes to install a donation box, advertising frames, flower planters outside and paint the exterior of the building. *The sub-committee requests the parish clerk writes to Cornwall Council to seek its agreement to these projects as per the interim tenancy agreement. Advice requested on who should write to request RNLI contributions – BPC parish clerk or sub-committee secretary?*

## **10. ANOTHER SUB-COMMITTEE COUNCILLOR REQUIRED**

a) To be decided at June full meeting

## **11. ITEMS FOR NEXT AGENDA**

1. Appoint a maintenance repair company/person
2. Draw up tender/quote for waste collection
3. Lease up date from Cornwall Council
4. Review of terms of reference if any changes
5. Signs to toilets – potential first fund raiser!
6. Winter opening
7. Germoe Parish Council potential contribution

## **12. TIME DATE NEXT MEETING**