

# BOWNESS & WINDERMERE COMMUNITY CARE TRUST

Minutes of the Public Toilets Sub Committee  
29<sup>th</sup> November 2016 at 1pm at St Mary's Church, Windermere

Minute No	
1.	<p><b>Present:</b> Bill Smith (BWCCT), Brendan Drury (BWCCT), Penny Henderson (Resident), Mike Pollard (BWCCT), Julie Wright (Administrator). Apologies: Cllr Adrian Legge. The meeting opened at 1.00 pm</p>
2.	<p><b>Minutes of the last meeting, held on 12 September 2016</b> The minutes were accepted. The following outstanding items were discussed: <u>Water usage</u> - this has been significantly higher than expected for the last quarter at both Bowness Bay and Rayrigg Road. Julie has spoken to United Utilities, who have confirmed that meter readings and billing are correct. We must now eliminate the possibility of leaks. David Reynolds will be doing overnight meter reading tests to establish this and will report back. <u>Coinage banking</u> at the Cumberland BS is going well. There is now the need to get the authorisation letter signed which will enable the coin collectors to drop off the coinage without waiting for every single bag to be weighed. This is causing problems. Bill Smith confirmed that the Trust are on to this but every board members' signature is needed on the letter, so it could still take a while. It was agreed that Julie will make a proposal to compensate the coin collectors for additional time spent at the bank. Sue Bloy is coordinating completion of the signed letter.</p>
3.	<p><b>Financial Update:</b> <b>Budget Monitoring 1 April to 31 October 2016:</b> Income from pay on entry has improved since the last report and is under target by £1.5k for the period, but has recovered another £500 in November. The contract payment from SLDC was not expected this year, which means that income is £8.5k over target for the year. Most expenditure is on target, but there are potential overspends on water (see item 2 above) and contingency items, due to the professional costs for the Quarry Rigg project. The projection for the year is for a surplus of £3k, but there are still the painting costs to fund (£7.5k) which will take the estimated year end position to a loss of £4.5k. It is estimated that funds held in reserve will be close to £90k at 31 March 2017. <b>Draft Budget for 2017-18:</b> This had been prepared and circulated. Julie highlighted the following: A slightly higher estimate of income from pay on entry, due to the increase of fees at Quarry Rigg to 40p once the capital project is complete. Contract payments from SLDC have been confirmed for the next 5 years and these have been built into income projections. Windermere Town Council (WTC) have set their budget and confirmed that the contract payment of £25k will continue for 2017-18. The medium term commitment will be reviewed early next year by WTC.</p>

Signed as a true and accurate record:

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	<p>Estimated costs have been increased to reflect known payment increases and some allowance made for increases on the cleaning and maintenance contracts, which are due to be re-tendered next year.</p> <p>In total, a revenue surplus of £5.8k is projected for 2017-18.</p> <p>The capital budget proposals were also reviewed. If the capital grant of £15k is received from SLDC in advance of the project commencement there will be resources to fund the Quarry Rigg project amounting to £105k. The costs are now estimated at appx. £80k.</p> <p>If the in year surplus is achieved, reserves at 31 March 2018 should amount to approximately £30k, after funding the capital project.</p>
4.	<p><b>Quarry Rigg - Capital Project: Update:</b></p> <p>Bill Smith updated members. The exercise of re-visiting and re-engineering the costs was completed in the Autumn and there is confidence about the final estimate of £72k for the project. There will be architects fees on top of this and the need for a contingency, but the project should deliver to budget.</p> <p>The project will get underway in January and preliminary arrangements are in place. Bill will follow up the issue of the wishing well with the Lions. Tamang Tree services will be taking down the trees and shrubs prior to commencement.</p>
5.	<p><b>Maintenance Update</b></p> <p><b>Redecoration:</b> LDA (the Cleaning Company) have agreed to undertake this work. They provided the lowest quotation in the tendering exercise completed earlier this year. All toilets will receive a good deep clean, paint and tile rejuvenation during the winter, for a cost of £7,500.</p> <p><b>Contract re-tendering:</b> The specification has been prepared and will be advertised in the final edition of the Hub. Deadline for bids is 31 January and any interviews will be held in late February. Brendan Drury and Mike Pollard are the group members who will oversee this and make recommendations to the sub-committee meeting in February. Penny recommended that we find out from coin collectors their opinion of the performance of the contractors and Julie agreed to follow this up.</p>
6.	<p><b>Bowness Bay Lease Renewal:</b></p> <p>Julie has reminded SLDC of the need to complete the paperwork on this. So far there is no response. A reminder will be sent.</p>
7.	<p><b>Cleaning Update</b></p> <p>The specification has been prepared and sent to local cleaning companies who submitted bids last time around. It will also be advertised in the final edition of the Hub. The deadline for return of bids is 31 December and any interviews will be held in January 2017. Penny Henderson and Adrian Legge are the group members who will oversee this and make recommendations to the sub-committee in February.</p>
8.	<p><b>Any Other business: NONE</b></p>
9.	<p><b>Next meeting:</b> 21 February 2017 at 1pm at the Phoenix Centre.</p>

Signed as a true and accurate record: