



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

Tel No: 01209-210038 e-mail: [admin@redruth-tc.gov.uk](mailto:admin@redruth-tc.gov.uk)

**Town Mayor: Cllr A Biscoe**

**Town Clerk: C Williams**

See Distribution

**Our Reference:**

RTC/Asset Mgt Comm

**Date:**

26<sup>th</sup> November 2025

Dear Councillor

**Asset Management Committee Meeting – 1<sup>st</sup> December 2025**

You are summoned to attend a meeting of the Asset Management Committee to be held in The Langman Room, Redruth Civic Centre, Alma Place on Monday 1<sup>st</sup> December 2025. Proceedings will commence at 7:00pm.

The Agenda and associated papers are included for your reference and information.

Yours sincerely

A handwritten signature in black ink that reads "Charlotte Williams". The signature is fluid and cursive, with a long horizontal stroke at the end.

Charlotte Williams  
Town Clerk

Enclosures

Agenda and associated documentation

Distribution:

Action:

Cllr Tremayne  
Cllr Ellenbroek  
Cllr Allen  
Cllr Barnes  
Cllr A Biscoe  
Cllr H Biscoe  
Cllr Broad  
Cllr Jolly  
Cllr Morrison  
Cllr Reeve  
Cllr Thomas

Information:

All other Councillors  
Cornwall Council Members  
Press & Public

**Redruth Town Council**  
**Asset Management Committee Meeting – 1<sup>st</sup> December 2025**  
**AGENDA**

**PART I – PUBLIC SESSION**

1. To receive apologies for absence.
2. Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.
3. Public participation session - to enable the public to put questions to the Council relating to any items on the agenda.
4. To confirm the Minutes of the meeting of the Asset Management Committee held on 22<sup>nd</sup> September 2025. [Minutes attached].
5. To receive a report from the Asset Management Team. [report attached]
6. To consider the draft Budget for 2026/27. [report attached]
7. To consider correspondence (via email) received from Cornwall Highways regarding proposed restoration and potential devolution of the Tolgus Roundabout. [report attached]



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**Town Mayor: Cllr A Biscoe**

**Town Clerk: Mrs C Williams**

**Minutes of a Meeting of the Redruth Town Council Asset Management  
Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 22<sup>nd</sup>  
September 2025**

Present: Cllr W Tremayne Chair  
Cllr B Ellenbroek  
Cllr S Barnes  
Cllr A Biscoe  
Cllr H Biscoe  
Cllr R Jolly  
Cllr J Morrison  
Cllr D Reeve  
Cllr I Thomas

In attendance: Mrs C Williams Town Clerk  
Mr J Molloy Asset Manager (Consultant)  
Mrs J Pelham-Wales Administrator  
Three members of the public were present

**PART I - PUBLIC SESSION**

**1633.1 To receive apologies for absence**

Apologies were received from Cllrs Allen and Broad.

**1633.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda**

Cllr Thomas declared a non-registerable interest in his capacity as the Chairman of Friends of Victoria Park and Trefusis Park and signed the register accordingly.

**1633.3 Public participation session – to enable the public to put questions to the Council relating to any items on the agenda**

Mr Deakin from Fluxus Cornwall CIC gave a verbal update regarding his plans for potential premises for the future. He had made an application for funding which was unsuccessful. He has since re-applied and is awaiting the outcome.

**1633.4 To confirm the Minutes of the meeting of the Asset Management Committee held on the 2<sup>nd</sup> June 2025**

RESOLVED by Majority that the minutes of the Asset Management Committee held on 2<sup>nd</sup> June 2025 be accepted as a true and accurate record of proceedings [Proposed Cllr H Biscoe; Seconded Cllr Ellenbroek] Cllr Thomas abstained as he had not been present at the meeting.

**1633.5 To receive a report from the Deputy Town Clerk/Responsible Finance Officer on the work of the Asset Management Team**

A report had been circulated prior to the meeting. The Town Clerk stated that the Deputy Town Clerk was unable to attend the meeting. The Town Clerk then summarised the report on her behalf. She welcomed Jonathan Molloy as interim Asset Manager. She stated that the Health and Safety Consultant had commenced his review of all sites and his reports on each asset are starting to come through which will result in actions for each site accordingly.

She further referred to 3.3 in the report, stating that Cornwall Council had given us the opportunity to bid for up to £15,000 for an enhanced LMP (Local Maintenance Partnership).

The Town Clerk referred to 3.4. She had since received an email from Cornwall Council about the Devolution of sites. Despite the Council asking for nearly £300k. they had made an offer of just £40,000 across all three sites which was very disappointing. The Town Clerk said she would put this in the papers for Full Council for consideration the following week.

There was a general discussion about the Civic Centre and concerns were raised about the various leaks that have negatively impacted on the Town Council. The Town Clerk stated that there had been a bad leak from showers while she was on leave, which resulted in injury to a member of staff. Councillors asked for this matter to be brought back to a future meeting, once the Town Clerk had dealt with this, with the tenant on the first floor, to hopefully resolve the matter.

1633.5.1 Unanimously RESOLVED for the remainder of the report to be noted.[Proposed Cllr Barnes; Seconded Cllr Thomas].

**1633.6 To receive a verbal report from the new Asset Manager**

Jonathan Molloy introduced himself and gave a brief summary of his career background. He then gave a verbal report about the main projects that he would be managing, namely the Community Centre and Market Way toilets which both have received successful funding bids. The Community Centre funding is from the Community Levelling Up Fund and Market Way is funded by the Town Regeneration Investment Programme (TRIP). Cllr Jolly asked about the New Cut toilets being refurbished. The Town Clerk responded by saying that Jonathan's priorities are the Community Centre and Market Way but that the New Cut toilets will be on his list at a later date.

**PART II – PRIVATE SESSION**

**1633.7 The Council is invited to pass the following resolution: - that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the following item of business, by reason of the confidential nature of the business to be transacted**

1633.7.1 Unanimously RESOLVED to pass that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the following item of business, by reason of the confidential nature of the business to be transacted [Proposed Cllr Tremayne; Seconded Cllr Ellenbroek].

**1633.8 To receive a report on the Clock Tower**

The Town Clerk gave Members a verbal update on the Redruth Clocktower.

**Chair**

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**REPORT FOR: Meeting of the Asset Management Committee on 1st December 2025**

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**SUBJECT OF REPORT: To update the Committee on the work of the Asset Management Team**

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1. SUMMARY OF IMPLICATIONS

- a. Policy - No
- b. Financial - Yes
- c. Legal - No

2. TERMS OF REFERENCE

To report upon the work of the Asset Management Team since the last Asset Management Committee meeting.

3. FACILITIES MANAGER'S REPORT

3.1 Staffing and resourcing

The new Facilities Manager, George Coombs started in his new role with effect from 20<sup>th</sup> October 2025, which leaves the role of Facilities Supervisor vacant.

We still have one member of the team on long term sick leave. Their role is being covered by a temporary agency worker.

We are still one Facilities Technician short of a full team as per this year's budget.

Caretaker – the recruitment for this post is currently underway and an update will be brought to a future meeting.

3.2 Asset update

Asset	Update and Matters Arising	Action to be carried forward
Footpaths	The annual schedule of works for our Footpath network has been completed. We would benefit from creating a comprehensive directory of all the paths for which we are responsible, including all known issues and specific maintenance requirements.	Perform inspections and create directory of footpaths.
East End Playing Fields	Work has continued improving biodiversity at East End with the planting of a new flower bed and more trees including a Red Oak and two white Birch trees as a memorial to a former staff member. We have received positive feedback from members of the public and thanks	Continue improvements with a programme of planting to support pollinators and provide an enriched sensory experience.

	<p>from Resilient Orchards CIC for helping facilitate the new community orchard.</p> <p>We have received quotes for the completion of the tarmac path and construction of a track around the circumference of the field.</p> <p>We have agreed to focus on completing this path and providing new, accessible play equipment by 31 March 2026 in order to utilise the S106 monies available.</p> <p>Further improvements to the park are the subject of a joint bid to the Lottery Fund as brought to Full Council on 24<sup>th</sup> November 2025.</p>	<p>Obtain further quotes for the completion of the path linking Copper Court with existing path and for new accessible play equipment. Aim to complete this work by end of March 2026.</p>
The Facilities Yard	<p>Construction of the new polytunnel is underway with all structural elements completed. This will allow us to make savings on the cost of plants next year with a view to upscaling enough to begin making our own hanging baskets.</p>	<p>Complete polytunnel by installing plastic membrane when the weather allows.</p>
New Cut Toilets	<p>There have been several issues which we have had to discuss with the contract cleaner.</p>	<p>Continue to monitor.</p>
Strawberry Fields / Kresen Kernow	<p>Rough sleepers have left rubbish at both sites which has required extensive clean-ups at a cost of £1,200. Police were made aware of both matters and removed weapons and drug paraphernalia from Strawberry Fields.</p>	<p>Increased monitoring by the team at Strawberry Fields.</p> <p>Establish a procedure for notifying police of incidents, and arranging clean-up with agreed contractor (Biffa) when necessary.</p>
Other work	<p>Ongoing checks and routine maintenance continues at all other sites.</p> <p>The team has built the Grotto for Redruth in Lights, and installed Christmas Trees at Tatey Court and St Rumon's Gardens.</p>	<p>Complete review of workwear requirements.</p> <p>Work with the Responsible Finance Officer to prepare a Budget for the Facilities Team for 2026/27.</p> <p>Review the vehicles lease and consider replacement vehicle(s) where necessary.</p>

#### 4. ASSET MANAGER'S REPORT

- 4.1 Contractors have been appointed for Phase 1A the refurbishment of the Community Centre toilets and the refurbishment of Market Hall/Way toilets. Both projects are on schedule and

within the expected budget, works will be completed by the end of December 2025 in line with the funding requirements.

The feasibility study for The Chambers, utilising the successful TRIP (Town Regeneration Investment Programme) funding has commenced, building measured and condition surveys have been undertaken, the consultation and study is well underway with works scheduled to be completed by the end of December 2025.

Fire Risk Assessments have been carried out on the premises. The outcomes will be reviewed and reported to the next meeting of the Committee.

#### 4.2 **Asset update**

<b>Asset</b>	<b>Update and Matters Arising</b>	<b>Action to be carried forward</b>
Civic Centre and Library	<p>The existing boiler has been serviced, and we have been advised that immediate replacement is not required. We will budget for a replacement in 2026/27.</p> <p>The Fire Alarm was activated by the contractors in Market Way, leading to a review of the fire evacuation procedures, and planned training of additional Fire Wardens.</p>	<p>Asset Manager to review with Facilities Manager to recommend best type of boiler for projected replacement next year.</p> <p>New procedures to be reviewed in light of recommendations from the Fire Risk Assessment and reported to the next meeting.</p>
Market Hall and Market Way	<p>Guttering to be replaced. We need to provide safe access to the roof before guttering works can be carried out.</p> <p>Contractors have been appointed for the refurbishment of Market Hall/Way toilets.</p> <p>The flooring in Units 5 and 6 needs to be replaced. We are obtaining quotes with a view to having this work completed by the end of December.</p>	<p>Once the refurbishment of Market Hall is complete, the Asset Manager will obtain quotes for the work required to roof access and subsequent repairs to the guttering.</p>
The Chambers	<p>There have been issues with the heating in the Chambers, which have been resolved by a member of the Facilities Team. The boiler service will be carried out this week.</p>	<p>Feasibility Study to be completed by end of December 2025.</p>
Clock Tower	<p>Nothing further to report at this stage.</p>	
New Cut Toilets	<p>The outline plan will be prepared by the Asset Manager early in 2026.</p>	<p>Plan to be made available for the next Committee meeting in 2026.</p>

Redruth Community Centre	The solar panels, inverter and battery storage works have been completed and work on refurbishing the toilets is well underway.	All works will be completed by December 2025.
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## 5. MAXIMISING THE INCOME FROM ASSETS

The focus of the Deputy Town Clerk over the next quarter will be to consider ways of maximising our income from our assets, and prepare a report with recommendations for the next Asset Management Committee meeting, to include;

### 5.1 Market Way

- Revision to the existing license agreement to be applicable for new license-holders from April 2026.
- Establish a forum for regular communication with license-holders (with the Business Liaison Manager).
- Review central costs (cleaning, waste disposal, insurance, maintenance, security, utilities) and agreeing a fair method of recharging costs to units.
- Improve the system for recording and assessing prospective tenants, in line with an agreed vision for Market Way as a vibrant retail area.
- Examine the potential to use Market Hall as a venue for events and functions, which may be in collaboration with the Buttermarket on occasion. Prepare a marketing plan, pricing strategy and costed list of steps to be taken to achieve this (insurance, licensing, security, health and safety, equipment, personnel).

### 5.2 Civic Centre/Library

- Prepare a proposal for room hire at the Civic Centre (Langman Room, Meeting Room 2 and Library) for commercial, non-profit/charity and private meetings. Prepare a marketing plan, price structure and costed list of requirements (insurance, licensing, health and safety, security, equipment, personnel).

### 5.3 Chambers

- Once the outcome of the Feasibility study is known, consider whether a short/medium plan for additional income from the Chambers is appropriate.

### 5.4 St Rumon's Gardens

- Prepare a proposal for hire of St Rumon's Gardens for events. Prepare a marketing plan, price structure and costed list of requirements (insurance, licensing, health and safety, security, equipment, personnel).

### 5.5 Community Centre

It is proposed that a Service Level Agreement is drawn up between the Town Council and Redruth Community Association to enhance collaboration between both organisations to ensure maximum use is made of the facility, including;

- agreement that the Town Council can request priority booking for events deemed to be beneficial for the town as a whole,
- agreement on the level of support required for such events from both organisations eg staff, equipment, insurance, health and safety
- shared responsibility for marketing and pricing



## 6. HEALTH & SAFETY ASSESSMENTS

The Health and Safety Assessments were carried out by Safety First in August and September 2025 on the following assets;

- Civic Centre and Library
- St Rumon's Gardens
- East End Playing Fields
- Market Way
- New Cut Toilets
- The Chambers
- Community Centre
- Plein an Gwarry
- Gwealan Tops
- Bus shelters

The reviews of the Facilities Yard and Strawberry Fields will be completed in January 2026 along with the finalisation of the Fire Risk Assessments for all assets.

The findings thus far have highlighted areas for action and inevitably investment. Areas include a range of minor and more substantial repairs, including for example roofing, increased cleaning schedules for assets such as bus shelters, glazing, and in some areas increased inspections, testing and planning for risk management. The action plans for the schedule of repairs has been factored into the budget.

## 7. RECOMMENDATION

It is recommended the report be noted, and that the proposal in 5.5 regarding creating a Service Level Agreement between the Town Council and Redruth Community Association is voted upon.

Helen Bardle

Deputy Town Clerk/Responsible Finance Officer

# Redruth Town Council

## Budget and Precept calculation

### 2026-27

	2026-27 Budget - Full Year	2025-26 Budget - Full Year	2025-26 forecast
	£	£	£
<b><u>ASSET MANAGEMENT</u></b>			
Income from assets	(46,280)	(42,275)	(49,491)
Salaries and on-costs	391,673	267,298	267,621
Facilities Team costs	78,250	57,550	56,825
Cost of Buildings	187,390	181,290	175,371
Cost of Public Realm	25,555	23,410	24,210
Christmas Lights	45,000	25,000	15,000
<b><u>Total Asset Management Costs</u></b>	<b>681,588</b>	<b>512,273</b>	<b>489,536</b>

# Redruth Town Council

## Budget and Precept calculation

### 2026-27

#### Asset Management

	2026-27 Budget - Full Year £	2025-26 Budget - Full Year £	2025-26 forecast £
<b><u>Salaries and On-costs</u></b>			
Wages and Salaries	297,305	205,441	214,545
Employers NIC	36,109	23,353	19,702
Employers Pension	58,259	38,504	33,374
	<b>391,673</b>	<b>267,298</b>	<b>267,621</b>

#### Facilities Team

Vehicle Insurance	2,750	2,750	2,465
Small tools and equipment	3,000	3,000	2,000
Grounds Equipment	10,000	0	970
Vehicle Leasing	21,500	19,500	18,620
Japanese Knotweed treatment	0	6,500	0
Vehicle Fuel	2,000	3,000	1,600
Machinery Fuel	1,000	1,000	900
Floral Displays	23,400	16,800	18,370
Audits	7,000		5,400
PPE	4,000	2,000	3,000
Waste	600	0	500
Equipment Maintenance	3,000	3,000	3,000
	<b>78,250</b>	<b>57,550</b>	<b>56,825</b>

# Redruth Town Council

## Budget and Precept calculation

### 2026-27

#### Asset Management

#### Income from Properties

	2026-27 Budget - Full Year £	2025-26 Budget - Full Year £	2025-26 forecast £
<b><u>Rental Income</u></b>			
Chambers	3,000	10,200	5,400
Market Way	36,180	30,000	37,600
Civic Centre	0	0	
Other sites	0	0	
<b><u>Other income</u></b>			
LMP agreement	2,100	2,075	2,081
Income from Floral Baskets	5,000	0	4,410
Miscellaneous	0	0	
<b>Total Income</b>	<b>46,280</b>	<b>42,275</b>	<b>49,491</b>

# Redruth Town Council

## Budget and Precept calculation

### 2026-27

#### ASSET MANAGEMENT

	2026-27 Budget - Full Year £	2025-26 Budget - Full Year £	2025-26 forecast £
<u>Christmas Lights</u>			
Hire/purchase of lights	15,000	25,000	15,000
Electrical testing and repairs	3,000	0	
Catenary testing	2,000	0	
Road closure	3,000	0	
New infrastructure	10,000	0	
Installation and removal	5,000	0	
Storage	2,000	0	
Christmas trees	2,000	0	
Sculpture trail	2,000	0	
Other	1,000	0	
	<u>45,000</u>	<u>25,000</u>	<u>15,000</u>

**Redruth Town Council**  
**Budget and Precept calculation**  
**2026-27**

**2026-27 Budget - Full Year**

	Civic Centre	Market Way and Hall	Chambers	New Cut Toilets	Clock Tower	Community Centre	Gwealan Tops	Total
	£	£	£	£	£	£	£	£
<b><u>Cost of Buildings</u></b>								
<b><u>Costs</u></b>								
Insurance	7,150	2,300	4,600					14,050
Security	200	7,600						7,800
Non-domestic Business Rates	35,020	1,700	9,000					45,720
Gas	3,600		4,000					7,600
Water	1,700	1,400	125	5,000				8,225
Electricity	24,000	500	2,000	750				27,250
Waste	1,945	1,500	500					3,945
Lifts	400		400					800
Cleaning	2,500	13,000	1,500	13,000				30,000
Building Maintenance	8,500	2,200	3,500	2,000	1,750			17,950
Health and Safety audit work	5,000	2,500	5,000	500				13,000
Air Conditioning	1,270		900					2,170
Fire Alarm Maintenance	600		200					800
Equipment Maintenance	1,130		300					1,430
Hygiene Contracts	2,260	1,000		975		660		4,895
Security Systems	1,650		105					1,755
	<b>96,925</b>	<b>33,700</b>	<b>32,130</b>	<b>22,225</b>	<b>1,750</b>	<b>660</b>	<b>0</b>	<b>187,390</b>

**Redruth Town Council**  
**Budget and Precept calculation**  
**2026-27**

**2026-27 Budget - Full Year**

	Facilities Yard	St Rumon's Gardens	East End Playing Field	Plain an Gwarry	Town Centre	Footpaths	Other	Total
<u>Cost of Public Realm</u>	£	£	£	£	£	£	£	£
<u>Costs</u>								
Security								0
Rent	2,350							2,350
Non-domestic Business Rates	2,200							2,200
Water	500	60						560
Electricity	510	840						1,350
Waste	600	0	0					600
Grounds Maintenance		3,000	1,000	5,000	150		200	9,350
Play Equipment Inspections			200	200				400
Play Equipment Maintenance			4,000	2,500				6,500
Skate Park Maintenance			2,000					2,000
Equipment Maintenance							245	245
	<b>6,160</b>	<b>3,900</b>	<b>7,200</b>	<b>7,700</b>	<b>150</b>	<b>0</b>	<b>445</b>	<b>25,555</b>

**From:** Cornwall Highways Enquiries <[enquiries@cornwallhighways.co.uk](mailto:enquiries@cornwallhighways.co.uk)>

**Sent:** 24 November 2025 11:57

**To:** Cllr Roger Tarrant <[Cllr.Roger.Tarrant@cornwall.gov.uk](mailto:Cllr.Roger.Tarrant@cornwall.gov.uk)>; Cllr Sally Harrison <[Cllr.Sally.Harrison@cornwall.gov.uk](mailto:Cllr.Sally.Harrison@cornwall.gov.uk)>; Admin (Redruth Town Council) <[admin@redruth-tc.gov.uk](mailto:admin@redruth-tc.gov.uk)>; Charlotte Williams <[townclerk@redruth-tc.gov.uk](mailto:townclerk@redruth-tc.gov.uk)>

**Subject:** FW: Tolgus Roundabout

Information Classification: PUBLIC

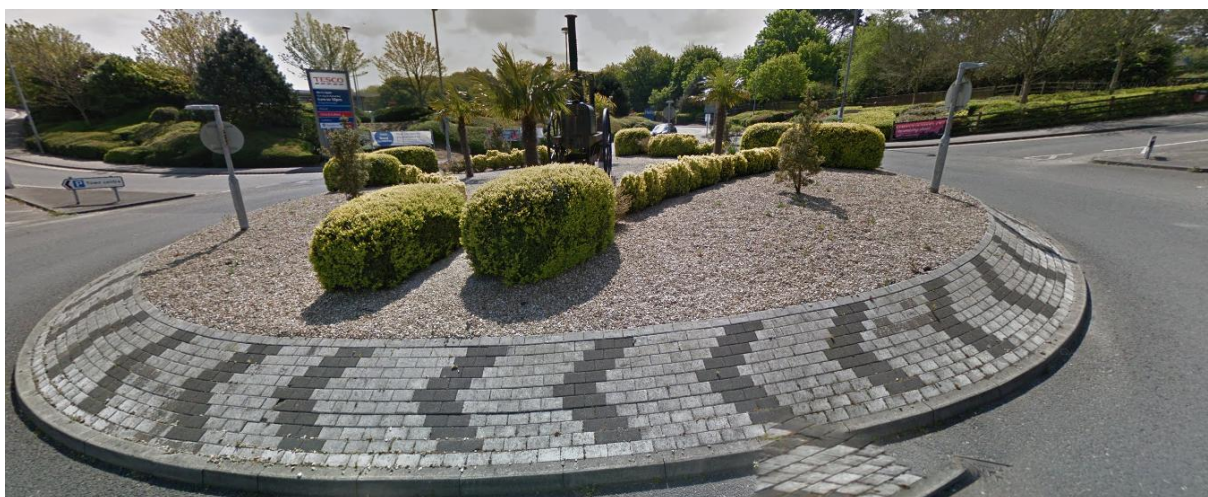
Dear All

Further to our ongoing discussions regarding Tolgus roundabout.

As a way forward, I am proposing that Cormac is instructed to remove the excessive vegetation on site and restore the area to a condition similar to that of 2017, as shown below. As part of this work, I recommend that the site is either considered for further devolution or that RTC enters into an ongoing maintenance agreement with Cornwall Council to support the continued care of the area. I do not propose to proceed with the works until such an agreement is in place.

These works would not include any remediation or repair of the engine or any other feature on the roundabout and would focus primarily on clearing the site. Highway rights over the area would remain in place and works such as the replacement or maintenance of signage or electrical elements may proceed without prior consultation.

If you are content with this proposal, please let me know at your earliest convenience.



Yours sincerely



**Jack Thomas EngTech MICE | Highway Manager**  
**Cornwall Highways | Network Management**  
[enquiries@cornwallhighways.co.uk](mailto:enquiries@cornwallhighways.co.uk) | Tel: 0300 1234 222  
Western Group Centre, Radnor Road, Scorrier, TR16 5EH

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[Report a problem with a road or pavement - Cornwall Council](#)

