

**MINUTES OF THE MEETING OF THE GAOL AND COURTHOUSE COMMITTEE  
OF BEAUMARIS TOWN COUNCIL  
HELD ON MONDAY 20 JANUARY 2020 AT 7.00PM IN THE TOWN HALL**

**PRESENT:** The Town Mayor Councillor C J Theakston  
The Deputy Mayor Councillor R A Jones  
Councillor A J V Grant  
Councillor H Mattocks  
Councillor D R Owen  
Councillor M G Sarsfield  
Councillor S Zalot

**The Project Officer and Administrative Assistant was in attendance**

**APOLOGIES:** Councillor D T Evans  
Councillor D W Gallichan  
Councillor A N Gough  
Councillor K M Jones  
Councillor L J Roberts  
Councillor J A Rowlands

**The Councillor H Mattocks took the Chair**

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**23.0 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**24.0 PROPOSED PRICING FOR 2020 – GAOL, COURTHOUSE AND COACH PARK**

A prepared draft pricing paper was scrutinised by the members.

Categories of tickets were discussed. Including: adult, seniors, children, family, School visits, Cruise ship groups and the hiring out of the Gaol.

A member suggested a joint ticket proposal only, with a relative increase in the ticket prices.

The Project Officer reported on the various categories of ticket sales. He highlighted the ticket sales of single and joint, and their comparisons in what people had purchased. Joint ticket sales were a lot lower.

A member commented on the choice of options for both single and joint tickets as being important, as some visitors either chose to visit one visitor attraction only, or possibly because of a constraint on time to visit both attractions.

A discussion considered other pricing levels for visitor attractions in other parts of the country.

It was noted that prices had not been put up in 3 years. Whilst it was recognised that running the Gaol and Courthouse had been viable in 2019, a slight increase could enable further income to be used for ongoing essential maintenance and further improvements into both visitor attractions.

A discussion considered rounding up or down some of the suggested charges. Some members felt the price increases were too low. Whilst other members stated that putting prices up too much might have a detrimental effect on visitor numbers and suggested that it needed to be good value for money.

A member suggested that a better value for money ticket should be offered for group and family tickets, with an increase on single tickets.

A member suggested that teachers and coach drivers should be admitted free of charge.

**Recommendation to Council: (unanimous)**

It was agreed that teachers and coach drivers should be admitted free of charge to the Gaol and Courthouse.

A discussion considered the necessary draft budget to cover all outgoings, such as insurance, rates, utilities, planned maintenance, new tills, new reception desk and consideration of an increased wage bill.

**Recommendation to Council: (unanimous)**

It was agreed in principal for a 10% increase in most ticket prices, with a relative rounding up and down on some individual ticket categories. A revised ticket pricing proposal would be presented at the next Council meeting for discussion and final approval.

**Coach park parking charges.**

It was reported that IoACC had transferred the Coach Park to Beaumaris Town Council for a period of 5 years starting 31<sup>st</sup> March 2020.

The Project Officer reported on the Coach Park proposed opening times, which were to start on 1 April 2020, and proposed parking charges. It was suggested the parking tariffs should be in line with the charges for the Green.

A discussion considered proposed pricing structures for the Coach park including overnight parking for camper vans and motor homes.

**Recommendation to Council: (unanimous)**

It was agreed that the parking charges should be the same as the Green.

A member stated that potential high levels of maintenance for the Gaol and Courthouse were likely, and that revenues from the Coach Park would support this as agreed in a previous committee meeting.

The Project Officer presented details on a solar-panel ticket machine, at a cost of £4,1k. This could be programmed for a number of ticket categories. As an example, this would include parking for overnight camper vans and motor homes. It was suggested that a future agenda item about how to publicise, monitor and manage parking for camper vans and motor homes needed to be discussed.

Members discussed the possibility of a barrier on entry, but warned of the difficulties of this, because the bend on the main road and the entrance to the car park itself as being too narrow. Planning permission would need to be sought for this. A barrier on exit was also considered. It was suggested that a number-plate recognition system could be installed and would reduce the need for on-site personnel to monitor who had not paid for parking. It was noted that power to the site was not available. Provision for allotment holders to gain access to their plots would be provided. The Project

Officer had sought professional advice on the best solution for a ticket machine, and therefore recommended the solar-panel ticket machine. He stated that parking attendants from the Green could also check on cars that had not paid at the Coach Park.

**Recommendation to Council: (unanimous)**

It was agreed to buy the solar-panel ticket machine for the Coach Park.

**25.0 MAINTENANCE:**

25.1 Emergency repairs

The Project Officer reported on:

- The gully roof repairs and ceiling works in the reception of the Gaol had been completed at a cost of £2,900.
- Necessary guttering cleaning which included the purchase of scaffolding, costing £2,427.
- The Chimney repair was a major item of repair, costing £6k, including ongoing required remedial work based on advice from a recently conducted structural survey.

A member asked about the maintenance staff's time, and whether this had an impact on them being required to work on other jobs within the Town's responsibilities. The Project Officer stated that they had worked in the Gaol and Courthouse on days when it had been wet, and therefore when they were not able to work outside.

The maintenance staff had been clearing and weeding the outside walls of the Gaol and this would be complete by the end of the week.

25.2 Ongoing repairs

- Some general maintenance had included the display room in the reception of the Gaol.
- The Project Officer reported on the overall maintenance and costs for the Gaol and Courthouse.
- The Project Officer reported on repairs to the Courthouse. The main window would be repaired. External painting of the building would be completed when the weather had improved. Internal remedial plaster work would also be undertaken.

**26.0 GAOL:**

26.1 Reception

The Chairman proposed the purchase of a new reception desk and counter, which would cost £1,213.05. Photos of the desk were shown to the members.

**Recommendation on Council: (unanimous)**

It was agreed to buy the new reception desk and counter.

New tills could be purchased or rented with an agreed service level agreement. The monthly cost to rent the tills would be £74 +VAT each.

**Recommendation on Council: (unanimous)**

It was agreed to rent 2 new tills for the Gaol and Courthouse.

A member asked about when the painting of the exterior of the Courthouse would be completed. The Project Officer said it would be finished as soon as the weather had improved.

A member asked about the condition of the heating in the Courthouse. The Project Officer said it was not working effectively, and that there was only heating in the staff reception areas. The heating system as it was had proved costly to run and had been condemned due to the fact the flue leaked. It was noted that the season was run last year with no heating in the main building and there had been no problems as a result of this. It was stated that main parts of the Gaol are also not heated.

A member said that grants were available for such items as heating systems.

A member asked if the lack of heating had had a detrimental effect on the buildings. It was suggested that the heating systems be investigated to find out the best form of heating for the buildings and to be run in a cost effective way.

A discussion considered the atmospheric conditions of lime plaster, lime wash and clay paints in both buildings. The Project Officer advised the members that if the atmosphere was too dry it would have an impact on the plaster degrading it quickly, turning it to powder.

#### 26.2 Visitor Centre & Gift Shop

The Project Officer reported that he would be buying similar stock as last year.

### **27.0 SECURITY CONTRACT RENEWAL**

The Project Officer informed the meeting of a letter received from North Wales Police concerning two false fire alarms that had gone off in December 2019, with a warning that future ones would mean that this would result in contract being terminated. One alarm incident was a bird flying through a broken window. The second incident was an unsecured inner door where the wind had blew it open. The Project Officer attended both call-outs as the first line key holder.

The system that IoACC had been a call-out service provided by the Police. The Project Officer suggested that this was not needed, but that a security services company could provide an effective call out service to both buildings. 2 quotes had been sought for annual fire and protection services for the Gaol and Courthouse. One was from a company which IoACC had used, this would cover CCTV, service and call out for the alarm system. The second quote from Snowdonia Fire and Protection, already provided fire protection in the Town Hall, Gaol and Courthouse with fire extinguishers, service and call-out services.

#### **Recommendation to Council: (unanimous)**

It was agreed to recommend Snowdonia Fire and Protection for all fire and protection services for both buildings.

### **28.0 PUBLICITY:**

#### 28.1 Cruise Ships

The Project Officer reported on the first cruise ship bookings for July 2020, with a visit time of 4 hours in the town planned. Plans would be in place to manage the increase in these visitor numbers. He would be shortly attending another presentation of Cruise Wales to promote both visitor attractions.

#### 28.2 Schools

The Project Officer reported on the newly generated Schools packs which were available in Welsh and English. 2 members of staff from the Gaol had developed these. 4 bookings had been taken already starting in March.

#### 28.3 Paranormal events

The Project Officer reported that 6 bookings had been taken for paranormal events. The Telimon paranormal programme shown on 26 December 2019 was very good and featured key parts of Beaumaris Town with the main filming taking place in the Gaol. A second episode was also planned for the first half of 2020.

It was reported that 2 articles would be placed in regionally based magazines. Cheshire Life wished to do an article on the Gaol and Courthouse. A filming company would like to film in the Gaol, this would be looked into.

**27.0 STAFFING**

The Project Officer reported on the proposed staffing plans.

A member on behalf of the committee gave a Vote of Thanks to the Project Officer for all his hard work over the last year.

It was discussed as to whether the Project Officer was able to work on other projects outside of the Gaol and Courthouse, which also required effective management attention. It was noted that many other projects such as the children’s paddling pool, the play area in Happy Valley, floral displays for the town, the Christmas lights, Christmas tree, and all risk and health and safety requirements had been key projects undertaken by the Project Officer.

The proposed staffing levels would mean that more responsibilities could be allocated to some staff, in order for the Project Officer to undertake more projects for the Town Council as a whole. It was reported that 5 members of staff from last year were planning on returning this year, with one allocated to the Courthouse.

The volunteer Governor would continue to run tours in the Gaol, and plans were underway to attract more volunteers.

The final staffing plan would be in place at the end of February 2020.

**The meeting closed at 8:40pm**

**Chair**  
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**Councillor H Mattocks**

**Date.....**