

**To receive an update on Isambard House Cafe Tender and consider any actions and associated expenditure**

**Overview:**

Saltash TC issued a tender to occupy the café/waiting space at Isambard House.

Unfortunately, no response received.

See attached report for social media statistics.

**Thoughts / possible areas of consideration:**

- Run a further tender round, including some more extensive marketing / communications and media;
- Option of employing someone to run a café provision;
- Installation of a vending solution;
- Direct approach to existing café providers to see if they wanted to run and host a café;
- Community volunteer opportunity to run and host a café;
- Partner with a community group or local service as a dual use provision, e.g. Local Tourism centre;
- Contact those that had previously submitted an expression of interest to seek their views on the tender process and if they wanted to run and host a café.

Is there any merit in seeking views or interest from the local chamber of commerce / business retail sector?

Regarding the above options, the things that would need to be considered are:

**Volunteers:**

- If a volunteer option was pursued, then Saltash TC would need to consider the insurance implications. Whilst they are volunteers the Council would need to highlight this with their insurer both employee insurance schedule but also public liability.
- Whilst not paid, there would need to be some aspects of training and support that the Town Council would have to provide to the volunteers, including consideration on food hygiene as well as coordinating the rota.

- Similarly, there is work to do around both finding volunteers as well as induction and any due diligence / vetting that may be required.
- The plus point on this would be that if it were successful, it would be a great community benefit through enabling volunteering opportunities into the community, that can either support those looking for work and / or those with a sense of wellbeing and purpose.

#### Working with Community Group:

- This would be more akin to the concession arrangement where STC would be affording the community group access to operate the café through a property lease agreement.
- The Community PL12 group could be a good solution, but with any community partnership arrangement, it would really depend on whether the partner is on the same page with the Town Council.
- The big benefit of this arrangement over and above the Town Council directly engaging volunteers is that the partner community group would be managing the day-to-day practicalities of the service provision.

#### Other Town Councils Experiences:

Kennall Consulting contacted Falmouth, Camborne, St Austell and Newquay TCs around an insight they may have around alternative provision for service delivery.

The arrangements, which St Austell have, are as follows (clearly a different purpose from what Saltash TC are looking for but the structure is interesting):

- St Austell Library Support Association (SALSA) – these are a fully constituted group totally independent of the Town Council. They have their own constitution / articles, policies / procedures, bank account and insurance cover etc. They work with the core team in the library providing things like fundraising, children's toys, carer events, and other events such as events jubilee celebrations.
- Community Allotment Garden (Alexandra Road) – this is a Community Interest Company (CIC - <https://www.gov.uk/government/organisations/office-of-the-regulator-of-community-interest-companies>) so again fully constituted and again; insurance, own bank account etc. This group operate the site under permission of a lease agreement.

The arrangements which Falmouth have are as follows:

Kimberley Park Lodge project will be along those lines (community partner running community studios and likely a franchised community café).

Currently the on-site café is temporary and renewable annually to a local trader pending completion and assimilation into the above. We have a very simple licence agreement for that, but nothing about volunteers.

Ships and Castles Leisure Centre we will simply lease to a CIC and they will run it – utilising volunteers.

We use many volunteers otherwise across our services but in the traditional ways of co-ordinating and overseeing their efforts.

#### Procurement Regulations:

As we move forward, more flexibility exists as overall, a transparent and open process has been followed and this can be evidenced – EOI and Tender.

Kennall Consulting confirmed, if there is a potential suitor, then Members could have informal commercial discussions ahead of firming anything up for sign off by Full Council.

I know this is well below threshold (required for full adherence of Public Sector Procurement Regulations) but would suggest the principles and basis for any negotiations could be carried out along the lines of Regulation 32 of the Public Contract Regulations: <https://www.legislation.gov.uk/ukxi/2015/102/regulation/32/made> in particular Regulation 32 (2) (a)

The current tender pack can be used as the basis of those negotiations.

#### Kennall Consulting – Quotation for additional support

Steve Sandercock would be more than happy to further support Saltash Town Council should there be a need for further support in connection with resolving matters to Isambard House café.

Clearly the nature of the work required would be dependent on what option is decided, but anticipating this would likely be between 2 to 3 days in total.

As with the current arrangement Steve would look to provide services on a consumption based arrangement so STC would only pay for hours used and transparency provided on charges through production of a monthly charge sheet. In respect of charging, Steve would be happy to provide the services on a reduced cost of £68 per hour (discounted from the current £75), so based on this I would estimate further costs of £1,088 to £1,632 (excluding VAT).

**End of Report  
Town Clerk**