

TOWN HALL & PREMISES COMMITTEE

Minutes

6th January 2015 at 6.50 pm

1. **APOLOGIES**

Cllr Dowdall, Cllr Harriman and Cllr Long

PRESENT

Cllr Denley (in the Chair), Cllr Mrs Coakley, Cllr Williams, Cllr Tagg, Cllr Lumley, Cllr Mrs Gold, Cllr Mrs Tolman, Cllr Smith and Cllr Gist

OFFICERS: Helen Dowdall Town Clerk

2. **MINUTES**

The Minutes of the meeting of 2nd December 2014 were approved as a correct record of the proceedings and duly signed.

3. **MATTERS ARISING**

None

4. **DISCLOSURES OF INTEREST**

Cllr Smith for Item 5.

5. **FINANCE**

a) Approval of payments. It was proposed by Cllr Gist seconded by Cllr Mrs Coakley and agreed to make the following payments.

b) Budget Monitoring – The Clerk went through the current spend and anticipated outturn. **Noted.**

c) Review of debtors – The Clerk went through the list of outstanding debtors to date. **Noted.**

TOWN HALL

6. **FOR DECISION – Update on any Town Hall matters**

The Clerk gave an update on the recent successful Food Hygiene Inspection and the new legislation regarding the Allergen Advice. **Noted.**

7. FOR DECISION – Update on One Stop Shop

No further updates.

PREMISES

8. FOR DECISION – UPDATE ON LEASES & POTENTIAL INTEREST

Nothing to report.

9. FOR DECISION – ANY UPDATES ON MAINTENANCE MATTERS

Nothing to report.

GENERAL MAINTENANCE & STAFF

10. FOR DECISION – SCHEDULE OF WORKS / STAFF ROTAS

No problems to report over the Christmas period.

11. ANY OTHER URGENT BUSINESS

a) Cllr Mrs Gold gave a report on the Christmas plans and asked for support throughout the day. **Noted.**

b) A discussion then followed on the Christmas Party suggestions. It was finally agreed to have a gathering at the Swingletree at lunchtime on Christmas Eve.

There being no further business the meeting was declared closed at 7.25 pm.