

TOWN HALL & PREMISES COMMITTEE

Minutes

6th January 2015 at 6.50 pm

1. APOLOGIES

Cllr Tagg, Cllr Mrs Tolman, Cllr Smith, Cllr Dowdall and Cllr Long

PRESENT

Cllr Denley (in the Chair), Cllr Mrs Coakley, Cllr Williams, Cllr Lumley, Cllr Mrs Gold, Cllr Gist and Cllr Harriman

OFFICERS: Helen Dowdall Town Clerk

2. MINUTES

The Minutes of the meeting of 6th January 2015 were approved as a correct record of the proceedings and duly signed.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

5. FINANCE

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

Payments for Approval 3rd February 2015

FGP	DD	BT	Phone & Broadband	416.06	83.21	499.27
OS	DD	Allstar	Fuel	115.92	23.17	139.09
FGP	9207	CALC	Training Courses	152.5	30.5	183
OS	9208	RBS	LP Allotment	109	21.8	130.8
OS	9209	Mole Valley	Gate & Post	281.9	56.38	338.28
FGP	9210	Pridhams	Dummy Camera	8.32	1.67	9.99
TH	9211	Colins	Mould Spray	4.49		4.49
FGP	9212	Helen Dowdall	Refreshments	33.28		33.28
FGP	9213	Inland Revenue	PAYE & NI	2,165.63		2,165.63
				3287.1	216.73	3503.83

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

Resolved. It was proposed by Cllr Gist seconded by Cllr Williams and agreed that any underspends at year end are put into an earmarked reserve to cover maintenance works, namely roofing repairs. Thanks and appreciation would be given to the Bookings Clerk for their hard work.

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

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

There has been some minor flooding in the back alley (behind the main office) which has been partly caused by the neighbouring trees blocking our drains. **Noted.**

Some leaks are appearing in the guttering above the double doors main entrance. The contractor has been asked to look into this. **Noted.**

7. FOR DECISION – Update on One Stop Shop

Cllr Long has met with Cornwall Council officers last week, but we are still long way off a final resolution of this matter. **Noted.**

PREMISES

8. FOR DECISION – UPDATE ON LEASES & POTENTIAL INTEREST

The electrician has been called in a few times to complete some necessary maintenance works in some of the units, but all matters in hand. **Noted.**

9. FOR DECISION – ANY UPDATES ON MAINTENANCE MATTERS

There are concerns regarding the manhole covers in the Pannier Market and there is a recommendation from the Chair and contractor to have them replaced.

Resolved. It was proposed by Cllr Denley seconded by Cllr Gist and agreed to proceed with the recommendations.

GENERAL MAINTENANCE & STAFF

10. FOR DECISION – SCHEDULE OF WORKS / STAFF ROTAS

- a) A number of staff have attended a Manual Handling course today.
- b) The Clerk reported that a refresher Fire Training course with Reactive Fire Solutions is scheduled in the forthcoming months.
- c) The Clerk and Portreeve have recently met with the Business Solutions Manager for South West Water, and he will be liaising with us to resolve some long outstanding concerns.
- d) Cllr Mrs Gold commented on the state of the toilet in the Council Chamber foyer. The Clerk would arrange for a deep clean of the area.
- e) The entrance sign by the Council Chamber is in bad need of repair. The Clerk would arrange for a replacement one from East Cornwall Signs.
- f) Cllr Mrs Coakley asked for the obsolete finger posts on the post at the entrance to the Pannier Market be removed. The Clerk would notify the staff, to get this arranged.
- g) Cllr Denley reported that the daughter of the late Jim Thorington, is going through his old photographers and putting them on social media. We may spot some photographs of the area.

11. ANY OTHER URGENT BUSINESS

- a)
- b) Cllr Williams has been approached by the press about the Heritage Centre, having read the update in the minutes. It was suggested that the interview is conducted with a member of the Heritage Centre in attendance.
- c) A quote had been received from the existing contractor for enhancements to the CCTV provision around the town. Cllr Gist has also obtained permission from the owner of Goldings, to have equipment installed on his wall.

Resolved. It was proposed by Cllr Harriman seconded by Cllr Lumley and agreed unanimously that a recommendation be put

forward, that the entire CCTV provision for the town be enhanced and funded by the Council Tax Support Grant allocation for 2014/2015. This recommendation would be put to the Outside Services and Finance & General Purposes committees for their support and ratified at the next Full Council.

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