

TOWN HALL & PREMISES COMMITTEE

Minutes

5th May 2015 at 7.14pm

1. APOLOGIES

Cllr Tagg, Cllr Dowdall, Cllr Mrs K Gold, Cllr Lumley, Cllr Mrs S Tolman and Cllr Long

PRESENT

Cllr Denley (in the Chair), Cllr Mrs M Coakley, Cllr Williams, Cllr Smith Cllr Gist and Cllr Harriman

OFFICERS: Helen Dowdall Town Clerk and Martyn Mortimore (Taking Minutes)

2. MINUTES

The Minutes of the meeting of 7th April 2015 were approved as a correct record of the proceedings and duly signed.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

NONE

5. FINANCE

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

Payments for approval 5th May 2015

FG						
P	DD	BT	Phone/Broadband	£604.23	£120.84	£725.07
OS	DD	Allstar	Fuel	£198.04	£39.60	£237.64
FG	931					
P	0	SeaDog IT	Tech support	£22.50		£22.50
FG	931					
P	1	Martin Luck	Stationery	£123.86	£24.77	£148.63
	931					
TH	2	Manton Electrical	Pannier Market repairs	£67.00	£13.40	£80.40
FG	931					
P	3	Kardwell Hobbs	Xmas presents	£86.30	£17.26	£103.56
	931					
OS	4	Nomix Enviro	Weedkiller	£527.00	£105.40	£632.40

FG	931		Computer repair/server			
P	5	DTS Computers	check	£60.00		£60.00
FG	931					
P	6	Green Magic	Leaflet Holders	£89.50	£19.90	£107.40
	931					
OS	7	N W Adams	Playground inspection	£471.75	£94.35	£566.10
FG	931					
P	8	Bluemoon	Newsletter print	£408.00		£408.00
	931					
TH	9	Filmbank	PVS Licence	£97.50	£19.50	£117.00
FG	932					
P	0	TAVATA	Annual membership	£50.00		£50.00
FG	932	South & West				
P	1	Audit	Internal audit	£375.00		£375.00
	932					
	2	CANCELLED				
FG	932			£2,593.5		
P	3	Inland Revenue	PAYE & NI	0		£2,593.50
				£9,880.3	£1,276.2	£11,154.6
				5	5	0

b) Review of income projections for Town Hall– The Clerk gave an update. **Noted.**

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

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

The Clerk gave an update on current issues namely, another quote for the Council Chamber roof.

Resolved: It was proposed by Cllr Gist and seconded by Cllr Smith and agreed that the Chair and Clerk be given power to act, subject to clarification on the guarantees.

7. FOR DECISION – Update on One Stop Shop

The Clerk gave an update. **Noted**

PREMISES

8. FOR DECISION – UPDATE ON LEASES & POTENTIAL INTEREST

The Clerk gave an update on the progress made with the old Calweton Builders Unit and the Police have enquired about renting a unit.

Resolved: It was proposed by Cllr Denley and seconded by Cllr Harriman and agreed for the Clerk to proceed in principle with regards to hosting the Police.

9. FOR DECISION – ANY UPDATES ON MAINTENANCE MATTERS

The Clerk gave an update on quotes received for remedial works to some of the units.

Resolved: It was proposed by Cllr Gist and seconded by Cllr Harriman to proceed with the works.

GENERAL MAINTENANCE & STAFF

10. FOR DECISION – SCHEDULE OF WORKS / STAFF ROTAS

Fire warden refresher training will be given to all staff followed by a fire drill on the 18th May . **Noted.**

11. ANY OTHER URGENT BUSINESS

None

There being no further business the meeting was declared closed at 7.50 pm.