

## TOWN HALL & PREMISES COMMITTEE

**Date:** 2<sup>nd</sup> June 2015

**Time:** To follow after Planning

**Venue:** Council Chambers, Town Hall, New Road, Callington

**Enquiries:** Town Hall - Tel: 01579 384039

Portreeve and Mayor Cllr A Long

Councillors: Mrs K Gold

J Dowdall

J Gist

R Lumley

P Harriman

Mrs M Coakley

R Denley

M Tagg

D Williams

M Smith

Mrs S Tolman

### AGENDA

**1. ELECTION OF CHAIRMAN**

To elect a Chairman of the Committee for the municipal year 2015/2016.

**2. ELECTION OF VICE CHAIRMAN**

To elect a Vice Chairman of the Committee for the municipal year 2015/2016.

**3. APOLOGIES**

**4. MINUTES**

Approval of the minutes of the meeting of the Town Hall & Premises Committee on 5<sup>th</sup> May 2015.

**5. MATTERS ARISING**

**6. DISCLOSURES OF INTEREST**

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

**7. FINANCE**

- a) Approval of payments
- b) Review of debtors

### TOWN HALL

- 8. FOR DECISION – Update on any Town Hall matters** – To receive any updates and approve appropriate action, namely a review of the terms and conditions.

9. **FOR DECISION – Update on One Stop Shop** – To receive any updates and approve appropriate action.

#### **PREMISES**

10. **FOR DECISION – UPDATE ON LEASES & POTENTIAL INTEREST** – To receive any updates.
11. **FOR DECISION – ANY UPDATES ON MAINTENANCE MATTERS** - Clerk to give an update on committed works to date and any current issues.

#### **GENERAL MAINTENANCE & STAFF**

12. **FOR DECISION – SCHEDULE OF WORKS / STAFF ROTAS** - To discuss any updates on current matters from staff (MM), and to review the fire assessment report.
13. **ANY OTHER URGENT BUSINESS**

*Helen Dowdall  
Town Clerk  
27<sup>th</sup> May 2015*