

TOWN HALL & PREMISES COMMITTEE

Minutes

7th July 2015 at 7.08pm

1. APOLOGIES

Cllrs Lumley, Dowdall and Williams

PRESENT

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

OFFICER: Helen Dowdall, Town Clerk

2. MINUTES

The minutes of the meeting of 2nd June 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 Long and agreed to make the following payments.

Payments for approval 7th July 2015

OS	DD	Allstar	Fuel	95.76	19.15	114.91
OS/TH	9380	Trewarthas	Misc	66.88	13.38	80.26
OS/TH	9381	GB Tool Hire	Misc	435.92	87.18	523.10
FGP	9382	Martin Luck	Stationery	28.10	5.62	33.72
FGP	9383	SeaDog IT	E-News & Tech support	191.25		191.25
FGP	9384	Ofcom	Radio Licence Fee	75.00		75.00
fgp	9385	sage	payslips	29.00	5.80	34.80
TH	9386	Travis Perkins	Fire retardent materials	32.00	6.44	38.66
TH	9387	Travis Perkins Callington Primary	Firestop Sealant	15.34	3.07	18.41
FGP	9388	School	Summer Fair table	8.50		8.50
FGP	9389	Cornwall Council	Premises Licence fee	180.00		180.00

OS/TH	9390	Hags-SMP	Play area spare parts	71.75	14.35	86.10
OS/TH	9391	EDF Energy	Cemetery workshop	18.00		18.00
FGP	9392	SeaDog IT	Residents Survey	380.00		380.00
			Computer repairs and			
FGP	9393	Daniel Thorpe	checks	283.00		283.00
TH	9394	Callington Launderette	Tablecloths	73.50		73.50
TH	9395	Global Koffi	Chocolate & cups	73.80	6.99	80.79
OS/TH	9396	Tavistock Woodlands	Helmets & hinges	110.50	22.10	132.60
				2168.30	184.08	2352.60

b) Review of debtors – The Bookings & Accounts Clerk had circulated the current position with the debtors. **Noted.**

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

The Bookings & Accounts Clerk had prepared a turnaway report to keep a record of any bookings that we have not been able to oblige. This had been circulated prior to the meeting. **Noted.**

Thanks and appreciation would be given to the staff.

7. FOR DECISION – Update on One Stop Shop

The Portreeve and Clerk are meeting with Cornwall Council tomorrow to ascertain further details on this matter in order to reach a recommendation for consideration.

In the meantime, during this period of uncertainty Members were asked to consider in principle a restructure of the office in order to adapt to such changes. **Noted.**

PREMISES

8. FOR DECISION – UPDATE ON LEASES & POTENTIAL INTEREST –

- a) The Police have sent through further details regarding their proposed office in Unit 11 and confirmed the rent. **Noted.**
- b) A tenant has asked for permission to erect a sign at the entrance to the Pannier Market. As there are spare signs on the finger post, they would be offered one of those.
- c) Parking in the Pannier Market is becoming quite an issue. Cllr Long is meeting with enforcement tomorrow and will raise this matter with them.

- d) Thanks and appreciation was given to Cllr Gist for his help with the lighting problems at St Mary's Close. He has met with SSE and Cornwall Council to make them aware of the problems.
- e) The Portreeve and Clerk have both chased up the cycle rack matter with Spar. **Noted.**
- f) The Chair has also chased up the contractor regarding the replacement manhole covers. **Noted.**
- g) Lanes for Drains have visited the Pannier Market and are compiling the CCTV footage. **Noted.**
- h) The flat roofing above the Council Chamber is due to start eminenty, however the contractor has been delayed on his current job. **Noted.**

9. FOR DECISION – ANY UPDATES ON MAINTENANCE MATTERS -

Cllr Gist left the room for item (a) discussion

a) **Approved Contractors**

The Clerk had approached our local contractors to ask for their prices for this coming year and prices had come back from three of them.

Resolved. It was proposed by Cllr Long seconded by Cllr Smtih and agreed to continue with the existing arrangements (minus the contractor that is unable to commit this year). (7 Support, 0 Against and 1 Abstention).

b) **SWW Inspection of Premises**

The Clerk reported that following a recent inspection the plumbing complies with current legislation. **Noted.**

GENERAL MAINTENANCE & STAFF

12. FOR DECISION – SCHEDULE OF WORKS / STAFF ROTAS

- a) An initial draft of the new work schedule has been discussed with the staff and this has raised some points, which are being clarified.
- b) A proposal had been made to purchase an industrial carpet cleaner, rather than hiring such equipment periodically.

Resolved. It was proposed by Cllr Long seconded by Cllr Gist that the matter be put on the agenda for the next meeting, allowing staff to research the matter and make recommendations on their preferred choice of equipment.

- c) The need for a replacement projector had been previously discussed and agreed in principle.

Resolved. It was proposed by Cllr Long seconded by Cllr Gist and agreed unanimously to proceed with purchasing such equipment with a budget of up to £1,500.

- d) The brown chairs are starting to shows signs of wear and tear.

Resolved. It was proposed by Cllr Gist seconded by Cllr Smith and agreed in principle to research this matter, along with replacements for the red chairs in the Council Chambers, and to bring back to the committee at the end of the year, when we have a better idea of the financial position and can set an affordable budget.

11. ANY OTHER URGENT BUSINESS

- a)** A proposal had been made regarding some further sign writing on the van.

Resolved. It was proposed by Cllr Long seconded by Cllr Gist and agreed to proceed with the additional sign writing on the van.

There being no further business the meeting was declared closed at 8.01pm.