

TOWN HALL & PREMISES COMMITTEE

Minutes

4th August 2015 at 7.01pm

1. APOLOGIES

Cllrs Dowdall, Williams, and Long

PRESENT

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

OFFICER: Martyn Mortimore, Minute Taker

2. MINUTES

The minutes of the meeting of 7th July 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 Harriman and agreed to make the following payments.

Payments for approval 4th August 2015

TH	DD	British Gag	Town Hall gas	199.12	9.95	209.07
OS	DD	Allstar	Fuel	185.76	11.27	197.03
FGP	DD	BT	Phone & Broadband	615.42	123.08	738.50
FGP	9417	Martin Luck	Stationery	58.97	11.79	70.76
OS	9418	Mole Valley Farmers	Grass seed	69.90		69.90
FGP	9419	Zurich	Seminar fees	180.00	36.00	216.00
FGP	9420	Misco	Vertical mouse	98.94	19.79	118.73
OS	9421	Fenland Leisure	Bearing/rings for Turnstile	124.00	24.80	148.80
OS	9422	Clocking Systems	Clocking in cards	50.40		50.40
FGP	9423	Tamar Valley Health	Unilateral award	530.00		530.00
FGP	9424	Callington Bowling Club	Unilateral award	2,000.00		2,000.00
FGP	9425	Callington Social Club	Unilateral award	2,000.00		2,000.00
FGP	9426	Rotary Club Memory Cafe	Unilateral award	900.00		900.00
FGP	9427	Callington Town Forum	Unilateral award	2,000.00		2,000.00

FGP	9428	Helen Dowdall	Refreshment refund	33.73		33.73
OS	9429	Graphicommdigital	Vehicle signage	50.00	10.00	60.00
TH	9430	Wallgate Ltd	Service contract/soap	1,202.56	240.51	1,443.07
FGP	9431	Bluemoon Print	August newsletter	376.00		376.00
FGP	9432	SeaDog IT	Digital newsletter	135.00		135.00
TH	9433	Callington Launderette	Curtain laundering	104.00		104.00
FGP	9434	The Hideaway Cafe	Seminar refreshments	217.00		217.00
OS	9435	Andy's of Callington	Padlocks	119.70		119.70
				11,250.50	487.19	11,737.69

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

To receive any updates and approve appropriate action. To also discuss Honey Fair in terms of closing the office on the actual day for staff to support the event (same as last year).

Resolved- It was proposed by Cllr Gold and seconded by Cllr Cookley and agreed for the office to be closed for Honey Fair.

7. FOR DECISION – Update on One Stop Shop

None.

PREMISES

8. FOR DECISION – UPDATE ON LEASES & POTENTIAL INTEREST – To receive any updates and approve appropriate action namely to agree recommendations following Tenants Inspection and any updates on the drains.

a) Cllr Denley gave an update on the recent Tenant inspections and made a note of a few issues in a couple of the units. **Noted.**

Resolved- It was proposed by Cllr Denley and seconded by Cllr Gist to proceed with the works required.

b) Cllr Denley gave an update on the current drainage works and is awaiting a quote for replacement drainage pipe and place as a agenda item at the next Town Hall and Premises meeting.

9. **FOR DECISION – ANY UPDATES ON MAINTENANCE MATTERS-** To receive any updates on committed works to date and any current issues. Namely any updates on the Police and flat roofing.

Staff (MM) gave an update on the Police and flat roofing. **Noted**

GENERAL MAINTENANCE & STAFF

10. **FOR DECISION – SCHEDULE OF WORKS / STAFF ROTAS** -To discuss any updates on current matters from staff (MM), namely to agree a budget for a carpet cleaner and partition walls (for the stage).

- a) A proposal had been made to purchase an industrial carpet cleaner, rather than hiring such equipment periodically.

Resolved. It was proposed by Cllr Gist seconded by Cllr Smith and agreed for staff to proceed with the purchase of Carpet Cleaner.

- b) A partition wall has been requested for the stage to cover the chairs that are stored there.

Resolved. It was proposed by Cllr Gist seconded by Cllr Gold and agreed for the staff and Chairman to proceed with purchasing a suitable sized partition wall.

- c) Cllr Gist gave an update on the fire regulations with regards to the bins stored outside the council chamber (Spar side)

Resolved. It was proposed by Cllr Gist seconded by Cllr Smith and agreed for the Clerk to contact our insurance company for a letter regarding the issue and to contact Spar once the letter has been received, and to place on Town Hall and Premises as a agenda item to chase progress.

- d) Cllr Denley gave an update on the current situation with sign writing around the Town Hall

Resolved. It was proposed by Cllr Gist and Seconded by Cllr Gold and agreed for staff, chair and Cllr Coakley to look for a new Sign Writing Company.

- e) Cllr Gist gave an update on the projector and Blu ray player.
Noted

- f) Thanks to be given to all Staff (MM,DP,SS,GDP) on the up keep of maintenance on the Town Hall. **Noted**

11. **ANY OTHER URGENT BUSINESS**

- a) Cllr Mrs Gold would like to request the following items be placed on the Outside Services agenda; Signage, Notice board, Flower beds and Cycle Rack. **Noted**

There being no further business the meeting was declared closed at 7.49pm.