

TOWN HALL & PREMISES COMMITTEE

Minutes

29th September 2015 at 6.30pm

1. APOLOGIES

Cllr Dowdall, Cllr Mrs Coakley, Cllr Long, Cllr Harriman & Cllr Williams

PRESENT

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

OFFICERS: Clerk

2. MINUTES

The minutes of the meeting of 1st September 2015 were approved as a correct record of the proceedings and duly signed.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

Item 5A – Cllr Lumley being a member of the Twinning Association.

5. FINANCE

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

Payments for approval 29th September 2015

FGP	9496	Environment Agency	Waste Licence	£ 105.00		£ 105.00
OS/TH	9497	Pete Maunder	Waste removal	£ 135.00		£ 135.00
FGP	9498	Daniel Thorpe	IT works	£ 165.00		£ 165.00
OS	9499	Travis Perkins	Postcrete	£ 33.40	£ 6.68	£ 40.08
FGP	9500	ACAS	Clerk's course	£ 95.00	£ 19.00	£ 114.00
TH	9501	Cancelled				
TH	9502	Nisbets	Kitchen utensils	£ 46.91	£ 9.38	£ 56.29
FGP	9503	Andrew Long	Twinning travel	£ 225.96		£ 225.96
			Table cloth			
TH	9504	Callington Launderette	laundrying	£ 24.50		£ 24.50
TH	9505	Kernow Cleaners Ltd	TH Velvet curtains	£ 150.61	£ 30.13	£ 180.74
				£ 981.38	£ 65.19	£ 1,046.57

b) **Budget Monitoring** – No further updates to the meeting held earlier in the month.

c) **Review of debtors** – The Clerk gave a verbal report on the current position with the debtors. **Noted.**

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

The Bookings & Account Clerk has not made any recommendations regarding the current Terms & Conditions for the next calendar year, other than continuing to align the discount rates. The matter would be reviewed again next September in preparation for the 2017 budget setting. **Noted.**

There are a number of dates in the diary when the storage of the blue chairs could become an issue, as the entire complex has been booked out. To alleviate this problem a storage solution has become available in the Pannier Market.

Resolved- It was proposed by Cllr Gist seconded by Cllr Lumley and agreed that part of Unit 4 would be retained for our own storage use and not re-let to a tenant.

7. FOR DECISION – Update on One Stop Shop

The Clerk has met with Cornwall Council officers today to discuss the future service provision of the One Stop Shop and options available in the Town Hall complex.

Cornwall Council is scheduled to discuss this matter in early November but there is an aspiration to possibly pilot us as a site for on-line service provision.

Resolved. It was proposed by Cllr Gist seconded by Cllr Mrs Gold and agreed that the Clerk in consultation with the Chair could continue negotiations with this matter but to also encourage a dialogue with the Adult Education Centre.

PREMISES

8. FOR DECISION – UPDATE ON LEASES & POTENTIAL INTEREST – To receive any updates and approve appropriate action namely:

- a) The tenant in Units 4 & 5 has contacted the office regarding the relinquishing of a unit at the end of the year.

Resolved. It was proposed by Cllr Gist seconded by Cllr Mrs Gold and agreed to receive and acknowledge the request and to allow the termination as from 1st November 2015. The Unit would then be used partly for our own storage and the remainder could be let to a neighbouring tenant for their storage also.

b) The Clerk has met with the Police surveyor, who raised a number of questions and queries. These have been addressed by the Clerk in consultation with Chair & Vice, and advice from the solicitors.

c) There are a number of concerns with Spar.

Resolved. It was proposed by Cllr Gist seconded by Cllr Tagg and agreed to write the Managing Director requesting a site meeting to discuss the various matters.

9. FOR DECISION – ANY UPDATES ON MAINTENANCE MATTERS- To receive any updates on committed works to date and any current issues.

a) With the Police move pending there is a need to review the Fire procedures. Reactive Fire Solutions have provided the Clerk with details on what alterations need to be done. These costs would be met by the Police.

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

b) Cllr Gist explained that the electrician has identified some concerns regarding the current lighting in the town hall.

Resolved. It was proposed by Cllr Gist seconded by Cllr Denley and agreed to get quotes for the various replacements and bring back to the next meeting to discuss.

c) Cllr Smith asked for further lighting to be provided in the Portreeve's Parlour.

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

d) Cllr Denley reported that the contractor had completed the drainage works over the weekend.

Resolved. It was proposed by Cllr Gist seconded by Cllr Smith and agreed to ask for quotes for three other drainage jobs in the Pannier Market and bring back to the next meeting for consideration.

- e) The microphones need replacing in the hall.

Resolved. It was proposed by Cllr Smith seconded by Cllr Lumley and agreed that a budget of £300 be set to replace them, and the Clerk in consultation with the Chair & Vice be given power to purchase them.

GENERAL MAINTENANCE & STAFF

- 10. FOR DECISION – SCHEDULE OF WORKS / STAFF ROTAS** -To discuss any updates on current matters from staff (MM)

- a) A discussion was had on the state of the mural in the town hall.

Resolved. It was proposed by Cllr Mrs Gold seconded by Cllr Gist and agreed for the Chairman to get a price for 3 A0 and 3 A1 photos of the mural (6 Support, 0 Against and 1 Abstention).

Cllr Tagg left the meeting.

- 11. FOR DECISION – The Old Clink Disposal – Consultation with Cornwall Council.**

Prior to the meeting details of this asset disposal by Cornwall Council had been circulated to Members for consideration.

Resolved. It was proposed by Cllr Gist seconded by Cllr Mrs Gold and agreed to have no objection to the asset disposal.

- 12. ANY OTHER URGENT BUSINESS**

- a) Cllr Smith raised a question on the office layout in-light of potential changes to the One Stop Shop provision. A discussion then followed.
- b) The Clerk asked for names to attend the CALC training on the 13th October. This date was not convenient for a number of Members so an alternative date would be set.
- c) The Chair announced that Mrs Jacob of Urban Terrace had sadly died at the weekend.
- d) Halloween posters were circulated.
- e) Nomination forms for the CATS awards are available in the office.

The meeting was then moved to a Part II Session.

There being no further business the meeting was declared closed at 7.45pm.