

TOWN HALL & PREMISES COMMITTEE

Minutes

3rd November 2015 at 6.30pm

1. APOLOGIES

Cllr Dowdall, Cllr Smith, Cllr Lumley and Cllr Mrs Tolman

PRESENT

Cllr Denley (in the Chair), Cllr Mrs Gold, Cllr Tagg, Cllr Gist,
Cllr Mrs Cookley, Cllr Long, Cllr Harriman & Cllr Williams

OFFICERS: Clerk

2. MINUTES

The minutes of the meeting of 29th September 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 29th September 2015

FGP	DD	BT	Telephone	£620.61	£124.12	£744.73
OS	DD	Allstar	Fuel	£70.67	£14.13	£84.80
TH&P	9537	Pridhams	Rewire Cable	£10.42	£2.08	£12.50
F&GP	9538	Royal British Legion	Wreath	£25.00	£0.00	£25.00

b) **Budget Monitoring** – The Clerk went through the current position as at 30th October and the anticipated hall hire income. **Noted.**

c) **Review of debtors** – The Clerk went through the current position with the debtors. **Noted.**

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

The storage of the blue chairs remains unresolved as the opportunity to use Unit 4 has changed since the last meeting. **Noted.**

7. FOR DECISION – Update on One Stop Shop

The Portreeve gave an update on the forthcoming Cabinet meeting (tomorrow) at Cornwall Council regarding the future of this service provision along with the Library Service at the College. He kindly agreed to circulate the 'Facts & Figures'. **Noted.**

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 decided to continue in both units, and not relinquish Unit 4. **Noted.**

b) The Lions have asked if they can use the Town Hall and Pannier Market in the same manner as this year for 2016.

Resolved. It was proposed by Cllr Gist seconded by Cllr Tagg and agreed in principle but with due consideration for the Police having suitable access throughout the event.

c) The lease has now been sent by our solicitors to the Police. **Noted.**

d) The frequency of rubbish left outside the Oxfam Unit is increasing and giving much cause for concern.

Resolved. It was proposed by Cllr Long seconded by Cllr Mrs Gold and agreed that a follow up letter would be sent to Oxfam, inviting the Manageress to meet with the Chair & Clerk in an attempt to find a solution to this problem.

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

a) The Chair has received quotes regarding the drain renewals in the Pannier Market. In particular:

Line 1 – Flower Shop to manhole (8 meters)

Line 2 – Gallery manhole to main line manhole (8 meters)
 Line 3 – Town Hall manhole to main line manhole (12 meters)

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

- b) It is appreciated that the blinds in the main office need replacing, quotes for suitable replacements would be brought back to the Committee for consideration. **Noted.**

GENERAL MAINTENANCE & STAFF

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

- a) The Vice Chair has started discussions with a local photographer regarding the photography of the mural in the main hall. Cllr Mrs Gold reported that she has seen a good example of such work recently in Swindon Hospital. **Noted.**

11. ANY OTHER URGENT BUSINESS

- a) Last week the Clerk had circulated an update on the St Mary's Close devolution project, in particular the costings for the Cory contract. Cllr Long has followed this up at Cornwall Council and will report back in due course the progress he has made on this matter.
- b) Cllr Mrs Gold thanked everyone for their support over the weekend, the Halloween Disco had been a great success. The Portreeve seconded this by praising the help and encouragement provided by Councillors.
- c) A reminder was given for the Remembrance Service this coming weekend.
- d) A brief discussion then followed on the frustrations with the parking arrangements and related highway matters in Fore Street. Cllr Long asked that when such problems are witnessed, evidence is collated and given to him, which can be sent on to Cornwall Council.
- e) Cllr Harriman asked for an update on the matters concerning with Spar. Cllr Long has discussed the matter with the contractor concerning the cycle rack, and this will be resolved shortly. The Clerk has yet to arrange a meeting regarding the other matters but this will be put on the agenda for next month.

- f) The Clerk gave an update on the progress with the inputting of the data from the Neighbourhood Plan questionnaires. Having been overwhelmed with the level of responses, extra time has understandably been needed.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed a meeting of the group is held once sufficient data has been ascertained and to postpone the meeting scheduled for next week.

The meeting was then moved to a Part II Session.

There being no further business the meeting was declared closed at 7.20pm.