

## TOWN HALL & PREMISES COMMITTEE

### Minutes

1<sup>st</sup> December 2015 at 6.30pm

#### 1. APOLOGIES

Cllr Long, Cllr Dowdall and Cllr Mrs Tolman

#### PRESENT

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

**OFFICERS:** Clerk

#### 2. MINUTES

The minutes of the meeting of 3<sup>rd</sup> November 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 Coakley and agreed to make the following payments:

#### Payments for approval 1st December 2015

|     |      |                        |                       |                 |              |                 |
|-----|------|------------------------|-----------------------|-----------------|--------------|-----------------|
| TH  | 9573 | Callington Launderette | Tablecloths           | 19.00           |              | 19.00           |
| OS  | 9574 | Cormac                 | Tractor repairs       | 47.50           | 9.50         | 57.00           |
| TH  | 9575 | Pridhams               | Sound & Light repairs | 329.90          | 65.98        | 395.88          |
| FGP | 9576 | Miss C Taylor          | NP Data inputting     | 642.00          |              | 642.00          |
| FGP | 9577 | Daniel Thorpe          | Server check          | 90.00           |              | 90.00           |
| OS  | 9578 | EDF Energy             | Workshop & toilets    | 18.00           |              | 18.00           |
| OS  | 9579 | ACAS                   | Training course       | 160.00          |              | 160.00          |
| FGP | 9580 | SeaDog IT              | Newsletter & support  | 146.25          |              | 146.25          |
| FGP | 9581 | Bluemoon Print         | Newsletter            | 508.00          |              | 508.00          |
|     |      |                        |                       | <b>1,960.65</b> | <b>75.48</b> | <b>2,036.13</b> |

b) **Budget Monitoring** – The Clerk gave an update. **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 Clerk reported that the PAT testing has been completed for this year. **Noted.**

A resident has generously offered a television and dvd player for the hall. A discussion then followed on how it could be put to good community use.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Smith and agreed that the gift be accepted and used in the committee/bar room area (with a bracket and alarmed cable). A £50 donation would be given to a charity of their choice in appreciation of this kind act.

The idea of a 'meet and greet' audio visual monitor in the porch of the town hall foyer was then discussed.

**Resolved.** It was proposed by Cllr Denley seconded by Cllr Mrs Coakley and agreed to get costings for suitable equipment to promote community events/information.

The Chairman reported that the cost of putting the mural photography on to aluminium could be in the region of £2,000.

**Resolved.** It was proposed by Cllr Smith seconded by Cllr Tagg and agreed to retain the mural in the hall and to purchase replacement curtains to cover and protect the painted area.

### **7. FOR DECISION – Update on One Stop Shop**

As part of the devolution proposals Cornwall Council has asked whether the Town Council would take on the responsibility of receiving payments at the One Stop Shop in the Town Hall.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Mrs Coakley and agreed unanimously that the Town Council does not enter into any negotiations regarding payments and cash handling in relation to the One Stop Shop.

## **PREMISES**

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

- a) The tenant in Unit 4 has asked permission for the internal wall to be taken down and not replaced. The Chairman and Clerk have inspected the unit and consider that the larger space would actually enhance it.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Smith and agreed that the tenant be given permission to take the wall down and a variation in the terms and conditions - that all interior decoration must be completed by the tenant but a requirement to reinstate the internal wall in unit 4 would be removed from the lease.

- b) Whilst the Town Council has some knowledge regarding the location of where the utility services are in the Pannier Market, this is not documented in a comprehensive professional survey report. The benefit of having such a report completed by a surveyor was then discussed.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Tagg and agreed (1 abstention) that no further action is taken on the matter.

- c) The Chairman gave a report on the recent meeting held with Spar. The cycle rack position and parking on this particular corner remains outstanding but Spar have agreed to clear the blocked drain (as a matter of goodwill) and to stop putting their bins against our building in New Road. **Noted.**

- d) The Clerk has written again to Oxfam but there has not been a meeting held to date. It is understood that there has been a communication problem with their waste collection provider. **Noted.**

- 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 spoken to the contractor regarding the drainage repairs and works are likely to be completed in the New Year. **Noted.**

- b) No further action has been taken on the blinds whilst the outcome of the One Stop Shop is decided. **Noted.**

### **GENERAL MAINTENANCE & STAFF**

- 10. FOR DECISION – SCHEDULE OF WORKS / STAFF ROTAS** -To discuss any updates on current matters from staff (MM)  
Nothing to report.

**11. ANY OTHER URGENT BUSINESS**

- a) Cllr Williams has received some complaints regarding parking by the former Coachmakers Pub. It was explained that this area is not actually publicly owned. **Noted.**
- b) Cllr Mrs Gold reminded everyone about the Christmas event on Saturday. Any raffle prizes would be much appreciated.

The meeting was then moved to a Part II Session.

There being no further business the meeting was declared closed at 7.30pm.