

TOWN HALL & PREMISES COMMITTEE

Minutes

5th January 2016 at 7.07pm

1. APOLOGIES

Cllr Dowdall and Cllr Mrs Tolman

PRESENT

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

OFFICERS: Clerk

2. MINUTES

The minutes of the meeting of 1st December 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 5th January 2016

FGP	DD	Three	Mobile phone	£ 19.15	£ 3.83	£ 22.98
OS	DD	Allstar	Fuel	£ 70.50	£ 14.10	£ 84.60
OS	9605	John Smith Tyres	Tyre & tube	£ 36.25	£ 7.25	£ 43.50
TH	9606	Pridhams	Bracket	£ 49.99	£ 10.00	£ 59.99
OS	9607	EDF	Workshop/toilet	£ 18.00		£ 18.00
FGP	9608	Martin Luck	Stationery	£ 51.44	£ 10.28	£ 61.72
OS	9609	Travis Perkins	Plywood/steel fabric	£ 33.74	£ 6.75	£ 40.49
OS	9610	Travis Perkins	Plywood/Dense Block	£ 32.39	£ 6.48	£ 38.87
TH	9611	Colins	Cloths	£ 6.65	£ 1.33	£ 7.98
TH	9612	Manton Electrical	PAT testing/light replacement	£ 534.07	£ 106.81	£ 640.88
				£ 852.18	£ 166.83	£ 1,019.01

b) Budget Monitoring – No further updates.

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

Resolved. It was proposed by Cllr Long seconded by Cllr Gist and agreed that they be accepted and noted.

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

Staff had completed a stocktake before Christmas and there is a need to replace a box of mugs and replenish several teaspoons. **Noted.**

The Food Hygiene Inspector has recently undertaken a review at our premises but for a hirer, and nothing to report. **Noted.**

7. FOR DECISION – Update on One Stop Shop

No further developments to report. **Noted.**

PREMISES

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

- a) The contractor is hoping to complete the drainage works in the Pannier Market by the end of this week. **Noted.**
- b) The Police will be appointing their contractor soon, to complete works in Unit 11. In light of the ongoing parking congestion in the Pannier Market they would be given one allocated space which would be coned off especially for them.
- c) A follow up letter would be sent to Spar, reminding them of their agreements made at a site visit with the Chairman, namely the bin storage but to also explain that their staff parking in the Pannier Market is exceeding the parking order and not permitted. **Noted.**
- d) Notices will be put on windscreens of vehicles parking in the Pannier Market that are breaching the parking order.

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

- a) The Chair reported a missing slate and tingle on the main roof which would be reported to staff.
- b) The current approved building contractor is busy on a larger project, resulting in delays in completing our smaller jobs.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed that the Clerk in consultation with Chair be given power to act to approach other local builders.

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**

None

There being no further business the meeting was declared closed at 7.23pm.