

# TOWN HALL & PREMISES COMMITTEE

## Minutes

2<sup>nd</sup> February 2016 at 7.40pm

### 1. APOLOGIES

Cllr Dowdall and Cllr Smith (fire shout)

### PRESENT

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

**OFFICERS:** Clerk

### 2. MINUTES

The minutes of the meeting of 5<sup>th</sup> January 2016 were approved as a correct record of the proceedings and duly signed.

### 3. MATTERS ARISING

None

### 4. DISCLOSURES OF INTEREST

Item 5 Cllr Mrs Gold, payment to a family member's employer.  
Item 7 Cllr Long as a Councillor at Cornwall Cornwall.

### 5. FINANCE

a) Approval of payments. It was proposed by Cllr Gist seconded by Cllr Long and agreed (1 Abstention) to make the following payments:

#### Payments for approval 2nd February 2016

OS	DD	Allstar	Fuel	£65.58	£13.11	£78.69
			Telephone &			
FGP	DD	BT	Broadband	£655.60	£131.12	£786.72
OS	9638	EDF Energy	Cemetery Workshop	£10.19		£10.19
FGP	9639	SeaDog IT	Website/email support	£81.00		£81.00
TH	9640	OCS Group	Waste bins for toilets	£6.68	£1.34	£8.02
TH	9641	Cormac Solutions	Asbestos Survey	£2,485.00	£497.00	£2,982.00
FGP	9642	WF Coombe & Son	Xmas trees	£303.00	£10.50	£313.50
FGP	9643	Zurich	LCAS membership	£95.00	£19.00	£114.00
OS	9644	Fenland Leisure	Self closing hinges	£189.00	£37.80	£226.80
TH	9645	Tavistock Carpets	Door mats	£77.50	£15.50	£93.00
				<b>£3,968.55</b>	<b>£725.37</b>	<b>£4,693.92</b>

**b) Budget Monitoring** – The Clerk went through the current position with the budget and the indicative outturn.

**Resolved.** It was proposed by Cllr Denley seconded by Cllr Gist and agreed that the monitoring be noted and that the monies received this year from the One Stop Shop be earmarked for any office improvements.

**c) Review of debtors** – The Clerk went through the current position with the debtors, the current income projections and the turnaway report.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Long and agreed that they be accepted and noted, with thanks and recognition passed on to the staff.

## **TOWN HALL**

### **6. FOR DECISION – Update on any Town Hall matters**

Letters have gone out to the hirers regarding the Pannier Market Parking Order. **Noted.**

The Bookings Clerk has received a request for New Year's Eve, when it's customary that we close the complex but the hirer has asked that the matter be brought to Committee for consideration.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Long and agreed (9 Support, 0 Against and 1 Abstention) that the complex remains closed at that time.

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

A devolution meeting has been arranged for 17<sup>th</sup> February. **Noted.**

## **PREMISES**

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

a) The tenant at Unit 19 has asked if they could arrange for their outside walls to be prepared and given a coat of white paint.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Tagg and agreed to grant permission for such works.

- b) Letters regarding the Parking Order together with 2016 parking permits have been distributed to the tenants. **Noted.**
- c) Concerns in the landlocked area between John Smith's has appeared again. The Clerk would notify the relevant authorities. **Noted.**
- d) The Chair spoke about the state of the guttering and fascia boards.

**Resolved.** It was proposed by Cllr Denley seconded by Cllr Gist and agreed that it would be a specialist job and to proceed with obtaining quotes.

- e) A new door has been fitted today in the workshop. **Noted.**

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

- a) The Asbestos Management Plan has been completed and reviewed by the Chair & Vice with staff (SS). As recommended this will be reviewed again at the end of the year by our H&S consultant. **Noted.**
- b) The Chair and staff (SS) has met with a new contractor and he is scheduled to complete some minor works in the kitchen this month. **Noted.**
- c) Storage space is now a premium, following the Police move into Unit 11, and a suggestion has come forward to put some shelving up in the foyer between the workshop and Unit 11.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Denley and agreed to proceed with the additional shelving.

- d) A suggestion has also come forward by some hirers to have a pre rinser tap in the kitchen.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Mrs Coakley and agreed to proceed with this purchase.

**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) Quotes have been obtained for a replacement roller door at the cemetery workshop, details having been circulated prior to the meeting.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Harriman and agreed that the Chair of Outside Services and the Clerk be given power to act, with permission to proceed with the recommended quote including the addition of an electric motor.

The meeting was then moved into a Part II session.