

TOWN HALL & PREMISES COMMITTEE

Minutes

5th April 2016 at 6.40pm

1. APOLOGIES

Cllr Dowdall and Cllr Harriman,

PRESENT

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

OFFICERS: Clerk

2. MINUTES

The minutes of the meeting of 1st March 2016 were approved as a correct record of the proceedings and duly signed.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

Item 6, Cllr Lumley as a Member of Cave.

5. FINANCE

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

Payments for approval 5th April 2016

OS	DD	Allstar	Fuel	£64.88	£12.98	£77.86
TH	9728	East Cornwall PC	Unit 5 work	£825.00		£825.00
FGP	9729	SLCC	Seminar	£95.00	£19.00	£114.00
OS	9730	Pear Technology	Cemetery Mapping	£3,350.00	£670.00	£4,020.00
OS	9731	Mole Valley	Stockboard	£26.30	£5.26	£31.56
OS	9732	Tavistock Woodlands	Misc	£10.80	£2.16	£12.96
FGP	9733	CALC	Membership	£1,184.15	£158.17	£1,342.32
TH	9734	Filmbank	PVS Licence	£102.50	£20.50	£123.00
FGP	9735	Martin Luck	Stationery	£43.26	£8.65	£51.91
FGP	9736	SeaDog It	Electronic newsletter	£135.00		£135.00
OS	9737	Adam Phillips	New Workshop unit	£5,943.60	£1,188.72	£7,132.32
FGP	9738	Zurich Municipal	Insurance premium	£8,000.80		£8,000.80

TH	9739	Nisbets	Pre-rinser	£43.19		£43.19
TH	9740	Pridhams Electrical	Speakers in TH	£324.98	£65.00	£389.98
OS	9741	EDF	Cemetery Workshop	£18.00		£18.00
OS	9742	Travis Perkins	Fence post/Cuprinol	£26.83	£5.37	£32.20
TH	9743	M Jago	Boiler Service/Fit tap	£195.00		£195.00
FGP	9744	Bluemoon	Newsletter	£508.00		£508.00
				£20,897.29	£2,155.81	£23,053.10

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

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

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

Staff had been receiving positive feedback on the new speakers from hirers. **Noted.**

A request had been received from Mayfest regarding banners. **Resolved.** It was proposed by Cllr Long seconded by Cllr Denley and agreed (1Abstention) that permission be granted, subject to adherence to the timing restrictions but no charge would be applied, being a non-commercial event.

7. FOR DECISION – Update on One Stop Shop

The Clerk gave a report on the meeting held today with Cornwall Council and the proposes for the Information Point implementation.

Resolved. It was proposed by Cllr Long seconded by Cllr Denley and agreed to receive the specification and handover timeline, with permission given to the Clerk to continue with the negotiations.

PREMISES

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

- a) The Police building contractors are now on site and commenced works. **Noted.**

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

a) The approved contractor for the seamless guttering has been appointed and works commenced over the Easter period. **Noted.**

10. **FOR DECISION – To receive any update on St Mary’s Close in order to finalise the legal arrangements to complete the transfer.**

The Clerk has met with the Area Network Manager to finalise the documentation for the freehold transfer.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed to proceed with the transfer subject to our contractor completing a satisfactory installation check.

11. **FOR DECISION – To receive any further information in relation to the outstanding Outside Services matters, namely the flower beds in Fore Street.**

The Clerk had circulated a map prior to the meeting of where the planters would be located along Fore Street, being a combination of tubs and hanging baskets on poles.

Resolved. It was proposed by Cllr Mrs Gold seconded by Cllr Long and agreed to proceed with ordering the tubs (black with gold rims) now and to investigate the costs and installation implications for the poles.

Staff would be asked to complete a stock take of the existing tubs down at the workshop prior to next week’s Outstanding Services meeting.

Cllr Denley discussed the Kernow Delivery signs for the Council Chamber flower bed.

Resolved. It was proposed by Cllr Mrs Gold seconded by Cllr Long and agreed to proceed.

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

Nothing.

There being no further business the meeting was moved to a Part II session.