

TOWN HALL & PREMISES COMMITTEE

Minutes

6th September 2016 at 7.00pm

1. APOLOGIES

Cllr Dowdall, Cllr Smith & Cllr Long

PRESENT

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

OFFICERS: Clerk

2. MINUTES

The minutes of the meeting of 5th July 2016 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 Tagg and agreed to proceed with the payments for the following items:

Payments for approval 6th September 2016

OS	DD	Allstar	Fuel	£109.36	£21.87	£131.23
TH	DD	Opus Energy	Electricity	£284.12	£56.82	£340.94
FGP	9912	PO Counters	Stamps	£165.00		£165.00
FGP	9913	SeaDog IT	IT support	£157.50		£157.50
OS	9914	Cormac	Hire/Maintenance	£123.97	£24.79	£148.76
FGP	9915	Martin Luck	Stationery	£64.32	£12.86	£77.18
OS	9916	Mole Valley Farmers	Misc	£90.20	£18.04	£108.24
TH	9917	Wallgate	Public toilets	£1,200.00	£240.00	£1,440.00
OS	9918	Travis Perkins	Compost	£28.17	£5.63	£33.80
TH	9919	Mr J Courtis	Repairs	£195.00		£195.00
FGP	9920	C Wager	Admin support	£288.00		£288.00
				£2,705.64	£380.01	£3,085.65

b) 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 income projections were circulated and a proposal was put forward to increase the main hall rate during the day to £10 per hour.

Resolved. It was proposed by Cllr Gist seconded by Cllr Tagg and agreed (6 Support, 0 Against and 2 Abstentions) to a price increase with affect from 1st January 2017 and to give the Bookings & Accounts Clerk power to act regarding the realignment of any discounts.

A hirer of the hall had written in about the state of the hall floor.

Resolved. It was proposed by Cllr Denley seconded by Cllr Tagg and agreed, after a lengthy discussion on the matter, that this is a community facility and not a dance hall, and to that end it has to be serviceable to all.

As part of the winter work scheduling there is a proposal to power wash the external walls for the Town Hall complex and then assess their condition. There are no plans for any major works internally at this stage. **Noted.**

7. FOR DECISION – Update on One Stop Shop

The Clerk had received an update from the Project Coordinator which was discussed along with Cllr Mrs Tolman's experience with the recruitment process for the volunteers.

Resolved. It was proposed by Cllr Gist seconded by Cllr Williams and agreed unanimously that unfortunately we are not in a position to offer the volunteers any parking.

PREMISES

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

a) The Clerk reported that the cabling around the Pannier Market is scheduled to be completed by the end of this weekend and then the guttering company can diarise when to come back and complete their works. **Noted.**

b) The Clerk has been in contact with South West Water and Earl & Crocker regarding the drains in the landlocked area, which was discussed. Similarly, the Chair had arranged for the drains to be surveyed by an independent contractor, who has since confirmed that the drains are in order.

Resolved. It was proposed by Cllr Gist seconded by Cllr Mrs Gold and agreed that the Clerk in consultation with the Chair be given power to act in agreeing a resolution to this matter.

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

- a) The quote from Cormac to mark out the parking bays had been circulated prior to the meeting for consideration.

Resolved. It was proposed by Cllr Lumley seconded by Cllr Mrs Gold and agreed to proceed with the quote with the addition of the cyclist area being marked out.

- b) The flower beds by the cycle rack are very unsightly.

Resolved. It was proposed by Cllr Denley seconded by Cllr Gist and agreed that the beds are dug out and filled in with 2-3 inches of concrete.

GENERAL MAINTENANCE & STAFF

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

A legionella assessment has been undertaken for the complex and we await their recommendations.

Resolved. It was proposed by Cllr Mrs Tolman seconded by Cllr Gist and agreed that the Clerk be given power to act in the purchase of any recommended appliances or equipment following the independent assessment.

11. **ANY OTHER URGENT BUSINESS**

- a) Prior to the meeting the Clerk had circulated the options available to tackle the anti-social parking in the town.

Resolved. It was proposed by Cllr Gist seconded by Cllr Tagg and agreed unanimously that the Clerk obtain prices from Cornwall Council to have extra parking enforcement in the town, with the long term proposal that our own staff are suitably trained in the matter.

There being no further business the meeting was closed at 7.25pm.