

TOWN HALL & PREMISES COMMITTEE

Minutes

11th October 2016 at 6.30pm

1. APOLOGIES

Cllr Dowdall, Cllr Harriman and Cllr Williams

PRESENT

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

OFFICERS: Clerk & F&M Manager

2. MINUTES

The minutes of the meeting of 6th September 2016 were approved as a correct record of the proceedings and duly signed.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

Cllr Long declared an interest, but not prejudicial, in item 8.

5. FINANCE

a) Approval of payments – It was proposed by Cllr Gist seconded by Cllr Lumley and agreed to proceed with the payments for the following items:

Payments for approval 11th October 2016

TH	DD	British Gas		127.88	6.39	134.27
OS	DD	Allstar	Fuel	75.70	15.14	90.84
FGP	9959	SeaDog IT	Tech support	64.95		64.95
OS&TH	9960	Manton Elec	PM & Rec Ground	589.17	117.83	707.00
		Complete Office				
FGP	9961	Solutions	Stationery	34.21	6.84	41.05
TH	9962	Wallgate	Soap	97.36	19.47	116.83
OS	9963	TS McMahon	Tree works	450.00		450.00
			Supply & install new			
FGP	9964	Essa	camera	6,540.00	1,308.00	7,848.00
OS/TH	9965	GB Tool Hire	Misc	841.91	168.38	1,010.29
FGP	9966	H Dowdall	Refreshments	34.02		34.02
OS	9967	Tavistock Woodlands	Seats	365.00	73.00	438.00
TH	9968	British Gas	Unit 11	386.46	77.29	463.75
FGP	9969	Daniel Thorpe	Computer work	482.50		482.50
TH/OS	9970	Trewarthas	Misc	155.75	31.15	186.90
OS/TH	9971	Biffa	Waste collection	169.44	33.89	203.33
OS	9972	Cormac Solutions	Vehicle parts	27.49	5.50	32.99
FGP	9973	Foodbank	Unilateral funds	420.00		420.00
FGP	9974	Scouts	Unilateral funds	1,500.00		1,500.00
FGP	9975	Lions	Unilateral funds	1,000.00		1,000.00
				13,361.84	1,862.88	15,090.45

b) Review of debtors – The Clerk went through the current position with the debtors and circulated the current income projections **Noted.**

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

The staff explained that a number of matters need enhancing and reinforcing with regards to the Terms & Conditions of the hirers agreement, such as waste disposal being the responsibility of the hirer, personal licenses for liquor sales and end of booking procedures.

Resolved. It was proposed by Cllr Gist seconded by Cllr Smith and agreed that the Clerk be given power to act in consultation with the Chair and F&M Manager.

7. FOR DECISION – Update on One Stop Shop

A debate was had on the progress with the Information Point.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed that feedback on our transition should be given to Cornwall Council by Cllr Long, to allow future parties to benefit from our knowledge and experience.

PREMISES

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

a) The tenant in Units 4&5 have given notice that they may wish to exercise their break clause on the 31st December 2016.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed that whilst notice has been received, a leave date post 31st December 2016 could be negotiated with the tenant. It was also agreed that the future use of these units should be kept in-house albeit for additional storage, welfare facilities or as another hireable room.

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

- a) The Clerk reported that the cabling/conduit around the Pannier Market has just been completed. **Noted.**
- b) Dates have been confirmed for the white lining on the parking bays in the Pannier Market. **Noted.**

GENERAL MAINTENANCE & STAFF

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

It was reported that the staff presence and support at Honey Fair had been well received. Thanks and appreciation would be given to the staff.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed that for the next Honey Fair staff could be made available to assist with the event.

11. ANY OTHER URGENT BUSINESS

- a) Cllr Mrs Gold circulated details regarding the flagpole lights in St Mary's, and took the opportunity to thank staff (GdP) for all his help in coordinating the prices and options.

Resolved. It was proposed by Cllr Long seconded by Cllr Smith to proceed with ordering the lights chosen by Members tonight.

- b) Cllr Mrs Gold circulated the rota for the Halloween Discso.
- c) Cllr Denley explained the position with the Christmas lights in the Pannier Market.

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