

TOWN HALL & PREMISES COMMITTEE

Minutes

1st November 2016 at 7.20pm

1. APOLOGIES

Cllr Dowdall, Cllr Long, Cllr Williams & Cllr Mrs Tolman,

PRESENT

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

OFFICERS: Clerk & F&M Manager

2. MINUTES

The minutes of the meeting of 11th October 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 in item 5, in receipt of payment.

5. FINANCE

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

Payments for approval 1st November 2016

FGP	DD	BT	Telephone	770.70	154.14	924.84
OS	DD	Allstar	Fuel	131.88	26.37	158.25
FGP	10000	PO Counters	PAYE & NI	2,720.51		2,720.51
FGP	10001	Essa	Extension pole	749.00	149.80	898.80
TH	10002	Callington Launderette	Table cloths	5.00		5.00
TH	10003	DCI Field Services	Boiler repair	180.00		180.00
OS	10004	Travis Perkins	Wood Sheeting	36.84	7.37	44.21
FGP	10005	Manton Electrical	Xmas light timers	443.00	88.60	531.60
FGP	10006	Complete Office	Stationery	174.00	34.80	208.80
FGP	10007	Mrs B Wood	Bookcases	30.00		30.00
FGP	10008	Mr M Tagg	Various	144.19		144.19
FGP	10009	Sage	Payslip forms	29.70	5.94	35.64
OS	10010	HAGS-SMP	Spring	160.60	32.12	192.72
OS	10011	RBS	Allotment software	226.00	45.20	271.20
				5,801.42	544.34	6,345.76

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

Staff had sourced some sample chairs to replace the town hall chairs, which were on display at the meeting. A debate then followed on what chairs need to be disposed and replenished.

Resolved. It was proposed by Cllr Tagg seconded by Cllr Smith and agreed that:

- a) The existing blue chairs are increased up to 150 in total and no longer kept back for 'special occasions' but used daily.
- b) The brown chairs to be taken out of use and made available to the community, as an altruistic gesture to local groups and organisations.
- c) Designs and prices for up to 30 chairs (with arms) to be sourced for the Council Chamber, and brought back to the next meeting for consideration.
- d) The Chair and F&M Manager in consultation with the Clerk to replace the town hall tables.

7. FOR DECISION – Update on One Stop Shop

No further updates.

PREMISES

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

- a) The Clerk is in discussions with the Police about their blue light and phone point. **Noted.**
- b) The Clerk also gave an update on the parking situation on the Victorian Market evening, in terms of the Police parking requirements. **Noted.**
- c) A letter of complaint had been received regarding a tenant's rubbish. A discussion was had on what alleged permission had been granted to this particular tenant. The Clerk would ask the tenant to have the rubbish removed forthwith. **Noted.**
- d) East Cornwall Property Services will be completing the damp works at Tamar Grow local week commencing 21st November.
- e) The guttering has been completed in the land locked area between Red Panda and John Smiths.

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

a) The white lines have been completed by Cormac but there are some remedial works still to be completed. **Noted.**

GENERAL MAINTENANCE & STAFF

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

A refresher food hygiene course is scheduled for 30th November, during the day. Names taken to attend included:

Cllrs Mrs Coakley, Mr Harriman, Mr Gist (since withdrawn), Mr & Mrs Lumley and Mrs Gold.

11. **ANY OTHER URGENT BUSINESS**

a) Cllr Tagg explained the current arrangements with the CCTV and the option to enter into a new five year arrangement.

Resolved. It was proposed by Cllr Tagg seconded by Cllr Gist and agreed to start a new five year contract for the CCTV with Essa.

b) The Clerk had received notice that the LCAS seminar is scheduled for the 30th November. Cllr Tagg kindly agreed to attend with the F&M Manager and Assistant Town Clerk.

c) The Portreeve & Deputy spoke about the current state of the war memorial and the aspiration to have it repointed and totally refurbished.

Resolved. It was proposed by Cllr Denley seconded by Cllr Smith and agreed for prices to be obtained from the local monumental mason, with the idea in principle to fund it from the balance on the Unilateral Undertaking.

There being no further business the meeting was closed at 8.02pm