

TOWN HALL & PREMISES COMMITTEE

Minutes

6th December 2016 at 7.35pm

1. APOLOGIES

Cllr Dowdall, Cllr Mrs Tolman & Cllr Lumley

PRESENT

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

OFFICERS: Clerk & F&M Manager

2. MINUTES

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

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

Cllr Smith & Cllr Denley (Member of Camera Club) declared an interest in item 5, in receipt of payments.

5. FINANCE

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

Payments for approval 6th December 2016

OS	DD	Allstar Callington	Fuel	81.78	16.36	98.14
TH	10057	Launderette	Tablecloths	38.00		38.00
OS	10058	S R Harvey	Cemetery Kerbs	550.00		550.00
OS	10059	Cormac	Hire Charges	47.97	9.59	57.56
FGP	10060	Pridhams	HDMI lead	7.49	1.50	8.99
OS	10061	Ball & Ball	Trailer Braking System	1,250.00	250.00	1,500.00
OS	10062	T McMahon	Tree works	300.00		300.00
FGP	10063	M Smith	Travel expenses	61.85		61.85
FGP	10064	TAVATA	Annual membership	50.00		50.00
TH	10065	Colins	Misc	15.82	3.17	18.99
OS	10066	E C Property Care	Graffiti Wall & PM works	2,410.00		2,410.00
FGP	10067	Complete Office Sol	Stationery	36.69	7.34	44.03
FGP	10068	Mrs H Dowdall	Refreshments/stamps	107.80		107.80
TH	10069	Festive Lights	Xmas lights	18.28	3.65	21.93
FGP	10070	Bluemoon	Newsletter	498.00		498.00

OS	10071	EC Trading	Power tools	288.94	57.79	346.73
OS/TH	10072	Biffa	Waste Collections	211.80	42.36	254.16
FGP	10073	RBS	Accounts software	350.00	70.00	420.00
TH	10074	SWW	Chapel/Cemetery	151.76		151.76
OS	10075	SWW	Haye Road allots	78.78		78.78
OS	10076	SWW	Saltash Rec	27.65		27.65
TH	10077	SWW	PCs	1,306.92		1,306.92
TH	10078	Manton	TH electric works	203.37	40.67	244.04
FGP	10079	Claire Wager	Relief work	93.60		93.60
FGP	10080	PO Counters	PAYE & NI	2,882.59		2,882.59
TH	10081	Nisbets	Trays	33.30	6.66	39.96
TH	10082	Nisbets	Water Urn	99.99	19.99	119.98
OS	10083	Geoff Airs Ltd	Cemetery Kerbs	2,800.00	560.00	3,360.00
OS	10084	Martin Hoare	Cemetery Kerbs	4,950.00	990.00	5,940.00
FGP	10085	SeaDog IT	Newsletter & support	157.50		157.50
FGP	10086	Hygiene 2Health	Food Safety Course	447.00	89.40	536.40
FGP	10087	Camera Club	Photos & frames	150.00		150.00
				19,706.88	2,168.48	21,875.36

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

Thanks and appreciation would be given to the Bookings Clerk for all her efforts.

A discussion then followed on community events being promoted more on social media, and thanks would be given to the Assistant Town Clerk for all her efforts, in particular for this week and going forward.

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

The Food Hygiene course was held last week and went well. **Noted.**

7. FOR DECISION – Update on One Stop Shop

Signage for the Information Point have been approved and now progressing.

PREMISES

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

- a) Notices about the Parking Order have been sent out to the tenants and details have also been put on social media.
- b) Tamar Grow Local have asked whether there are any plans to have any loading/unloading spaces or reserved spaces for deliveries.

Resolved. It was proposed by Cllr Long seconded by Cllr Smith and agreed that the tenant could be supplied with some cones to help them cone off their own parking spaces at such times.

- c) The Hideaway Café has asked permission for some trellises outside their unit.

Resolved. It was proposed by Cllr Long seconded by Cllr Gist and agreed in principle subject to the supply of a drawing/design and it being then approved by the Chair & Portreeve.

- d) Red Panda have reported some maintenance issues, namely to sealing to the ceiling and windows to prevent drafts and a replacement front door.

Resolved. It was proposed by Cllr Long seconded by Cllr Smith and agreed to proceed with the quote supplied by East Cornwall Property Care, subject to the replacement door being of robust industrial standard. The additional work in the loft area to be part funded by the Council. The F&M Manager to liaise with the electrician about costings for improved storage heaters.

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

- a) Replace signs have been costed for the Main Hall.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed to proceed with the large (arched) sign above the public phone box and notice board, and two smaller (square) signs for the Council Chamber and Town Hall.

GENERAL MAINTENANCE & STAFF

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

- a) The Town Hall complex will be closed from the 23rd December until 3rd January and the Fire Brigade have asked if it would be possible to hold their drill practice in the building during that period (likely to be on Wednesday 28th December). Cllr Mark Smith will circulate details once the arrangements have been confirmed.
- b) Openreach has been on site today regarding the Police phone and confirmed that the Police phone can feed off from the public phone. **Noted.**

11. ANY OTHER URGENT BUSINESS

- a) Cllr Denley wanted to express his thanks and appreciation to the staff for all their hard work during the Christmas preparation and Festivities at the weekend. Cllr Mrs Gold said that the staff had worked really hard and there had been a really positive response from the residents.
- b) It was noted that a string of lights have had some temporary repairs and the matter would be investigate more thoroughly in due course.
- c) Cllr Smith questioned the SWW bill for the Public Conveniences and asked that the matter be reviewed in the New Year, to see if there are more eco-friendly designs.

There being no further business the meeting was closed at 8.07pm