

TOWN HALL & PREMISES COMMITTEE

Minutes

7th February at 7.15pm

1. APOLOGIES

Cllr Long

PRESENT

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

OFFICERS: Clerk & F&M Manager

2. MINUTES

The minutes of the meeting of 3rd January 2017 were approved as a correct record of the proceedings (3 abstentions) and duly signed.

3. MATTERS ARISING

None.

4. DISCLOSURES OF INTEREST – Cllr Dowdall (5a), wife in receipt of payment.

5. FINANCE

a) Approval of payments – It was proposed by Cllr Gist seconded by Cllr Mrs Gold and agreed to make the following payments (1 abstention, Cllr Dowdall):

Payments for approval 7th February 2017

FGP	DD	Three	Mobile phone	41.12	8.22	49.34
FGP	10133	Mrs Howe	Burial refund	65.00		65.00
FGP	10134	Daniel Thorpe	Computer works	462.50		462.50
FGP	10135	Mrs H Dowdall	Civic Expenses	26.49		26.49
OS/TH	10136	Biffa	Waste removal	84.72	16.94	101.66
TH	10137	Mrs D Walker	TH & PM refund	50.51		50.51
FGP	10138	SeaDog IT	Website/Email	26.25		26.25
FGP	10139	Jane's Floral	Bouquet	30.00		30.00
FGP	10140	Ellis Whittam	Combined Services	2,587.20	500.00	3,087.20
OS/TH	10141	R G Julian	Skip Hire	195.00		195.00
TH	10142	Pridhams	Kettle/lead	25.81	5.17	30.98
OS/TH	10143	GB Tool Hire	Misc	642.26	128.45	770.71
TH	10144	SSE	Unit 4 elec	0.27		0.27
OS/TH	10145	Sparling Recycling	Waste removal	453.18	90.64	543.82
FGP	10146	ICO	Data protection	35.00		35.00
FGP	10147	Complete Office	Stationery	46.29	9.26	55.55
FGP	10148	Bluemoon	Feb newsletter	376.00		376.00
				5,147.60	758.68	5,906.28

b) Review of debtors – The list of outstanding debts were circulated together with the bookings income projections. **Noted.**

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

The Age Concern had put in a request for a concessionary parking ticket in the Pannier Market.

Resolved. It was proposed by Cllr Gist seconded by Cllr Mrs Gold and agreed unanimously that regrettably we are not in a position to oblige in this instance, as it would set a precedent.

7. FOR DECISION – Update on One Stop Shop

The new signs have been installed. There are potentially two more prospective volunteers. Cllr Mrs Tolman has heard concerns from the public regarding the lack of privacy in the foyer. **Noted.**

PREMISES

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

- a) Quotes have been received for completing repairs at Unit 4 & 5 (damp work at either end).

Resolved. It was proposed by Cllr Gist seconded by Cllr Harriman and agreed to proceed with the necessary works.

- b) The Clerk has met with the builders about having a toilet and tap plumbed into unit 4, allowing this unit to be self-contained for potential re-letting. Their advice is to install an internal wall (creating a corridor) in unit 5 allow access from unit 4 and unit 5 to the existing toilet and kitchen facilities already in unit 5.

In the meantime an existing tenant has expressed an interest in having unit 4 for simply storage which would avoid these additional building costs. **Noted.**

- c) As mentioned in 8b, an existing tenant has shown an interest in potentially expanding and if relocated to another section of the Pannier Market, what their requirements might be; specific kitchen requirements and possibly three phase electricity.

The consensus recognised and agreed that any unit that becomes vacant would incur costs, such as reasonable kitchen facilities, heating, insulation, appropriate electricity sockets and extractor fans.

Resolved. It was proposed by Cllr Gist seconded by Cllr Mrs Gold and agreed in principle for the Clerk & F&M Manager to start researching the costs involved (including the three phase) and to enter into negotiations with the tenant.

- d) A discussion then followed on the long term aspiration to expand the town council facilities within the Pannier Market, which might compliment community plans for improved youth facilities and/or further devolved services with Cornwall Council.

Resolved. It was proposed by Cllr Mrs Gold seconded by Cllr Mrs Coakley and agreed that the Clerk be given power to research this matter further and to get some designs draw up.

- e) Cornwall Council has completed the Parking Order and the Clerk had circulated prior to the meeting details on costs for parking enforcement (as from 1st April 2017).

Resolved. It was proposed by Cllr Denley seconded by Cllr Gist and agreed to proceed with the Parking Order and to have enforcement coinciding with the main streets weekly visits.

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

- a) Another quote has been obtained for the repainting of the main external walls of the Town Hall.

Resolved. It was proposed by Cllr Gist seconded by Cllr Smith to proceed with the lower quote.

GENERAL MAINTENANCE & STAFF

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

- a) The relief caretaker has started and the F&M Manager explained the new rota system for the two departments (Town Hall & Premises and Outside Services). **Noted.**
- b) Cllr Dowdall spoke about the Public Conveniences and New Road Bus Shelter and the possible benefits of an auto-locking system.

Resolved. It was proposed by Cllr Smith seconded by Cllr Mrs Gold and agreed that the Clerk and F&M Manager investigate the costs for automatic timing systems on these premises, and also the toilets at the cemetery.

To also look into energy savings initiatives, particularly in light of the recent problems with the utility bills. Consideration to be given to water recovery, led bulb and multi flush systems.

This would be put as an agenda item detailing a full list of works needed and costed, including the cost repayment period calculations.

11. ANY OTHER URGENT BUSINESS

a) Cllr Lumley may have found an opportunity to change our licensing arrangements with regards to the Filmshows. Cllr Lumley and Cllr Tagg would look into this further and bring back to a later F&GP meeting for further discussion.

b) The Clerk had received a request from Action on Hearing Loss, to assist with promoting a hub in our community, where people can drop in to get support and guidance about any aspect of their hearing loss.

Resolved. It was proposed by Cllr Gist seconded by Cllr Lumley to give the Clerk and Bookings Clerk power to act on this.

c) Cllr Mrs Gold has met with the Caretaker last week and planned the filmshows for the year. Dates for the Easter disco and filmshow were explained and a plea made for volunteers at these events (31st March 6pm-8pm for the disco and 15th April for filmshow).

d) Churches Together have written in about their proposals for an Easter Story around the town.

Resolved. It was proposed by Cllr Mrs Gold seconded by Cllr Lumley to support this idea.

There being no further business the meeting was closed at 8pm