

TOWN HALL & PREMISES COMMITTEE

Minutes

7th March at 6.45pm

1. APOLOGIES

Cllr Dowdall, Cllr Lumley & Cllr Tagg

PRESENT

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

OFFICERS: Clerk & F&M Manager & Caretaker

2. MINUTES

The minutes of the meeting of 7th February 2017 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 Williams and agreed to make the following payments:

Payments for approval 7th March 2017

FGP	DD	Autopay	Charges	14.00		14.00
OS	DD	Allstar	Fuel	182.32	36.46	218.78
FGP	10185	Post Office	Stamps	202.50		202.50
FGP	10186	SeaDog IT	IT Fees	180.00		180.00
FGP	10187	Tavistock News	Job advert	168.00	33.60	201.60
FGP	10188	TV Licensing	TV Licence	145.50		145.50
OS/TH	10189	Biffa	Waste removal	137.67	27.53	165.20
FGP	10190	A Coombe	Xmas trees	230.00	46.00	276.00
TH/OS	10191	GB Tool Hire	Misc	223.70	44.74	268.44
FGP	10192	Cornish Times	Job advert	230.42	46.08	276.50
OS	10193	Sparling Recycling	Waste removal	643.86	128.77	772.63
TH/OS	10194	EC Property Care	Property repairs	1,765.00		1,765.00
FGP	10195	ALCC	Membership	10.00		10.00
FGP	10196	SLCC	Seminar/membership	356.80		356.80
OS	10197	Cormac	Hire Charges	47.97	9.59	57.56
TH	10198	SWW	Unit 19 water	86.71		86.71
				4,624.45	372.77	4,997.22

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

c) Budget Monitoring – The Clerk went through the predicted outturn for this committee and the proposed appropriations to and from reserves.

Reserves. It was proposed by Cllr Gist seconded by Cllr Harriman and agreed to proceed with the appropriations to and from reserves, and that the underspend could be earmarked specifically to finance repairs and refurbishments to the Pannier Market units.

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

Cllr Mrs Tolman reported a missing tile on Red Panda roof. **Noted.**

Licencing

The Caretaker and Clerk spoke about the current licencing arrangements and how the four priorities are met.

It was reiterated that there is no DPS specified on the premises licence as the Town Council applied to disapply the mandatory condition which stipulates that alcohol may not be sold at a time when there is no DPS or the DPS does not hold a personal licence.

The alternative condition is provided as 'Condition 1' under the heading 'Alcohol' within Annex 1 of the attached licence, and states that every supply of alcohol must be made or authorised by the Management Committee.

The Management Committee being the Town Hall & Premises Committee, and it is recommended that the caretaker is added to this committee for the purposes of the licensing function.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed unanimously that the Caretaker be added to the Licencing Management Committee, and that the variations to the license are brought back to this committee for due consideration, prior to it being checked (at an additional cost of £150) by the Licensing Department.

7. FOR DECISION – Update on One Stop Shop

Nothing to report.

PREMISES

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

Quotes had been obtained for the refurbishment of Unit 20 which were discussed and challenged.

Resolved. It was proposed by Cllr Gist seconded by Cllr Mrs Tolman and agreed to give the Clerk in consultation with the Chairman power to act, including some additional flooring in the toilet area, up to £6,000. It was also agreed that the shrubbery outside of the unit be removed forthwith.

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

- a) The contractor has started work on the exterior painting of the Town Hall and the relief caretaker is tasked with painting the internal walls.
- b) Pridhams are due to look at the staging lighting imminently.
- c) Costs are being obtained for the auto-timer gates for the bus shelter.

GENERAL MAINTENANCE & STAFF

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

- a) A new staff rota software is being trialled at the moment and already proving to be very helpful and efficient.

- 11. ANY OTHER URGENT BUSINESS**

- a) The Portreeve spoke about the forthcoming Charity Auction and how the Town Council might support this community initiative.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed (1 Abstention) that a Section 137 donation to assist with the Charity Auction to the value of £100 be given to One Callington, and that the group be invited to meet with the new Council post the elections, to see how the Town Council might support them going forward.

- b) The Cornwall YFC will be holding their county rally at Maders Farm in July this year and the catering manager has asked for the loan of the bay Marie for this event.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed that this request be permitted and that a letter of congratulations be sent to the County Chairman for their recent efforts at the South West Area Competitions Weekend.

- c) Chyvarhas Nursing Home are arranging a fundraising event and have approached the Council for some support.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed that the Town Council is not in a position to help but an alternative option maybe available and the Clerk would notify them of this.

- d) Cllr Mrs Gold reminded everyone about the Easter Disco on the 31st March and put out a plea for raffle prizes (ideally chocolate eggs).

- e) Cllr Denley thanked everyone for their help and support on Friday night, when we hosted the French exchange students. Particular thanks to the disco (supplied by MM) and to the caretaker for sorting out the catering.

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