

TOWN HALL & PREMISES COMMITTEE

Date: 7th March 2017

Time: To start after Planning

Venue: Council Chambers, Town Hall, New Road, Callington

Enquiries: Town Hall - Tel: 01579 384039

Chairman Cllr Denley

Portreeve and Mayor Cllr M Smith

Councillors: Mrs K Gold, Mrs M Coakley, P Harriman, J Gist, A Long,
D Williams, Mrs S Tolman, M Tagg & R Lumley.

AGENDA

1. APOLOGIES

2. MINUTES

Approval of the minutes of the meeting of Town Hall & Premises Committee 7th February 2017.

3. MATTERS ARISING

4. DISCLOSURES OF INTEREST

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

5. FINANCE

- a) Approval of payments
- b) Review of debtors
- c) Budget Monitoring

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters – To receive any updates and approve appropriate action. To receive an update from staff (RS) regarding the Premises License Variation Form and his Personal License

7. FOR DECISION – Update on Information Point – To receive any updates and approve appropriate action.

PREMISES

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

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

GENERAL MAINTENANCE & STAFF

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

11. **ANY OTHER URGENT BUSINESS**

PART TWO
Staffing Matters

Helen Dowdall
Town Clerk
1st March 2017