

TOWN HALL & PREMISES COMMITTEE

Minutes
4th April at 6.30pm

1. APOLOGIES

Cllr Dowdall, Cllr Mrs Gold & Cllr Long

PRESENT

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

OFFICERS: Clerk & F&M Manager

2. MINUTES

The minutes of the meeting of 7th March 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 Mrs Tolman seconded by Cllr Tagg and agreed to make the following payments:

Payments for approval 4th April 2017

OS	DD	Allstar	Fuel	69.63	13.93	83.56
OS	10233	Cormac	Machinery servicing	1,549.26	309.85	1,859.11
FGP	10234	Jeremy Smalley	NP costs	10,234.00	2,046.80	12,280.80
TH	10235	Pridhams	Bulbs/vacuum bags	69.05	13.81	82.86
TH	10236	Colins of Callington	Scourers	2.47	0.50	2.97
FGP	10237	CBS UK Ltd	Stationery	91.80	18.36	110.16
TH	10238	A4 Online Ltd	Freezer removal	195.00	39.00	234.00
FGP	10239	ICCM	Membership fee	90.00		90.00
FGP	10240	Clocking Systems	Time Cards	90.00	18.00	108.00
FGP	10241	Daniel Thorpe	Networking/server checks	125.00		125.00
TH	10242	Opus Energy	Unit 20 electricity	98.24	4.91	103.15
TH	10243	G du Plessis	Grease trap	179.00	35.80	214.80
OS	10244	Vincent Tractors	New Kubota	11,225.00	2,245.00	13,470.00
FGP	10245	SeaDog IT	Mining E-news	135.00		135.00
OS	10246	Lynher Training	Brushcutter course	160.00		160.00
				24,313.45	4,745.96	29,059.41

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

c) Proposal that the accumulated uncommitted Council Tax Support Grant is ring fenced for Town Hall complex enhancements.

Resolved. It was proposed by Cllr Gist seconded by Cllr Mrs Coakley and agreed unanimously to recommend to Full Council that the accumulated uncommitted Council Tax Support Grant is ring fenced for Town Hall complex enhancements.

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

Nothing to report.

7. FOR DECISION – Update on One Stop Shop

A discussion was had on the volunteers and the overall impact on the office with the transition across to the Information Service. The Clerk in collaboration with Cllr Long would discuss this further with Cornwall Council. **Noted.**

Another two volunteers would be starting shortly. **Noted.**

PREMISES

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

GdP gave a progress report on the refurbishments in Unit 20. **Noted.**

The Clerk gave an update on the parking order enforcement and the season permits initiative. **Noted.**

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

The Chair is waiting on a quote back for the drainage works in the Pannier Market. **Noted.**

To agree in principle to a redesign of the Public Conveniences.

Resolved. It was proposed by Cllr Smith and seconded by Cllr Tagg and agreed unanimously that a full redesign of the Public Conveniences is supported and considered by the new Council.

GENERAL MAINTENANCE & STAFF

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

- a) All is running smoothly at the moment.
- b) The cigarette bins are constantly been vandalised at the moment and need replacing with more robust units.

Resolved. It was proposed by Cllr Denley seconded by Cllr Gist and agreed to support the purchase of two replacement bins as recommended by GdP.

- c) There are some signs around the complex that would benefit from being replaced, namely by the Council Chambers.

Resolved. It was proposed by Cllr Gist seconded by Cllr Mrs Coakley and agreed to proceed with updating signage around the complex.

11. ANY OTHER URGENT BUSINESS

Cllr Denley thanked the committee and staff for all their efforts and support during his term as Chair.

There being no further business the meeting was closed at 6.46pm