

TOWN HALL & PREMISES COMMITTEE

6th June 2017 at 7.08pm

Minutes

(Please note that all Councillors are now members of the Town Hall & Premises Committee.)

1. APOLOGIES

CLLRS BURROWS & LUMLEY

PRESENT: CLLRS COAKLEY, DOWDALL (CHAIR), FOX, GOLD, LONG, D SMITH, M SMITH (PORTREEVE & MAYOR), TAGG, TOLMAN AND WATSON

MEMBERS OF THE PUBLIC: 0

OFFICER: HELEN DOWDALL (CLERK) & GEORGE DU PLESSIS (OPERATIONS MANAGER)

2. MINUTES

The minutes of the meeting of 23rd May 2017 were approved as a correct record of the proceedings.

3. MATTERS ARISING

None

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.

Cllr Dowdall, for item 5(a) a friend in receipt of a payment.

5. FINANCE

a) Approval of payments.

It was proposed by Cllr Long seconded by Cllr Tagg and agreed (Cllr Dowdall abstained) to approve the following payments:

Payments for approval 6th June 2017

TH	10327	East Cornwall Prop	Unit4/5 repairs & toilet	£1,840.00		£1,840.00
TH	10328	City Electrical Factors	Heater guard & tube	£74.86	£14.98	£89.84
OS	10329	Online Playgrounds	Cableway trolley	£132.93	£26.59	£159.52
OS	10330	Glanville Plant Services	New Pallet forks	£695.00	£139.00	£834.00
OS/TH	10331	Frost Electrical	PAT Testing	£231.66		£231.66
TH	10332	Post Office Counters	Stamps	£206.00		£206.00
TH	10333	Lanes Group	Clear blocked manholes	£75.00	£15.00	£90.00

TH/OS	10334	Sparling Recycling	Waste	£132.24	£26.45	£158.69
TH/OS	10335	GB tool Hire	Various	£430.37	£86.07	£516.44
OS	10336	Cormac	Hire services	£47.97	£9.59	£57.56
OS/TH	10337	Seton	Two tier locker	£237.75	£49.54	£297.24
OS	10338	G Du Plessis	screwfix	£28.00		£28.00
TH	10339	Callington Launderette	Table cloths	£39.80		£39.80
OS	DD	All star	Fuel	£154.48	£30.89	£185.37
OS	10340	Online Playgrounds	Hinge & seat	£88.00	£17.60	£105.60
FGP	10341	Zurich Municipal*	Insurance	£6,571.79	£52.23	£7,255.08
TH	10342	M & V Jago	Water heater toilet	£360.00		£360.00
TH	10343	South West Water	Water usage	£79.65		£79.65
OS	10344	Smallridge Bros Ltd	Parts	£4.75	£0.86	£5.61
				£11,430.25	£468.80	£12,540.06

***A copy of the Insurance Policy would be sent out to the Committee and the Clerk confirmed that we have (this year) entered into a 5 year agreement with Zurich.**

b) Review of Debtors

The Clerk circulated the latest arrears statement and bookings income as at 6th June 2017.

Resolved. It was proposed by Cllr Long seconded by Cllr Coakley and agreed that this information be noted.

c) Review of budget and earmarked reserves

The Clerk took the committee through the budget for 2017/2018, actual spend in 2016/2017 with explanation for variances and the appropriations to/from reserves in 2016/2017. The reserves for this committee currently stand at £281,473 as at 1st April 2017.

The Clerk explained that as part of the budget setting process due consideration for long term costs have been built into the budget to allow for on-going maintenance and the depreciation costs on our assets. Each year any underspends or saving provisions for maintenance/depreciation costs have been moved into reserves to allow for the long term costs such as replacements/enhancements.

A discussion then followed on the necessity for a coherent plan and whether replacing what exists is what we want to do.

The future of the library service in the town was then raised by Cllr Watson.

Resolved. It was proposed by Cllr Watson seconded by Cllr Fox and agreed that the future consideration of the library service by the Town Council should be discussed at Full Council. This would be researched by Cllr Watson and brought to Full Council (in July provisionally).

A brief discussion then followed about the museum and chapel building.

It was reiterated by Cllr Tagg that any ideas need to be initially researched by the proposer and that same Councillor takes responsibility for the proposal. Information about an idea or initiative would need to be circulated prior to the meeting to the committee.

Noted.

6. FOR DECISION – To have a general discussion about the town hall and premises, allowing the new council to put forward their thoughts and aspirations.

- a) The Chair led a discussion on the current office space and the necessity to have it upgraded, provisions made for lone-working and improved lighting.

The meeting was adjourned at 7.54pm whilst the committee took a look around the premises.

Cllr Long left the meeting.

The meeting was reconvened at 8.08pm

A debate then followed on a reconfiguration of the office space and accessibility to the public, being the front line to 'council' services, particularly since the demise of the One Stop Shop and the impact on staff.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Tagg and agreed unanimously that the Chair & Vice are given authority to seek external expertise for a number of possible options (and costs) and brought back to committee for further consideration.

Resolved. It was proposed by Cllr Fox seconded by Cllr Watson and agreed unanimously that measures necessary to safeguard our staff within the Town Hall premises remit, for lone-working are investigated immediately.

- b) Cllr Watson had raised the matter of the TV in the foyer and the benefit of having official guidance on how it can be used to promote community matters. The guidance would clarify what information is acceptable or not.

Cllr Watson would draft a policy and present it at the Finance & General Purposes meeting on the 25th July.

c) Cllr Watson had asked for an update on the Noticeboard by the phone box. It was explained that we are awaiting the installation of the Police phone before reinstalling a new board. Cllr Tagg would chase up the Police for an update on the phone.

d) Cllr Watson had raised the idea of using CRBO, Cornish Riviera Box Office, as a box office service and Cllr Tagg had done some initial research on the matter which he then shared with the committee. The consensus was that we are not adequately equipped to pursue this at the present time.

e) Cllr Dowdall gave an update on some general maintenance matters, namely; explained that all the PAT testing has now completed (invoice in tonight's cheque run), some lighting has been repaired and replaced with LEDs, the water heater in the Council Chamber toilet was condemned and now made safe.

f) Cllr Dowdall then gave a brief update on the Pannier Market and the need to arrange a tenant's inspection this year.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Tagg and agreed (Cllr Coakley abstained) to write to the tenants by the end of June, for a visit at the end of July by the Chair & Vice of this committee.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Smith and agreed that the committee is given an update on the current position for each lease in the Pannier Market.

g) As discussed during item 5c, reserves have been set up for some time to finance the re-roofing of the Pannier Market.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Coakley and agreed to re-employ a surveyor to complete a thorough survey on the town hall complex and pannier market, including asbestos, to also include a condition report with life expectancy of the current material.

h) As a follow on from item f above Cllr Watson asked for clarification on the insurance for the Pannier Market units.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Smith and agreed that we would request that it is made available when we write to the tenants so they can either present them at the point of their unit inspection or send copies to the office prior.

7. FOR DECISION – To explain the current office provisions and requirements going forward.

The matter had been discussed in the open discussion under item 6.

8. ANY OTHER URGENT BUSINESS – None.

There being no further business the meeting was declared closed at 8.47pm.