

TOWN HALL & PREMISES COMMITTEE

4th July 2017 at 6.45pm

Minutes

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

1. APOLOGIES

CLLRS GOLD & M SMITH

PRESENT: CLLRS BURROWS, COAKLEY, DOWDALL (CHAIR), FOX, LONG, LUMLEY, D SMITH, 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 6th June 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.

Item 11 – Cllr Coakley, volunteer at Oxfam

Item 15 – Cllrs Burrows & Dowdall, spouses work for Council

5. FINANCE

a) Approval of payments.

It was proposed by Cllr Tagg seconded by Cllr Coakley and agreed to approve the following payments:

Payments for approval 4th July 2017

OS	DD	Allstar	Fuel	£119.69	£23.92	£143.61
OS/TH	10373	Biffa Waste	Waste removal	£12.18	£2.43	£14.61
FGP	10374	Complete Office	Stationery	£35.98	£7.20	£43.18
OS	10375	Fenland Leisure	Playground spares	£434.96	£86.99	£521.95
TH	10376	Pridhams	Ecolight	£5.82	£1.17	£6.99

TH	10377	Tamar Koffi	Milk powder	£56.95		£56.95
FGP	10378	Mr A Stentiford	Town Crier expenses	£200.00		£200.00
FGP	10379	Bluemoon Print	July newsletter	£362.00		£362.00
TH	10380	Nisbets	Dishwasher rack	£33.78	£6.75	£40.53
				£1,261.36	£128.46	£1,389.82

b) Review of Debtors

The Clerk had circulated the latest arrears statement, turnaway report and bookings income as at 29th June 2017.

Cllr Fox asked how bad debts were resolved and the Clerk explained.

Noted.

TOWN HALL

6. **FOR DECISION – To receive quotes on the surveyor’s report for the Town Hall complex roof (included Pannier Market and Public conveniences) (Chairman to provide).**

The Chair explained that he and Cllr M Smith had met with three surveyors and only one had supplied a quote, which was then discussed.

A debate then followed on whether to keep the status quo or to consider other possible options.

Resolved. It was proposed by Cllr Fox seconded by Cllr Tagg and agreed unanimously to proceed with the quote from Barron Surveying at £1,200.

A review of the Financial Regulations was discussed so all Councillors are aware and refreshed on the procedures for obtaining quotes, tenders and financial limits.

7. **FOR DECISION - To discuss the current equipment provisions, in particular for larger events and how the kitchen copes (Chairman to provide details).**

The Chair led a discussion on the current arrangements in the kitchen and its capacity to cope, with particular reference to the boiler and freezer.

Resolved. It was proposed by Cllr Long seconded by Cllr Lumley and agreed unanimously for;

- the Chair to get costings for a new boiler (to be fixed on the wall)
- the Operations Manager to get costings for replacing the existing freezer with another fridge (to have two fridges of the same size/capacity)
- the Operations Manager to get costings for an under counter freezer, to be located under the bar worktop.

8 FOR DECISION - To receive a stock take on the crockery cupboard and costings to bring us back up to 170 of everything matching (Stocktake and costings attached).

The Chair went through the current stock take and costings to bring everything up to 170 and matching.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Lumley and agreed unanimously for the Operations Manager in consultation with the Chair and Vice to bring stock levels up to the same specification (crockery and glasses), taking into consideration storage of such items, with a budget of £750.

9. FOR DECISION – To receive details on the licensing documentation (Information attached).

Prior to the meeting, details on the premises license obligations and the licensing objectives had been circulated, in order for the Committee to appreciate that they are the authorised 'management committee' for the Town Council.

A discussion then followed on how the license might be expanded to include the Pannier Market, both for entertainment and liquor sales.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr D Smith and agreed to proceed with an application to extend the premises license including the Pannier Market, that we pay for the checking services of Cornwall Council to ensure our understanding of the law is correct and that the supporting information to the license application be circulated to Councillors (for information only).

10. FOR DECISION – To discuss the idea of an Air Curtain for the Town Hall (Chairman to provide further information on details and costs).

The idea of an air curtain was discussed and then other enhancements were raised, such as blinds.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr D Smith and agreed unanimously for the Chair in consultation with the

Operations Manager to get costings for an air curtain and bring back to committee for consideration.

PANNIER MARKET

11. FOR INFORMATION – To receive an update on the current lease arrangements in the Pannier Market (Circulated by separate email)

Cllr Coakley left the room for this item.

The Chair explained that he and Cllr M Smith would be completing a tenants' inspection on the 24th July, and went on to discuss the lease terms with the existing tenants.

Resolved. It was proposed by Cllr Long seconded by Cllr Fox (2 Abstentions, Cllrs Dowdall and D Smith) and agreed that the lease which is due for renewal imminently could be agreed based on a five year term with yearly break clauses and both parties pay their own legal costs.

Resolved. It was proposed by Cllr Long seconded by Cllr Lumley that the same negotiations be had with the lease which is due for renewal later in the year.

There is one lease which has been under negotiation for some time now and pressure needs to be put on the other solicitors to expedite the process.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr D Smith and agreed to take the advice of Earl & Crocker in order to bring this matter to a close.

The lease agreements would be kept as a regular agenda item in order to monitor progress. **Noted.**

Cllr Coakley returned to the meeting.

12. FOR INFORMATION – To have a general walk around the Pannier Market (not inside the units).

With little time left it was agreed not to have a walk around tonight.

The Chair explained that the cobble area in the Pannier Market would benefit for some repointing in places.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Fox and agreed (1 Abstention, Cllr Tagg) to proceed with some additional

staffing hours (or external contractor if necessary) to repoint the cobbles in high-priority areas.

13. ANY OTHER URGENT BUSINESS - None

There being no further business the meeting was moved to a Part II Session at 8.11pm