

TOWN HALL & PREMISES COMMITTEE

15th August 2017 at 8.30pm

Minutes

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

1. APOLOGIES

CLLRS BURROWS, FOX, LONG, LUMLEY AND TAGG

PRESENT: CLLRS COAKLEY, DOWDALL (CHAIR), GOLD, D SMITH, M SMITH, TOLMAN AND WATSON

MEMBERS OF THE PUBLIC: 1

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

2. MINUTES

The minutes of the meeting of 4th July 2017 were approved as a correct record of the proceedings.

3. MATTERS ARISING

Item 11 - Cllr Watson queried why the lease arrangements had not been added as an agenda item. The Chair explained that there had been a delay with the solicitors but a meeting is scheduled with the Clerk tomorrow.

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 Coakley, volunteer at Oxfam

5. FINANCE

a) Approval of payments.

Already approved at the earlier OS meeting. **Noted.**

b) Review of Debtors – Nothing to report.

c) Budget Monitoring for 1st Quarter – The Clerk took the Committee through the current outturn and level of reserves. **Noted.**

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6. FOR DECISION – To receive the costings for the **equipment provisions:**

Since the last meeting the Chair and Operations Manager are recommending that the existing freezer is kept and accommodated in the crockery cupboard, as the shelves can be adjusted to fit it there. This would mean purchasing a matching fridge (prices to be circulate).

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Coakley and agreed unanimously that the relocation of the freezer be discussed with our Fire Consultant, when they complete their next inspection in September and an update be brought back to the next meeting.

There is also a recommendation to purchase new round tables, some have been damaged in the bar area and need replacing, and it would be beneficial to have a further two tables. (prices to be circulated)

Resolved. It was proposed by Cllr M Smith seconded by Cllr Gold and agreed unanimously to proceed with the purchase of four bar tables (costing £331).

The Chair has researched the water boiler and the best is a T30. It is not wall mounted but much more economical. (detail on the price including delivery, installation and annual maintenance will be circulated). Its capacity is 370 cups per hour.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr M Smith and agreed unanimously to proceed with the purchase of the T30 at a cost of £894 installation plus annual maintenance of £323. For the appliance to be installed at a suitable height for the industrial teapots.

7. **FOR DECISION** -To receive any update on the licensing documentation, following the pre-application advice from Cornwall Council. (Clerk to provide information if available)

The Clerk & Caretaker have met with the Licensing Officers and submitted an initial application for consideration with the Police. **Noted.**

8. **FOR DECISION** – To receive costings for an Air Curtain for the Town Hall (Chairman to provide further information on details and costs).

Resolved. It was proposed by Cllr Gold seconded by Cllr D Smith and agreed unanimously to proceed with the purchase of an air curtain (Investigating an auto-cut facility) once discussions are held with the electrician who would install.

9. **FOR DECISION** – To receive any updates on the roof surveys (being completed on the 2nd/3rd August). The Chair had circulated the report.

Resolved. It was proposed by Cllr M Smith seconded by Cllr Gold and agreed unanimously to proceed with an asbestos survey and an updated register, on all Council premises. This would then be brought back to Committee for further consideration.

10. **FOR DECISION** – To give approval for the Bookings Clerk to promote and advertise the complex more extensively (albeit in the newsletter and surrounding villages), with the possibility of visiting other events/facilities.

To also allow the Bookings Clerk to look at other ways to promote our facilities, creating a demand for different things, such as researching other equipment/services that we might consider (for example, bouncy castles for children's parties).

Resolved. It was proposed by Cllr Gold seconded by Cllr Coakley and agreed that the Bookings Clerk be given power to act in order to bring further business into the facilities, and for any travel to be approved prior by the Chair.

11. **FOR DECISION** – For the committee to review the current booking form and make any recommendations (as changes are likely to be needed once the licensing arrangements have been updated). (current form to be circulated).

This item was deferred pending the advice from Licensing Application.
Noted.

PANNIER MARKET

12. **FOR DECISION** – To receive an update following the tenant's inspection held on the 24th July. (Chair to provide information)

The Chair gave an update on the recent inspection, highlighting concerns regarding maintenance issues and fire risk assessments.

Resolved. It was proposed by Cllr D Smith seconded by Cllr Gold and agreed unanimously to proceed with the damp works as quoted by the contractors for Units 12-14. The Clerk would take guidance from our solicitors regarding the Fire Assessments, which may then be followed up with a conversation between the Portreeve and the Fire Brigade.

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

Members had completed a walk around during the earlier OS meeting.

14. ANY OTHER URGENT BUSINESS

- a) Cllr Gold asked for support on Saturday for the Filmshow and Cllr Tolman kindly agreed to help.
- b) It was noted that in due course the Coffee Machine may need replacing.

There being no further business the meeting was moved to a Part II Session.