

## TOWN HALL & PREMISES COMMITTEE

**Date:** 15<sup>th</sup> August 2017

**Time:** After Outside Services

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

**Enquiries:** Town Hall - Tel: 01579 384039

**Chairman** Cllr Dowdall

**Portreeve and Mayor** Cllr M Smith

**Councillors:** BURROWS, COAKLEY, FOX, GOLD, LONG, LUMLEY, D SMITH, TAGG,  
TOLMAN AND WATSON

### AGENDA

**1. APOLOGIES**

**2. MINUTES**

Approval of the minutes of the meeting of Town Hall & Premises Committee 4<sup>th</sup> July 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 for 1<sup>st</sup> Quarter**

### TOWN HALL

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).

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 table. (prices to be circulated)

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.

- 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.

- 8. FOR DECISION** – To receive costings for an Air Curtain for the Town Hall (Chairman to provide further information on details and costs).
- 9. FOR DECISION** – To receive any updates on the roof surveys (being completed on the 2<sup>nd</sup>/3<sup>rd</sup> August).
- 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).

- 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).

#### **PANNIER MARKET**

- 12. FOR DECISION** – To receive an update following the tenant's inspection held on the 24<sup>th</sup> July. (Chair to provide information)
- 13. FOR INFORMATION** – To have a general walk around the Pannier Market (not inside the units).
- 14. ANY OTHER URGENT BUSINESS**

## **Part Two**

- 12. FOR INFORMATION** - To receive any update on the Lone Working procedures and equipment.
- 13. FOR DECISION** – To receive a report from the Surveyors regarding the options to extend/alter the office space.

*Helen Dowdall  
Town Clerk*