

TOWN HALL & PREMISES COMMITTEE

Date: 5th September 2017

Time: After Planning

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 15th August 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

TOWN HALL

6. FOR DECISION – To receive any updates on the approved equipment provisions, as agreed at the last meeting and an update on the Notice Board by the Council Chambers.

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

8. FOR DECISION – To receive a quote from the Operations Manager from a locksmith to change the locking systems in order to reduce the number of keys required.

9. FOR DECISION – To receive any updates on the asbestos survey, if they have been completed by this meeting.

10. **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

11. **FOR DECISION** – To receive an update on the current leasing arrangements with the tenants, following the meeting with Earl & Crocker.
12. **FOR INFORMATION** – To have a general walk around the Pannier Market to review the cobbles and any further repairs. (not inside the units).
13. **ANY OTHER URGENT BUSINESS**

Part Two

14. **FOR INFORMATION** - To receive an update on the current staffing provisions.
15. **FOR DECISION** – To receive any documents on the lone-working procedures, and review any changes that may be needed.
16. **FOR DECISION** – To receive any updates on the designs for the office space, if completed by this meeting.

*Helen Dowdall
Town Clerk
24th August 2017*