

## TOWN HALL & PREMISES COMMITTEE

10<sup>th</sup> October 2017 at 8.40pm

### Minutes

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

#### 1. APOLOGIES

**CLLRS BURROWS, LONG & LUMLEY**

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

**MEMBERS OF THE PUBLIC: 0**

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

#### 2. MINUTES

The minutes of the meeting of 5<sup>th</sup> September 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.

#### 5. FINANCE

##### a) Approval of payments.

**Previously dealt with at the Outside Services meeting.**

##### b) Review of Debtors – The current list was circulated with the projected income for the year. **Noted.**

##### c) Six Month Budget Monitoring (30<sup>th</sup> September) - The Clerk took the Committee through the current spend and committed projects. **Noted.**

#### 6. FOR DECISION – To discuss the aspiration for this committee in preparation for the budget setting process for the precept requirement for 2018/2019.

The Chair took the committee through the aspirations proposed:

Project	Purchase/Installation	Increase on the precept / ongoing running costs
Increase the electricity feed (3 phase)	Through reserves earmarked	£3,000
Roofing	TBC	TBC
Air Curtain	Through reserves earmarked	
Review of the main hall lighting	Through reserves earmarked	£3,000

## **TOWN HALL**

### **7. FOR DECISION – To receive any updates on the approved equipment provisions:**

The boiler has been ordered and due to arrive in the next few weeks.

The complex locks have virtually all been changed. A set of keys will be provided to the Portreeve and Chair of Town Hall & Premises.

### **8. FOR DECISION – To receive any updates on the licensing documentation.**

The Clerk had received a verbal confirmation from Cornwall Council today that our application has been approved.

A discussion then followed on a charge for the use of the license.

**Resolved.** It was proposed by Cllr Dowdall seconded by Cllr Gold and agreed (1 Against) that a charge of £15 per booking (involving alcohol at their event) for use of the license.

### **9. FOR DECISION – To discuss the feasibility of registering the complex as a ‘Safe Place’ for those with learning difficulties.**

Information on this initiative had been circulated prior to the meeting together with a list of establishments that have agreed to register in the town .

**Resolved.** It was proposed by Cllr D Smith seconded by Cllr Gold and agreed that whilst this is a very worthwhile scheme the opening hours of our complex is not conducive with those requiring the service. Often the complex is occupied by private hirers (such as evenings and weekends) who would not be suitably trained to assist, which could lead to confusion and anxiety for those needing help.

**10. FOR DECISION – To receive any updates on the asbestos survey.**

The Chair had circulated the asbestos report prior to the meeting. Work on the high risk areas has been agreed by the Chair & Vice and a contractor appointed to complete the works, costing £650. Regarding the lower risk areas (where asbestos may be evident if the construction is disturbed) the Clerk will seek guidance from Ellis Whitham and Zurich (LCAS) on the best course of action and consult accordingly with the relevant parties.

A discussion then followed on the roofing project and how to proceed with the tender process.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tagg and agreed unanimously that the surveyor is asked to price for the preparation of the tender documents, as a whole site but also split into appropriate sections. This should be based on a fixed price with tender assessment guidance provided.

**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).**

This item was deferred pending the outcome of the licensing application. **Noted.**

**PANNIER MARKET**

**12. FOR DECISION – To receive an update on the current leasing arrangements with the tenants, following the meeting with Earl & Crocker.**

The Clerk gave a report of the current leases and progress to date with Earl & Crocker.

A debate then followed on aligning the leases to the same renewal date. The Clerk would ask Earl & Crocker how workable this would be.

**13. FOR INFORMATION – To have a general walk around the Pannier Market to review the cobbles and any further repairs. (not inside the units).**

The matter will be taken off the agenda for the time being.

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