

TOWN HALL & PREMISES COMMITTEE

9th January 2018 at 6.55pm

Minutes

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

1. APOLOGIES

CLLR FOX, GOLD, D SMITH, M SMITH & WATSON

PRESENT: CLLRS BURROWS, COAKLEY, DOWDALL (CHAIR), LONG, TOLMAN & TAGG

MEMBERS OF THE PUBLIC: 1 MEMBER OF THE PUBLIC

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

2. MINUTES

The minutes of the meeting of 7th November 2017 were approved as a correct record of the proceedings (1 Abstention).

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.

It was proposed by Cllr Coakley seconded by Cllr Tolman and agreed to make the following payments:

Payments for approval 9th January 2018

TH	DD	Corona	TH electricity	354.99	71.00	425.00
FGP	DD	Worldpay	Transactions	15.00		15.00
FGP	DD	Google	Gmail services	55.44		55.44
TH	DD	Booker	Sprite			
			J20			
			Ye Olde Oak Hot Dogs			
			Echo Falls Rose			
			Tribute Cornish Ale			
			Bulmers Cider	63.14	11.97	75.11
OS	10667	R G Julian	Skip Hire	205.00		205.00
TH	10668	Callington Launderette	Laundry	19.00		19.00

TH	10669	Barron Surveyors	PM Survey	650.00	130.00	780.00
TH	10670	EDF	Cemetery Workshop	23.59	1.18	24.77
TH/OS	10671	Biffa	Waste removal	237.24	47.45	284.69
OS	10672	Vincent Tractors	New Kubota Reflector	410.00	82.00	492.00
OS/TH	10673	GB Tool Hire	12 x Fence Panels hire Replacement/collection Heavy Duty Bin Bags Size 12 Medway Boots Large Nitrile Gloves Pine Disinfectant 110 volt Handsaw Hand Towel Toilet Roll			
OS/TH	10674	Trewarthas	Big Blue Roll Varnish Rivets Rivet Gun Mastic Gun Decorating Caulk Pliers 5'6 Field Stakes 7 x bags tarmac Socket & screws WD 40 4'x2' MDF	549.64	109.93	659.57
FGP	10675	SeaDog IT	Dec/Jan news Tech support Remove email R Lumley	156.68	31.34	188.01
FGP	10676	Pat Marshall	First Aid Training	157.50		157.50
TH	10677	CEF	Rocker Switch Circular lid	100.00	9.18	11.01
OS	10678	RBS	Allotment Software	232.00	46.40	278.40
				3238.40	533.11	3770.50

The Clerk circulated details of the following payments, which had been checked and signed by Cllr Tagg and Cllr Long, during the interim period since the last meeting. **Noted.**

TH	DD	Corona	TH electricity Oct	411.91	82.39	494.30
TH	DD	Corona	TH electricity Nov	399.77	79.95	479.72
OS	DD	Allstar	Fuel 15.12.17	48.32	9.66	57.98
OS	DD	Allstar	Fuel 31.12.17	81.86	16.37	98.23
TH	DD	Clear Business	PM electricity	65.36	3.72	69.08

FGP	DD	Three	Mobile phone	41.45	8.29	49.74
TH	DD	SWW	Unit 11 water	48.93	3.99	25.92
TH	DD	SWW	TH water	3.29		3.29
TH	10641	Mayflower Kitchens	Kitchen	2,678.99	535.80	3,214.79
TH	10642	Nathan Behennah	Unit 7 works	487.50		487.50
TH	10643	Mr B Jacketts	Unit 7 works	855.00		855.00
TH	10644	SWW	Unit 19 water	116.40		116.40
TH	10645	T Burnard & Son	Unit 7 works	3,000.00		3,000.00
FGP	10646	Ellis Whittam	Lone Worker training	500.00	100.00	600.00
OS	10647	Saul Plan Services	Grab lorry hire	1,135.00	227.00	1,362.00
TH	10648	Able Print	Sign	165.00	33.00	198.00
TH	10649	SWW	Cemetery water	160.24		160.24
OS	10650	SWW	Allotment water	72.68		72.68
TH	10651	SWW	New Road toilets	532.76		532.76
FGP	10652	St Mary's Church	Donation	575.00		575.00
FGP	10653	St Mary's Church	Church flowers	150.00		150.00
FGP	10654	TAVATA	Subscription	60.00		60.00
TH	10655	Classic Fire East Cornwall	Fire equipt maintenance	164.48	32.90	197.38
OS	10656	Trading	Dewault drill	365.00	73.00	438.00
FGP	10657	BT	Line& maintenance	34.40	6.88	41.28
TH	10658	British Gas	Unit 11 electricity	274.10	54.82	328.92
OS	10659	Travis Perkins	Cement & Scruffs	49.78	9.96	59.74
TH	10660	Duchy Ltd	Window handle for Unit 7	40.00	8.00	48.00
OS	10661	Cormac	Roof Beacon & wiring	254.53	50.91	305.44
FGP	10662	SeaDog IT	Mining news & maintenance	159.50		159.50
TH	10663	Lanes Group	New Road toilets			

				75.00	15.00	90.00
OS	10664	Sparling Recycling	Waste removal	98.12	19.62	117.74
FGP	10665	Pat Marshall	First Aid training	135.00		135.00
				13,239.37	1,371.26	14,583.63

b) Review of debtors

The Clerk circulated details on the current debtors and projected income. **Noted.**

c) Budget Monitoring as at 3rd Quarter

The Clerk went through the outturn as at 31st December 2017 and the level of reserves for this committee. **Noted.**

TOWN HALL

6. **FOR DECISION** – To review the overall Fire Safety Contract – including our supplier, and prices on extending the Fire Alarm coverage into the former units 7,8 &9 of the Pannier Market, and some additional detectors thought-out the complex. **Item deferred.**
7. **FOR DECISION** – To receive a request from Cllr Watson to consider an enhancement to the Licensing charge. **This item will be placed back on the agenda once supporting information is available.**
8. **FOR DECISION** – To receive costings for a creating a kitchen area in the Council Chamber.

Prior to the meeting the Chair had circulated details on the costings and requirements for a new kitchen area. A discussion then followed on various safety aspects; including adequate safety for the hot water tap, suitable flooring and possibly an additional wash hand basin (to meet Environmental Health compliance).

It was noted that the area could be closed off by the existing concertina doors, and therefore doesn't need to be further closed in.

Resolved. It was proposed by Cllr Long seconded by Cllr Coakley and agreed unanimously that a budget of £4,000 be set for this project, funded from the Hire Compliance Earmarked Reserves, and the Clerk and Operations Manager be given power to act.

PANNIER MARKET

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

Updates were provided on outstanding lease documentation. Once these matters have been completed and fees calculated, the balancing rent monies held by the solicitors will be forwarded. **Noted.**

10. **ANY OTHER URGENT BUSINESS**

The Clerk explained the current position with 'Action for Hearing Loss' and her proposal to continue with their existing arrangements, with a further review in three months. **Noted.**

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