

TOWN HALL & PREMISES COMMITTEE

Minutes

7th April 2015 at 6.38pm

1. APOLOGIES

Cllr Tagg, Cllr Smith, Cllr Dowdall, Cllr Mrs Gold, Cllr Lumley and Cllr Long

PRESENT

Cllr Denley (in the Chair), Cllr Mrs Tolman, Cllr Mrs. Coakley, Cllr Williams, Cllr Gist and Cllr Harriman

OFFICERS: Helen Dowdall Town Clerk and Martyn Mortimore (Taking Minutes)

2. MINUTES

The Minutes of the meeting of 3rd March 2015 were approved as a correct record of the proceedings and duly signed.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

NONE

5. FINANCE

a) Approval of payments. It was proposed by Cllr Gist seconded by Cllr Harriman and agreed to make the following payments.

Payments for approval 7th April 2015

OS/TH	DD	Allstar	Fuel	50.04	10.00	60.04
FGP	9292	Cornwall Council	Amendment to Pension cont	173.43		173.43
FGP	9293	Inland Revenue	PAYE & NI	2282.15		2282.15
OS/TH	9294	Cory	Waste collection	78.58	15.72	94.30
OS/TH	9295	ICCM	Membership	90.00		90.00
FGP	9296	Cash	Petty Cash	55.96		55.96
				2730.16	25.72	2755.88

Payments made on 31st March - to be minuted

OS/TH	9279	Cory	Waste collection	118.74	23.75	142.49
TH/FGP	9280	Manton Electrical	Various electrical works	581.28	116.25	697.53
TH/FGP	9281	M Jago	Service of boilers	120.00		120.00
OS/TH	9282	Cormac	Tree works	1995.00	399.00	2394.00
FGP	9283	Peter Pascoe	Mural refurbishing	250.00		250.00
FGP	9284	SECCHN	Annual subscription	10.00		10.00
OS/TH	9285	Travis Perkins	Dense Block	2.48	0.50	2.98
FGP	9286	Bluemoon	Newsletter printing	408.00		408.00
FGP	9287	Martin Luck	Stationery	2.38	0.48	2.86

FGP	9288	CALC	Annual membership	1284.52		1284.52
OS/TH	9289	Cormac	Work on cement mixer	18.91	3.78	22.69
TH	9290	EDF	Workshop/toilet electric	18.00		18.00
FGP	9291	Lawrence Rayment	Defib replacement pads	32.95		32.95
				4842.26	543.76	5386.02

b) Budget Monitoring – The Clerk gave an update. Noted.

c) Review of debtors – The Clerk went through the list of the outstanding debtors to date. **Noted.**

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

The Clerk gave an update on current issues. **Noted**

7. FOR DECISION – Update on One Stop Shop

None

PREMISES

8. FOR DECISION – UPDATE ON LEASES & POTENTIAL INTEREST

The Clerk gave an update on the Maintenance Matters within the Pannier Market Units. **Noted.**

9. FOR DECISION – ANY UPDATES ON MAINTENANCE MATTERS

None.

GENERAL MAINTENANCE & STAFF

10. FOR DECISION – SCHEDULE OF WORKS / STAFF ROTAS

Staff (MM) has asked to purchase new microphone stands and mirror balls to replace damaged items. Annual Safety reports will be carried out shortly. **Noted.**

Resolved it was proposed by Cllr Denley seconded by Cllr Gist and agreed to purchase the required products.

11. ANY OTHER URGENT BUSINESS

- a) A letter is still required to be sent to Oxfam with regards to the bin.
- b) Easter Disco is coming up and more help is required.
- c) Investigate and research for a new projector for the Town Hall

There being no further business the meeting was declared closed at 7.12 pm.