

TOWN HALL & PREMISES COMMITTEE

Minutes

1st September 2015 at 6.30pm

1. APOLOGIES

Cllr Dowdall, Cllr Mrs Coakley, Cllr Mrs Tolman, Cllr Gist, Cllr Smith and Cllr Long

PRESENT

Cllr Denley (in the Chair), Cllr Mrs Gold, Cllr Smith, Cllr Harriman, Cllr Lumley, Cllr Tagg and Cllr Williams

OFFICERS: Clerk and MM

2. MINUTES

The minutes of the meeting of 4th August 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 Tagg seconded by Cllr Lumley and agreed to make the following payments.

FGP	9463	Pridhams	Optical Audio Converter, Blu Ray Player, Projector and Cables	1,214.93	243	1,457.93
OS	9464	John Smith	16" Tube Fitted	15.00	0	15.00
OS	9465	Lynher Training	Cross Cutting & Felling Course for G du P & DP	790	0	790.00
OS	9466	EDF	Workshop & Toilets Electricity	18		18.00
OS	9467	Cormac Solutions	Chapter 8 Course for MM & GduP	210.00	42	252.00
FGP	9468	Mr Stentiford	Honey Fair Town Criers Competition	112.00	0	112.00
THP	9469	MJ Troup	Replace Manhole Covers	4,700.00	940	5,640.00
				7,059.93	982	8,284.93

b) Budget Monitoring – The Clerk went through the current expenditure and commitments, and the predicted year end outturn. A discussion then followed on the current staffing resources.

Resolved. It was proposed by Cllr Harriman seconded by Cllr Lumley and agreed to note the current budget position and approve the recommendations regarding the staffing resources going into the winter season.

c) Review of debtors – The Bookings & Accounts Clerk had circulated the current position with the debtors. **Noted.**

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

The Bookings & Accounts Clerk had prepared and circulated a turnaway report and details on the Booking Income Comparisons (since 2012).

Resolved- It was proposed by Cllr Denley and seconded by Cllr Tagg and agreed to pass on thanks and appreciation to the staff. It was also agreed that additional signage be purchased, namely “No Entrance” notices, to give functions more privacy and discourage the public/other hirers wondering around the building.

A request had been received last week regarding the premises having a license to conduct wedding ceremonies. Some preliminary enquiries had been made regarding the licensing costs which were discussed.

Resolved. It was proposed by Cllr Denley seconded by Cllr Mrs Gold and agreed to not proceed with obtaining such licensing at the current time but to review again in twelve months.

Staff (MM) had completed a thorough stock take in July and the report was circulated for information.

Resolved. It was proposed by Cllr Denley seconded by Cllr Lumley to proceed with the purchase of a fat scrapper for the griddle and permission to replenish the thermos flasks when needed.

7. FOR DECISION – Update on One Stop Shop

None.

PREMISES

8. FOR DECISION – UPDATE ON LEASES & POTENTIAL INTEREST – To receive any updates and approve appropriate action namely:

- a) Castle Chicken has approached the Council requesting a storage area for their waste.

Resolved- It was proposed by Cllr Tagg seconded by Cllr Mrs Gold to grant permission subject to a £250 bond and a yearly rent of £500. The construction of the wooden panelling would be done by staff.

- b) Cllr Denley had received a quote from MJ Troup regarding the replacement pipe and reinstatement of paving at the Pannier Market.

Resolved. It was proposed by Cllr Mrs Gold seconded by Cllr Tagg and agreed to proceed with the works and accept MJ Troup's tender.

- c) Progress with the Police relocation was discussed.

Resolved. It was proposed by Cllr Tagg seconded by Cllr Lumley and agreed for the Clerk to follow up the lease and request a time frame to proceed be no later than 1st January 2016.

- d) Parking in the Pannier Market was discussed. The Clerk is due to meet with Cornwall Council at the end of the month and will get clarification on what enforcements they will be doing in the town.

- e) There has been a noticeable increase in the level of bin bags outside Oxfam again. A further letter would be sent to them.

9. FOR DECISION – ANY UPDATES ON MAINTENANCE MATTERS- To receive any updates on committed works to date and any current issues.

- a) With the Police move pending there is a need to adapt the workshop door. An initial quote has been obtained.

Resolved. It was proposed by Cllr Mrs Gold seconded by Cllr Harriman and agreed to ask for a further quote from a local double glazing company.

- b) The scaffolding around the Council Chamber has now been removed and the area pressure washed by staff. The flower

bed needs some attention but this would be referred to the Town Forum.

GENERAL MAINTENANCE & STAFF

10. FOR DECISION – SCHEDULE OF WORKS / STAFF ROTAS -To discuss any updates on current matters from staff (MM)

- a) Progress is being made on repainting the building when the bookings have been quiet and a discussion followed on the mural in the main hall.

Resolved. It was proposed by Cllr Denley seconded by Cllr Mrs Gold and agreed to put the matter of the mural in the main hall on the agenda for next month.

11. ANY OTHER URGENT BUSINESS

- a) The office had received a request today for banners to be placed on our railings, promoting a local art event. There were no objections providing the banner was taken down promptly.

There being no further business the meeting was declared closed at 7.29pm.