

TOWN HALL & PREMISES COMMITTEE

Minutes

1st March 2016 at 7.20pm

1. APOLOGIES

Cllr Dowdall and Cllr Tagg

PRESENT

Cllr Denley (in the Chair), Cllr Mrs Gold, Cllr Mrs Tolman, Cllr Long, Cllr Mrs Coakley, Cllr Harriman, Cllr Williams, Cllr Smith, Cllr Lumley & Cllr Smith

OFFICERS: Clerk

2. MINUTES

The minutes of the meeting of 2nd February 2016 were approved as a correct record of the proceedings and duly signed.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

Item 5 Cllr Mrs Gold, payment to a family member's employer.

5. FINANCE

a) Approval of payments. It was proposed by Cllr Gist seconded by Cllr Lumley and agreed (1 Abstention) to make the following payments:

Payments for approval 1st March 2016

OS	DD	Allstar	Fuel	£62.04	£12.41	£74.45
OS	9687	RoSPA	Extension of time	£90.00	£18.00	£108.00
OS	9688	Lynher Training	Digger Course	£625.00		£625.00
FGP	9689	SeaDog IT	E Newsletter	£135.00		£135.00
TH	9690	Nisbets	Olympia Flasks	£83.67	£16.73	£100.40
TH	9691	All Gas	Oven repair	£69.00	£13.80	£82.80
FGP	9692	Martin Luck	Stationery	£10.85	£2.17	£13.02
FGP	9693	PO Counters	PAYE & NI	£2,489.34		£2,489.34
OS	9694	Travis Perkins	Wood Screws	£16.30	£3.26	£19.56
FGP	9695	Daniel Thorpe	Computer works	£570.00		£570.00
TH	9696	Tavistock Carpets	Foyer mat	£120.00		£120.00
TH	9697	Nisbets	Pre rinser tap	£143.99	£28.79	£172.78
OS	9698	EDF	Workshop & Toilet	£18.00		£18.00
				£4,433.19	£95.16	£4,528.35

b) Budget Monitoring – The Clerk went through the current position with the budget and the indicative outturn.

Resolved. It was proposed by Cllr Gist seconded by Cllr Smith and agreed that the monitoring be noted, with any underspends at year end be used to finance any damp works and replacement chairs (with the old chairs put into the auction).

c) Review of debtors – The Clerk went through the current position with the debtors, the current income projections and the turnaway report. **Noted.**

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

Staff have reported some concerns regarding the sound system in the main hall during filmshows. Staff would be asked to liaise with the Vice Chair (Cllr Gist) and bring back any suggestions and proposals to the next meeting. **Noted.**

7. FOR DECISION – Update on One Stop Shop

The Clerk gave a report on the meeting held on the 17th February. It was a positive meeting and Cornwall Council is keen to showcase us as a progressive Council, agreeable to embrace the modern style of working and access to services.

Cllr Mrs Tolman kindly agreed to volunteer to act as a liaison with Cornwall Council in terms of assisting the public with learning the signposting service. **Noted.**

PREMISES

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

- a) Police have requested a second permit for the Pannier Market for their other marked vehicle.

Resolved. It was proposed by Cllr Long seconded by Cllr Smith and agreed to grant permission for a second permit.

- b) The tenants in Unit 13 & 14 have been in contact with regards to the current lease.

Resolved. It was proposed by Cllr Gist seconded by Cllr Harriman and agreed that the Clerk be given power to act in consultation with the Chair on this matter.

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

- a) Damp has started to appear on the ceiling in the corridor between the external access door (to get to the flat roof over the office) and committee room. DFR have been out and inspected the area and say it relates to some loose tiles, so our contractor has been asked to inspect the area next week. **Noted.**
- b) Damp has started to appear on the wall behind Unit 11 and Spar's delivery access point. The Flat Roofing contractor has been out and inspected the site and will be providing a written report on his assessment of the area.

Resolved. It was proposed by Cllr Harriman seconded by Cllr Denley and agreed that the Clerk may take legal advice to resolve the situation along with any other outstanding matters.

- c) Quotes have been sought from a number of suppliers to supply seamless guttering around the Pannier Market. Details on the quote provided had been circulated prior to the meeting for consideration.

Resolved. It was proposed by Cllr Smith seconded by Cllr Long and agreed to give the Clerk in consultation with the Chair power to act with the appointed contractor, subject to seeking prices on the remedial expenses in connection with the electricity and telephone cables.

- d) The Chair reported that the additional shelving has been assembled in the workshop.

GENERAL MAINTENANCE & STAFF

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

Nothing to report.

11. ANY OTHER URGENT BUSINESS

- a) Cllr Mrs Gold and Cllr Lumley had received complaints from hirers regarding lighting in the Council Chamber, namely the poor visibility of the projector screen during the day, as the current

blinds do not adequately block out the light. The curtains would be rehung and pricing for blackout blinds would be investigated.

Noted.

b) Cllr Long circulated details on the Hate Crime campaign.

There being no further business the meeting was declared closed at
7.50pm