

TOWN HALL & PREMISES COMMITTEE

Minutes

10th May 2016 at 7.15pm

1. APOLOGIES

Cllr Dowdall and Cllr Harriman

PRESENT

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

1 Member of the Public

OFFICERS: Clerk

2. MINUTES

The minutes of the meeting of 12th April 2016 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 Tagg and agreed to make the following payments:

Payments for approval 10th May 2016

TH	DD	Opus	TH electricity	£283.17	£56.63	£339.80
OS	DD	Allstar	Fuel	£164.93	£32.99	£197.92
FGP	DD	BT	Phone/Broadband	£756.12	£151.22	£907.34
TH	DD	British Gas	PC electricity	£762.83	£152.56	£915.39
OS	9766	Plymcrete	Disabled ramp L/son Rd	£510.66	£102.13	£612.79
OS	9767	Travis Perkins	Cuprinol	£16.33	£3.27	£19.60
TH	9768	Callington Launderette	Table Cloths	£18.00		£18.00
OS/TH	9769	GB Tool Hire	Miscellaneous	£976.47	£195.29	£1,171.76
OS	9770	R G Julian	Skip Hire	£390.00		£390.00
FGP	9771	RBS Software	Support/Maintenance	£113.00	£22.60	£135.60
FGP	9772	Martin Luck	Stationery	£44.48	£8.90	£53.38

FGP	9773	Travis Perkins	Timber	£84.57	£16.91	£101.48
OS	9774	Helping Hand	Rubbish Grabbers	£52.80	£10.56	£63.36
TH	9775	EDF Energy	Chapel	£631.00		£631.00
OS	9776	Big Wheelers	Trailer retest	£208.33	£41.67	£250.00
OS	9777	No Mix Enviro	Pesticide	£1,504.40	£300.88	£1,805.28
FGP	9778	Bluemoon	June newsletter	£376.00		£376.00
TH	9779	Armada Seamless Gutters	PM Guttering	£6,056.00		£6,056.00
FGP	9780	South & West Audit	Internal audit	£375.00		£375.00
TH	9781	OCS Group Ltd	Waste collection	£110.76	£22.15	£132.91
OS	9782	Smallridge Bros	Miscellaneous	£67.82	£13.56	£81.38
TH	9783	Colins of Callington		£3.99		£3.99
OS/TH	9784	Trewarthas	Miscellaneous	£386.15	£77.23	£463.38
OS	9785	Mole Valley Farmers	Chainsaw accessories	£49.05	£9.81	£58.86
FGP	9786	SeaDog IT	IT services	£166.20		£166.20
OS	9787	Cormac Solutions Ltd	Hire charges	£47.97	£9.59	£57.56
OS	9788	Cormac Solutions Ltd	Machinery servicing	£1,799.68	£359.94	£2,159.62
				£15,955.71	£1,587.89	£17,543.60

- b) **Review of debtors** – The Clerk went through the current position with the debtors, the current income projections and the turnaway report. Thanks and appreciation would be passed on to the staff. **Noted.**

TOWN HALL

6. FOR DECISION – Update on any Town Hall matters

Nothing to report.

7. FOR DECISION – Update on One Stop Shop

The Clerk had met with Earl & Crocker regarding the documentation sent through from Cornwall Council, and she went through the queries and concerns raised by Mr Earl.

Resolved. It was proposed by Cllr Gist seconded by Cllr Lumley and agreed for the Clerk to continue proceedings, with due consideration for the Earl & Crocker's recommendations (Cllr Long abstained from this item).

PREMISES

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

- a) The Police officers will be moving in to Unit 11 tomorrow and enquired whether we could provide a cleaning service.

Resolved. It was proposed by Cllr Mrs Coakley seconded by Cllr Long and agreed that the Clerk could enter into discussions.

- b) Parking has been an ongoing problem in the Pannier Market but the matter has become worse.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed that the Clerk would be given power to act in obtaining a quote from Cormac to mark out all the parking bays with numbers, and have the bays allocated accordingly, with a cycle rack at the entrance delineated 'cycles'.

- c) BT have provided a quote to complete the necessary works by the Adult Learning Centre.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed to give the Clerk in consultation with the Chair, Vice and Portreeve power to act in order to rectify this solution.

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

None.

GENERAL MAINTENANCE & STAFF

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

There is a suggestion that sealable boxes are used to stock control the cutlery and to alleviate potential problems with cutlery being stored which hasn't been adequately cleaned.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed to proceed with the idea.

11. ANY OTHER URGENT BUSINESS

- a) Cllr Smith and Cllr Mrs Gold discussed the idea of a film feast to coincide with the festival week. A decision was needed tonight in order to have an article in the next Newsletter.

Resolved. It was proposed by Cllr Long seconded by Cllr Gist and agreed to support the idea, with a nominal entrance fee (£1 per

person). Details on the full costs would be discussed at the Finance & General Purposes meeting.

- b) Cllr Mrs Coakley reported that Oxfam have received a large water bill. She was advised to report the matter to SW Water and have their meter monitored to see whether there may be a leak.
- c) Cllr Mrs Tolman mentioned the TV in the bar area, and that it be turned off when not in use. **Noted.**
- d) Everyone was reminded about the Civic Service on Sunday.
- e) Cllr Mrs Gold invited everyone to the WI Garden Party on the 11th June, ticketed priced at £5.50 per person.

There being no further business the meeting was closed at 7.56pm.