

# TOWN HALL & PREMISES COMMITTEE

## Minutes

5<sup>th</sup> July 2016 at 7.05pm

### 1. APOLOGIES

Cllr Dowdall & Cllr Mrs Tolman

### PRESENT

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

**OFFICERS:** Clerk

### 2. MINUTES

The minutes of the meeting of 7<sup>th</sup> June 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** - None

**b) Review of debtors** – The Clerk went through the current position with the debtors. **Noted.**

## TOWN HALL

### 6. FOR DECISION – Update on any Town Hall matters

Nothing to report.

### 7. FOR DECISION – Update on One Stop Shop

The Portreeve and Clerk had a meeting yesterday with an officer regarding plans to date. We are still awaiting sign off by the directors, which is generally a four week process.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Smith and agreed unanimously that until sign-off has been completed, quarterly invoices are still submitted to Cornwall Council for hosting the existing One Stop Shop arrangements.

## **PREMISES**

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

a) The Chair & Vice has inspected Units 4&5 earlier today to assess a damp issue.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Long and agreed to purchase a trickle fan, additional heater and remedial electric works to address the problems.

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

Nothing

## **GENERAL MAINTENANCE & STAFF**

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

Nothing

- 11. ANY OTHER URGENT BUSINESS**

a) A decision then followed on the revised schedule of meetings, with a suggestion from the Chair that this committee meets after Full Council each month. The matter would be deferred until December once the six month review has been done on the changes to the Outside Services.

b) The Clerk will be away for the August meeting and will not be able to take the minutes.

**Resolved.** It was proposed by Cllr Mrs Gold seconded by Cllr Long and agreed that the August meeting be scheduled as normal with the option to cancel, and Cllr Mrs Gold would kindly take the minutes in the Clerk's absence.

There being no further business the meeting was closed at 7.25pm.