

TOWN HALL & PREMISES COMMITTEE

5th September 2017 at 6.45pm

Minutes

(Please note that all Councillors are now members of the Town Hall & Premises Committee.)

1. APOLOGIES

CLLRS BURROWS, LONG, LUMLEY, TAGG AND WATSON

PRESENT: CLLRS COAKLEY, DOWDALL (CHAIR), FOX, GOLD, D SMITH, M SMITH & TOLMAN

MEMBERS OF THE PUBLIC: 0

OFFICER: HELEN DOWDALL (CLERK) & GEORGE DU PLESSIS (OPERATIONS MANAGER)

2. MINUTES

The minutes of the meeting of 15th August 2017 were approved as a correct record of the proceedings.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

Cllr Coakley, volunteer at Oxfam

5. FINANCE

a) Approval of payments.

Resolved. It was proposed by Cllr Fox seconded by Cllr M Smith and agreed to make the following payments:

Payments for approval 5th September 2017

TH	DD	SWW	TH Water	£34.94		£34.94
TH	DD	SWW	Unit 11 Water	£64.93		£64.93
FGP	10465	PO Counters Ltd	PAYE & NI	£3,137.61		£3,137.61
OS	10466	G du Plessis	Perspex Sheet	£38.47	£7.70	£46.17
TH	10467	Callington Launderette	Laundry	£15.40		£15.40
TH	10468	Filmbank Media	Smurfs	£133.00	£26.60	£159.60
FGP	10469	Northgate Vehicle Hire	Vehicle Hire	£315.05	£63.01	£378.06

OS	10470	Cormac Solutions Ltd	Hire Charges	£47.97	£9.59	£57.56
OS	10471	Glasdon	Bins & Seats	£211.78	£42.36	£254.14
TH	10472	Frost Electrical	Stage lighting	£60.00		£60.00
TH	10473	Clear Business	PM electricity	£22.15		£22.15
TH/OS	10474	Biffa	Waste removal	£316.68	£63.34	£380.02
TH	10475	Tamar Koffi	Coffee machine	£172.30	£6.99	£179.29
OS	10476	Nomix Enviro	Cleaner & Log Book	£117.00	£23.40	£140.40
OS	10477	SWW	Saltash Road Rec	£28.42		£28.42
TH	10478	SWW	New Road PCs	£477.91		£477.91
TH	10479	SWW	Unit 19	£115.96		£115.96
TH	10480	SWW	Chapel/Cemetery	£159.80		£159.80
				£5,469.37	£242.99	£5,712.36

b) Review of Debtors – Two outstanding items which the officers have in hand. **Noted.**

TOWN HALL

- 6. FOR DECISION** – To receive any updates on the approved equipment provisions, as agreed at the last meeting and an update on the Notice Board by the Council Chambers.

Air Curtain

Prior to the meeting the Chair had circulated an update on the electrical works necessary for the installation of the air curtain.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Coakley and agreed unanimously that the purchase of the air curtain be deferred for six months, and at that point to discuss the overall electrical upgrading of the entire hall complex. Meanwhile, staff would be asked to keep any comments from hirers about the temperature of the facilities.

Freezer

This matter has been put on hold until the Fire Inspection has been completed and guidance provided from the Fire Consultant. **Noted**

Water Boiler

The Chair explained the measurements for the new water boiler and a lively discussion then followed on suitable tea pots.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Tolman and agreed unanimously to proceed with the installation of the proposed water boiler and permission for the Operations Manager to purchase new tea pot(s) that fit well beneath the boiler.

Advice from the Fire Officer regarding Units 12-14

The Chair gave an update on some recommendations by the Fire Officer for additional items, which as a responsible landlord we should consider. The Clerk has also had the matter confirmed with the insurers.
Agreed.

Notice Board

The purchase and installation of a new Notice Board (supported by the Lions Club) has been put on hold, pending the completion of the Police phone box. The Clerk would pursue this matter with the Police.

7. **FOR DECISION** -To receive any updates on the licensing documentation, following the pre-application advice from Cornwall Council. (Clerk to provide information if available).

The Clerk reported that the application has now been submitted and public notices are in circulation. The Chair explained that some hirers may be asked to get Temporary Licenses whilst we are in the interim period, if their events are not compliant with the existing license arrangements. **Noted.**

8. **FOR DECISION** – To receive a quote from the Operations Manager from a locksmith to change the locking systems in order to reduce the number of keys required.

A discussion was had on the benefits of a new locking systems, namely for fire safety and evacuation purposes.

Resolved. It was proposed by Cllr Gold seconded by Cllr Coakley and agreed unanimously to proceed with the new system and for key holders to sign a register in order retain a paper trail of where/who has the keys.

9. **FOR DECISION** – To receive any updates on the asbestos survey, if they have been completed by this meeting.

There was nothing to report at this stage but will bring their findings to the next relevant meeting. **Noted.**

10. **FOR DECISION** – For the committee to review the current booking form and make any recommendations (as changes are likely to be needed once the licensing arrangements have been updated). (current form to be circulated).

This item was deferred pending the outcome of the licensing application. **Noted.**

PANNIER MARKET

- 11. FOR DECISION** – To receive an update on the current leasing arrangements with the tenants, following the meeting with Earl & Crocker.

The Clerk gave a report of the current leases and progress to date with Earl & Crocker.

A lively debate then followed on the level of expenditure committed in recent months with the upgrading to the units, and whether this should be reflected in the rents.

Resolved. It was proposed by Cllr D Smith seconded by Cllr Tolman and agreed that as leases are renewal and/or units become available the level of rent should be reviewed by the Committee, in line with a potential new policy (which will be prepared by Cllr Fox), but to continue as we are with the existing leases.

- 12. FOR INFORMATION** – To have a general walk around the Pannier Market to review the cobbles and any further repairs. (not inside the units).

The matter was deferred.

- 13. ANY OTHER URGENT BUSINESS**

Prior to the meeting the Chair had circulated a proposal from Cllr Watson concerning a more coherent plan for the next four years.

A heated discussion then proceeded regarding the current maintenance issues, the use of reserves and the benefits of a longer term programme.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Fox and agreed unanimously to give Cllr Watson the opportunity to develop a medium to long term plan, if he wishes to, and for him bring it back to committee for consideration, but in the meantime the business will continue as normal and works already agreed to proceed.

There being no further business the meeting was moved to a Part II Session.