

## TOWN HALL & PREMISES COMMITTEE

7<sup>th</sup> November at 2017 at 6.55pm

### Minutes

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

#### 1. APOLOGIES CLLR BURROWS

**PRESENT: CLLRS COAKLEY, DOWDALL (CHAIR), FOX, GOLD, LONG, D SMITH, M SMITH, TOLMAN, TAGG AND WATSON**

**MEMBERS OF THE PUBLIC: 2 MEMBERS OF THE PUBLIC  
OFFICER: HELEN DOWDALL (CLERK) & GEORGE DU PLESSIS (OPERATIONS MANAGER)**

#### 2. MINUTES

The minutes of the meeting of 10<sup>th</sup> October 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.

#### **Extraordinary Item – Letter from Memory Café**

Two representatives from the Memory Café were in attendance following their recent letter, to discuss the hire provisions for the Council Chamber.

The Chair then led a discussion on the facilities provided and access to kitchen equipment for such bookings. It was recognized by all parties that the access to the kitchen and crockery cupboard for three independent hirers (main hall, council chamber and committee room) can prove challenging at times.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Gold and agreed that for the next few months the Memory Café are to provide a list of their crockery requirements to the Bookings Clerk, and book the room from 1.30pm onwards. In the meantime, the Chair, OM and

Clerk are given power to act to price up a kitchen station for the Council Chamber.

## 5. FINANCE

### a) Approval of payments.

It was proposed by Cllr Long seconded by Cllr D Smith and agreed unanimously to approve the following payments:

### Payments for approval 7th November 2017

FGP	DD	Google	Email services	55.44		55.44
OS	DD	Allstar	Fuel	80.63	16.13	96.76
TH	DD	British Gas	Town Hall	201.26	10.06	211.32
FGP	10539	PO Counters	Stamps	177.00		177.00
TH	10540	Launderette	Tablecloths	35.50		35.50
TH	10541	Classic Fire	Service	194.00	38.80	232.80
FGP	10542	Zurich	Inspection Contract	169.60		169.60
FGP	10543	SeaDog IT	Website	11.25		11.25
FGP	10544	SLCC	CiLCA	250.00		250.00
FGP	10545	Cumbria Clock Co	Servicing	140.00	28.00	168.00
TH/OS	10546	Biffa	Waste removal	548.58	109.72	658.29
OS/TH	10547	EDF	Electricity	41.17		41.17
FGP	10548	Fire Station	Grant	1,200.00		1,200.00
OS	10549	T S McMahon	Tree removal	385.00		385.00
FGP	10550	Grant Thornton	Annual Return	1,200.00		1,200.00
OS	10551	RBS	Allotment Software	116.20	23.20	139.20
TH	10552	Liquidline	Maintenance Contract	125.00	25.00	150.00
OS	10553	Smallridge Bros	Tractor hire	192.50	35.00	227.50
OS	10554	G duPlessis	Fuel	20.00		20.00
TH	10555	Paul & Papworth	TH drawings	165.00		165.00
TH	10556	Pridhams	Cables/Vacuum	56.63	11.32	67.95
OS/TH	10557	Biffa	Waste removal	219.24	43.85	263.09
TH/OS	10558	Biffa	Waste removal	18.00	3.60	21.60
OS	10559	Travis Perkins	Various	59.21	11.84	71.05
TH	10560	OCS Group	Waste removal	117.24	23.45	140.69
OS	10561	Sparling Recycling	Waste removal	130.08	26.02	156.10
FGP	10562	Richard White	Town Clock	4,710.00		4,710.00
OS/TH	10563	GB Tool Hire	Various	621.75	124.35	746.10
FGP	10564	Complete Business	Stationery	63.94	12.79	76.73
FGP	10565	Complete Business	Stationery	12.42	2.48	14.90
				11,316.64	545.61	11,862.04

b) **Review of Debtors** – The current list was circulated with the projected income for the year. **Noted.**

6. **FOR DECISION** – To revisit the budget aspirations for this committee taking in consideration the request from the Portreeve to consider an overall increase of 3.97% which would generate approx. £13,000. Proposals, from this committee, presented to Full Council have included:

Project	Purchase/Installation	Increase on the precept / ongoing running costs
Increase the electricity feed (3 phase)	Through reserves earmarked	£3,000
Roofing	TBC	TBC
Air Curtain	Through reserves earmarked	
Review of the main hall lighting	Through reserves earmarked	£3,000

A lively debate then followed on making financial provisions for future projects and the impact of current precept.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Coakley and agreed to reduce the rise on the precept from £6,000 for this committee to £3,000 (for the Main Hall lighting). (6 Support, 3 Against and 1 Abstention).

**It was also noted that the Devolution of the Library Service has still be discussed and agreed, which may have financial implications on the budget.**

## TOWN HALL

7. **FOR DECISION** – To receive any updates on the approved equipment provisions.

The OM has met with our Fire Consultant, as part of the annual inspection, and discussed the idea of the freezer moving in to the crockery cupboard. This would require additional fire precautionary arrangements and these costings would be brought back to the next meeting for consideration.

A discussion then followed on the use of a plastic curtain (rather than an air curtain) for the main hall entrance, off New Road.

**Resolved.** It was proposed by Cllr M Smith seconded by Cllr Gold and agreed for the Chair to circulated further details on the plastic curtain.

**8. FOR DECISION -To receive any updates on the licensing documentation.**

The Premises License is now in operation and the Clerk suggested that additional staff obtain their Personal License, in enhance awareness and appreciation of the Licensing Laws. It was agreed the Operations Manager and Relief Caretaker obtain their Personal License.

**9. 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).**

The Chair and Clerk went through the current booking form and the need to put more focus and attention on the licensing arrangements, and the delegation of responsibility particularly for the alcohol. The Clerk went through different scenarios when the Premises License would or would not be required. These would not be circulated or put on the website, as each booking may have its own unique requirements, and could lead to confusion or assumptions being made about the Licensing Laws.

It was recognised that the hirer and the person actually serving alcohol at events could often be different parties. For that reason, the T&Cs for the Premises License would be addressed twice, once at the time of making the booking to make the hirer aware of the requirements, so they can make the necessary arrangements. Then again, with the person serving the alcohol, so they can be granted permission and then delegated responsibility. The caretaker would need to arrange for the licensing documentation to be signed and prepared, and this paperwork would then be put on a notice board at the time of the event.

**Resolved.** It was proposed by Cllr Dowdall seconded by Cllr Mark Smith and agreed that a set of the Premises License documentation would be made available for the committee at the next meeting, for information.

**10. FOR INFORMATION – To receive any guidance from Ellis Whitham and Zurich (LCAS) on the best course of action and consultation with regarding the Asbestos Survey.**

Guidance from Ellis Whitham had been received and appropriate action taken, namely, staff refreshed on the relevant section in the H&S handbook, clear labelling where necessary, contractor forms completed. **Noted.**

## **PANNIER MARKET**

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

Cllr Coakley left the room for the discussion on the Oxfam.

The Chair gave an update on the Oxfam lease and the discussions with the solicitors.

Mr Earl had come back with his thoughts on aligning the leasings. No further action would be taken at this stage.

### **12. ANY OTHER URGENT BUSINESS – Update on the Kelly Bray defib.**

The contract to adopt the Kelly Bray phone box in Station Road, for the purposes of housing the defib (which is currently located at the pub), had been circulated prior to the meeting.

**Resolved.** It was proposed by Cllr M Smith seconded by Cllr Fox and agreed unanimously to proceed with the contract.

Cllr Gold and OM had attended the recent photoshoot with the Primary School for the new mural in the New Road bus shelter. Thanks and praise would be sent to the school for all their efforts. The mural had been designed and created by each year group of the school. Each picture portrays Kit Hill but in the style of seven famous artists that the pupils have studied.

Cllr Watson asked for an update on the notice board by the Council Chamber. The matter would be discussed again with the Lions Club, who have kindly agreed to sponsor one, now that the Police phone has finally been installed.

The OM left the meeting.

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