

TOWN HALL & PREMISES COMMITTEE

6th February 2018 at 7.03pm

Minutes

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

1. APOLOGIES

CLLR BURROWS AND GOLD

PRESENT: CLLRS COAKLEY, DOWDALL (CHAIR), FOX, LONG, MORGAN, D SMITH, M SMITH, TOLMAN, TAGG & WATSON

MEMBERS OF THE PUBLIC: 0

OFFICER: HELEN DOWDALL (CLERK)

2. MINUTES

The minutes of the meeting of 9th January 2018 were approved as a correct record of the proceedings. (5 Abstentions)

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.

None.

5. FINANCE

a) Approval of payments

Resolved. It was proposed by Cllr Tolman seconded by Cllr Tagg and agreed to approve the following payments:

Payments for approval 6th February 2018

OS	DD	Allstar	Fuel	122.43	24.48	146.91
FGP	DD	Google	G Suite	56.04		56.04
OS/TH	10718	R G Julian	Skip Hire	205		205
TH	10719	Brian Jacketts	Work to PM unit	812.5		812.5
TH	10720	N Behennah	Work to PM unit	637.5		637.5
TH	10721	Pridhams	Fridge	159.99		159.99
OS	10722	East Cornwall Trading	Saws and blades	231.93	46.39	278.32

		East Cornwall Property				
TH	10723	Care	Fit letter box to unit 19			
			Prep for water heater	103		103
OS	10724	Mole Valley Farmers	Nipple, IBC Swivel-IT	11.8	2.36	14.16
OS	10725	Seton	Security Cupboard	414.95	82.99	497.94
OS	10726	Travis Perkins	Plywood and Timber	215.15	43.03	258.18
TH	10727	T Burnard & Son	Unit 7-9 conversion	5,159.34		5,159.34
FGP	10728	Complete Business	A4 Laminate Pouches	12.95	2.59	15.54
			New Combined			
FGP	10729	Ellis Whittam	Services	2,500.00	500	3,000.00
			E Learning Site	215	43	258
			Insurance	88.80		88.80
OS	10730	Bond Timber	Wood	37.06	7.41	44.47
				10983.44	752.25	11735.69

b) Review of debtors - None

TOWN HALL

6. FOR INFORMATION – Update on progress with the office refurbishment works in the former pannier market Units 7,8 and 9.

The Chair went through the report prepared by the Operations Manager. Works are virtually completed with some minor snagging items to be finished off by the electrician and builder, namely relating to the heaters, a plug for the fridge and door stops.

Work is still in progress with the fire consultants.

It was noted that the Operations Manager had managed the project really well.

Cllr M Smith requested that the new rooms have signage.

Cllr Watson asked if the room, adjacent to the Council Chamber, could now have a glass panelled door. This led to a discussion about a similar door between the Committee Room and the new kitchen station. Costings for two new glass panelled door would be sought and brought back to committee for consideration. In the meantime, 'In Use' signs to be used.

The kitchen station for the Council Chamber has started today, with installation of the units. The water feed and drainage is scheduled to be completed over the next week. Cllr Tolman suggested that an article be written about the enhanced services, once the works have been completed. **Noted.**

PANNIER MARKET

- 7. FOR DECISION** – To receive an update on the refurbishments works in Units 13 & 14.

The majority of the works have been completed on schedule, including a full electrical refit and the relining of the lower section of the building. Some minor works still need to be completed, namely lighting related and repairs to external window sills.

The Chair asked that any metal in the storage area be removed.

Cllr Fox asked that an item be put on the agenda for the next meeting to discuss the long term future aspirations of the Pannier Market. It was agreed that this would be placed as a Part II item, in the meantime he would kindly prepare an initial brief.

8. ANY OTHER URGENT BUSINESS

Cllr Watson asked for an update on the roofing project. The Chair confirmed that the contract had been awarded, the anticipated start date and duration of the works. Once a definitive start date has been agreed with the contractor, the tenants and neighbours would be notified.

Cllr M Smith asked that a similar item to that proposed by Cllr Fox (under item 7) be put on the agenda for the next meeting regarding the long term aspirations of the Town Hall complex.

Part Two – Commercially Sensitive. It was proposed by Cllr Dowdall seconded by Cllr Coakley and agreed to move to a Closed Session at 7.30pm.

- 9. FOR INFORMATION** – To receive any updates (if available) on negotiations regarding land in New Road.

No information available.

- 10. FOR DECISION** – To receive any update on the current leasing arrangements with the tenants.

The Clerk had circulated details prior to the meeting for consideration. Noted.

There being no further business the meeting was closed at 7.38pm.