

TOWN HALL & PREMISES COMMITTEE

10th April 2018 at 6.55pm

Minutes

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

1. APOLOGIES

CLLRS BURROWS, GOLD, MORGAN & TAGG

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

MEMBERS OF THE PUBLIC: 1

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

2. MINUTES

It was proposed by Cllr Long seconded by Cllr M Smith and agreed that the minutes of the meeting of 6th March 2018 be 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.

None.

5. FINANCE

a) Approval of payments

It was proposed by Cllr Long seconded by Cllr Coakley and agreed to approve the following payments;

Payments for approval 10th April 2018

OS	DD	Allstar	Fuel	37.89	7.58	45.47
TH	DD	Corona	Electricity	382.63	76.52	459.15
TH	DD	British Gas	PCs	69.37	3.46	72.83
OS/TH	10811	Trewarthas	Valve, staples, paintbrush, glue,			

			ant stations	29.03	5.81	34.83
OS/TH	10812	GB Tool Hire	Janitorial supplies, waterproof trousers, wellies, gloves, chemical gauntlet	735.99	147.20	883.19
OS	10813	Cormac	Machine services, tractor wheel change	1239.02	247.80	1486.82
FGP	10814	BT	Workshop line	29.30	5.86	35.16
OS/TH	10815	Biffa	Waste collection	246.24	49.25	295.49
OS	10816	EDF	Cemetery workshop electricity	26.70		26.70
FGP	10817	Zurich Minicipal	Insurance premiums	7107.36	1424.47	8528.83
FGP	10818	Saltash TC	Code of Conduct training	125.00		125.00
TH	10819	Pridhams	Audio & HDMI cables	16.65	3.33	19.98
TH	10820	British Gas	Unit 11 electricity	304.56	60.91	365.47
FGP	10821	Cornwall ALC Ltd	Annual membership	1293.01	180.68	1473.69
FGP	10822	SLCC	Regional Training	75.00	15.00	90.00
FGP	10823	Daniel Thorpe	IT repairs, checks and backups	150.00		150.00
TH	10824	Barron Surveying	Surveyors fees	747.48	149.50	896.98
TH/OS	10825	Seton	First Aid supplies	191.44	38.29	229.73
		Complete				
FGP	10826	Business	Stationery	76.28	15.26	91.53
FGP	10827	SeaDog IT	E-newsletter, hosting etc	275.42	55.08	330.50
FGP	10828	CPC	Monitors & Stands	61.68	12.34	74.02
FGP	10829	LRM Planning	Neighbourhood Plan	1602.60	320.52	1923.12
FGP	10830	Essa	Camera repairs	400.00	80.00	480.00
OS	10831	Sparling	Waste removal	403.64	80.73	484.37
FGP	10832	Tamar Koffi	Milk for coffee machine	56.95		56.95
TH	10833	Launderette	Table cloths	26.00		26.00
FGP	10834	ICCM	Membership	90.00		90.00
				15799.24	2979.59	18775.81

b) Review of debtors – The Clerk had circulated the current debtor schedule prior to the meeting and the Turnaway Report and Income Comparison for the year was presented at the meeting. **Noted.**

The Chair asked for a final outturn report for the next meeting. **Noted.**

TOWN HALL

6. FOR INFORMATION – To receive any updates on maintenance issues.

The Operations Manager gave a brief verbal update, explaining the main outstanding items are electrical works. The Clerk circulated the letter from Ofcom regarding the variation to our business radio licence (a copy has provided to CARS, our local radio club that hire the facilities). **Noted.**

7. FOR DECISION – Clerk to give an update on the bookings and quarterly review of the Action for Hearing use of the foyer.

The Clerk explained that there are number of forthcoming bookings and thanks would be given to the staff, for their efforts.

The Action for Hearing Group would like to continue the use of the foyer for another quarter; there were no objections to this.

PANNIER MARKET

8. FOR DECISION – To receive an update on the roofing project.

The Chair gave a verbal update on the project and explained that some rotten timbers had been found by the contractors.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Fox and agreed that the Chair & Vice be given power to act in order get any remedial works expedited.

9. ANY OTHER URGENT BUSINESS

The Portreeve gave an update on the Community Day and feedback from groups. A discussion then followed on providing a standardised booking procedure and how the spaces are allocated, to avoid any misunderstandings.

Resolved. It was proposed by Cllr Long seconded by Cllr M Smith and agreed unanimously that the Chair liaise with staff about providing a set of guidelines for such community events, and bring back to this Committee for consideration.

It was proposed by Cllr Long seconded by Cllr D Smith and agreed to move into a Part Two Part Two – Commercially Sensitive – Session. 7.05pm

The Clerk would resend the CALC guidance on Part Two Sessions to all Councillors.

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

The Portreeve explained the current position with the valuation from Kivells.

Resolved. It was proposed by Cllr Long seconded by Cllr D Smith and agreed that the Portreeve and Chair have power to act to receive a further independent valuation from the vendor, in order to progress negotiations and to formulate an overall project proposal, based on the whole site.

11. **FOR DECISION** – To receive any updates from the Working Party regarding the long term aspirations of the Town Hall Complex (brief to be prepared by Cllr M Smith)

A meeting of the Working Party has yet to be held.

Resolved. It was proposed by Cllr M Smith seconded by Cllr Fox and agreed unanimously that the Operations Manager be invited to the group.

There being no further business the meeting was declared closed at 7.23pm.