

TOWN HALL & PREMISES COMMITTEE

5th June 2018 at 7.20pm

MINUTES

1. ELECTION OF CHAIR

RESOLVED. It was proposed by Cllr Long seconded by Cllr Gold and agreed unanimously to nominate Cllr Dowdall as Chair of the Committee for the municipal year 2018/2019.

2. ELECTION OF VICE CHAIR

RESOLVED. It was proposed by Cllr Fox seconded by Cllr Tolman and agreed unanimously to nominate Cllr M Smith as Vice Chair of the Committee for the municipal year 2018/2019.

3. APOLOGIES

CLLRS BURROWS & COAKLEY (ATTENDING A CARNIVAL MEETING)

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

MEMBERS OF THE PUBLIC: 2

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

PART TWO – It was agreed that the meeting could move into a part two commercial sensitive session at 7.20pm.

Item 11 - A presentation was given by Tamar Grow Local about their business. Their representative then left the meeting.

The meeting was reconvened and opened again to the Public.

4. MINUTES

It was proposed by Cllr Fox seconded by Cllr Tolman and agreed that the minutes of the meeting of 10th April 2018 be approved as a correct record of the proceedings. (7 Support, 0 Against and 3 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.

Cllr M Smith item 5A, going on a Twinning Trip.

5. FINANCE

a) Approval of payments

Resolved. It was proposed by Cllr Long seconded by Cllr Tagg and agreed (1 Abstention, Cllr M Smith) to approve the following payments:

Payments for approval 5th June 2018

| | | | | | | |
|-----|-------|--------------------------|----------------------------|------------------|-----------------|------------------|
| OS | DD | Allstar | Fuel | 114.51 | 22.90 | 137.41 |
| FGP | DD | Google | Gsuite Google Cloud | 71.28 | | 71.28 |
| FGP | 10896 | SeaDog IT | E-Newsletter, tech support | 160.00 | | 160.00 |
| FGP | 10897 | CADTA | Mayor's Twinning Visit | 55.00 | | 55.00 |
| OS | 10898 | Rising Sun Nurseries | Plants & Water Gel | 108.88 | | 108.88 |
| TH | 10899 | Callington Launderette | Tea towels/tablecloths | 44.00 | | 44.00 |
| TH | 10900 | Callington Cycles | Wheelchair service | 10.00 | | 10.00 |
| TH | 10901 | Pridhams | Light bulb | 3.32 | 0.67 | 3.99 |
| TH | 10902 | Nisbets | Crockery | 168.91 | 33.78 | 202.69 |
| TH | 10903 | Manton Electrical | Red Panda works | 496.30 | 99.26 | 595.56 |
| OS | 10905 | Travis Perkins | Staff work wear | 36.00 | 7.20 | 43.20 |
| TH | 10906 | SSE | Unit 4 & 5 electricity | 31.42 | | 31.42 |
| TH | 10907 | SSE | Unit 4 & 5 electricity | 62.43 | | 62.43 |
| FGP | 10908 | Filmbankmedia | Ferdinand | 133.00 | 26.60 | 159.60 |
| FGP | 10909 | Trelawney Fire | CCTV maintenance | 99.00 | 19.80 | 118.00 |
| OS | 10910 | BCW | Grass cutting signs | 413.82 | 82.76 | 496.58 |
| FGP | 10911 | Bluemoon Print | June newsletter | 362.00 | | 362.00 |
| TH | 10912 | South Hams Building Co | Stage 3 payment | 15,345.94 | 3,069.19 | 18,415.13 |
| FGP | 10913 | Women Supporting Charity | Civic Refreshments | 340.00 | | 340.00 |
| OS | 10914 | Cormac Solutions | Repairs | 22.95 | 4.59 | 27.54 |
| FGP | 10915 | LRM Planning Ltd | NP preparation | 340.00 | 68.00 | 408.00 |
| | 10916 | Inland Revenue | PAYE and NI for May | 3,228.02 | 0.00 | 3,228.02 |
| | | | | 21,646.78 | 3,434.75 | 25,080.73 |

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

c) Final Outturn for 2017/2018. The outturn and use of reserves for 2017/2018 were discussed and noted.

TOWN HALL

6. FOR INFORMATION – To receive any updates on maintenance issues, namely, the type of use for the hall having had damage caused to the flooring.

The OM confirmed that the works in Red Panda are now completed and the Electrician has provided the certificates.

The flooring in the main hall has taken a battering recently with the heavy use. It was agreed that the staff could source alternative products and treatments in an effort to maintain a better polished finish.

- 7. FOR DECISION** – To receive proposals on enhancing the arrangements for the 'Community Event' type events.

Prior to the meeting, proposals and ideas on enhancing the Community Event and Christmas Event arrangements were circulated for consideration.

A discussion was had about the forms.

Councillors with any comments or ideas on the forms were asked to send them to the Chair and Clerk, these would then be collated and resent to everyone.

PANNIER MARKET

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

A meeting was held on the 22 May 2018 with the Contractors and Surveyors. Completion is scheduled for the 6th July although one week will be pulled back to finish on the original completion date of 29th June 2018.

There have been some complaints about noise but otherwise work is progressing well, and no reported vandalism/theft to date.

- 9. FOR DECISION** – To discuss signage for the Pannier Market.

Some time ago it was agreed by the Town Council to invest in some signage at the entrance to the Pannier Market, but this didn't come to fruition. It was agreed that this could be revisited and prices on new signage would be brought back to Committee for consideration.

- 10. ANY OTHER URGENT BUSINESS**

Cllr Long gave an update on the Boundary Commission, there will be a Callington and St Dominic Ward.

Cllr Long reported that the School Crossing Patrol Officer (located at Launceston Road, near Broadmead) will be leaving, and he has

lodged this as an urgent issue with Cormac, as the town currently has no school crossing patrol officers.

Part Two – Commercially Sensitive. It was proposed by Cllr M Smith seconded by Cllr Tagg and agreed to move into a part two session at 8.06pm.

11. **FOR INFORMATION** – As per an invitation from the Portreeve, Tamar Grow Local to give a presentation on their business.

Discussed earlier in the meeting.

12. **FOR DECISION** – To receive any updates on the current leases and to discuss upcoming vacancies.

The Chair gave an update on the current position with the leases.

Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and agreed unanimously that the Clerk write a letter of introduction to the new owners of Spar explaining the longstanding arrangements.

The Clerk would also start negotiations with tenants that are near or at completion of their existing leases.

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

Resolved. It was proposed by Cllr M Smith seconded by Cllr Fox and agreed unanimously that the Portreeve has a conversation with the land owner, which will be followed up with a letter.

14. **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)

Resolved. It was proposed by Cllr Dowdall seconded by Cllr D Smith and agreed unanimously to proceed with the purchase of a drying unit for four operatives.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr D Smith and agreed unanimously to proceed with the conversion of the workshop adjacent to the Council Chamber into a welfare room for Staff.

There being no further business the meeting was declared closed at 8.45pm.