

TOWN HALL & PREMISES COMMITTEE
3rd July 2018 at 6.40pm
MINUTES

1. APOLOGIES

CLLR LONG

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

*LATE ARRIVAL

MEMBERS OF THE PUBLIC: 1 (FOR ITEM 12) OFFICER: HELEN DOWDALL (CLERK)

2. MINUTES

It was proposed by Cllr Tolman seconded by Cllr Tagg and agreed that the minutes of the meeting of 5th June 2018 be approved as a correct record of the proceedings. (9 Support, 0 Against and 2 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 Cookley for items 12 & 13.

5. FINANCE**a) Approval of payments**

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

THP	10958	Tamar Koffi	Cups & Sugar	43.40	6.99	50.39
OS	10959	Travis Perkins	Wood screws	30.24	6.05	36.29
OS	10960	Cormac Sol.	Repairs to Kubota	128.71	25.74	154.45
FGP	10961	Tony Steniford	Honey Fair Competition	125.00		125.00
OS	10962	Online Playgrounds	Slide	1,089.00	217.80	1,306.80
OS	10963	MNR Products	Playground repairs	1,030.00	206.00	1,239.00
THP	10964	Wallgate	Public Toilets cleaning appliances	120.34		120.34
				2,566.69	462.58	3,032.27

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

Resolved. It was proposed by Cllr Gold seconded by Cllr Cookley and agreed (2 abstentions) that the Bookings Clerk is given power to act; to refuse further bookings to those hirers with long outstanding invoices, until payments have been made. Also, to have power to change their payment with booking for repeat offenders.

TOWN HALL

- 6. FOR INFORMATION** – To receive any updates on maintenance issues, namely, floor cleaning products.

The Primary School have explained what products they use (same as ours) and their cleaning/restoration routine (having the benefit of a six week long holiday period to do any major works). The Chair explained the cost to have the flooring fully stripped and restored by a contractor. It was agreed that there was nothing wrong with the floor itself, based on the current usage, so the matter would be closed.

The former workshop adjacent to the Council Chamber is currently being cleared and redecorated to become the new welfare unit; aiming for completion by the end of August.

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

Cllr Gold had sent through some amendments which had been circulated prior for consideration. A debate then followed.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr M Smith and agreed to add further sections on the Community Day form as follows:

A signature to confirm the details.
A section for GDPR compliance (wording to be provided from the DPO)
If you fail to attend the event or not stay for the duration, the Town Council reserve the right to refuse the organisation any further bookings in the hall and a cancellation charge may be applied.

PANNIER MARKET

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

A meeting was held today with the Contractors and Surveyors. The revised programme gives a completion date of 12th July. Roofers are currently working through Phase 7.

No further major issues regarding noise etc.

It was proposed by Cllr Dowdall seconded by Cllr Tagg and agreed to move into a Part II Session for item 12 and item 13.

Cllr Coakley left the meeting for this item.

- 12. FOR INFORMATION** – Tamar Grow Local to give a presentation on their business aspirations.

In light of the current position with their lease, Tamar Grow Local explained what they would like to do and how their business could develop in the Pannier Market. Questions were then put to the tenant about their proposals.

Cllr Fox arrived at 7.15pm

The tenant then left the meeting.

Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and agreed to review their lease for unit 20.

Cllr Coakley then returned to the meeting.

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

Cllr Coakley explained a business idea that she has. **Noted.**

It was proposed by Cllr Dowdall seconded by Cllr Tagg to move out of a Part II Session.

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

The Chair put up a google map image of the entrance into the Pannier Market, and explained the idea of putting a sign to the left

and to the right of the granite posts. Allowing four to five advertising sections on each sign.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Fox and agreed (1 abstention, Cllr Coakley) to get costings for such signs and bring back to September committee meeting for consideration.

10. 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 bookings are going well.

Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and agreed unanimously that Action for Hearing could continue their use of the foyer for another quarter.

11. ANY OTHER URGENT BUSINESS

Cllr Fox asked for an update on the signage at St Mary's Close and the Clerk explained the position of the legal documentation with Cornwall Council. Concern was expressed regarding advertising on and around the Remembrance Service, and the Clerk would review the position again before such events. **Noted.**

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

12. FOR INFORMATION – Tamar Grow Local to give a presentation on their business aspirations.

This item had been discussed earlier in the meeting.

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

Review dates for all leases would be provided at the September meeting. **Noted.**

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

The Portreeve had received a further quote and a meeting is scheduled with a potential grant funder.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Gold to continue investigating this project.

15. **FOR DECISION** – To receive an 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 M Smith seconded by Cllr Tagg and agreed (7 Support, 0 Against and 4 Abstentions, Cllrs Burrows, Coakley, Gold and Watson) for the working party to prepare some designs and ideas to bring back to committee for consideration.

There being no further business the meeting was declared closed at 8.21pm.