

**TOWN HALL & PREMISES COMMITTEE**  
4<sup>th</sup> September 2018 at 7pm  
**MINUTES**

**1. APOLOGIES**

CLLR BURROWS, FOX, LONG, D SMITH & WATSON

PRESENT: CLLRS COAKLEY, DOWDALL (CHAIR), GOLD, MORGAN, M SMITH, TAGG & TOLMAN.

OFFICERS: CLERK & OPERATIONS MANAGER

**2. MINUTES**

It was proposed by Cllr M Smith seconded by Cllr Coakley and agreed that the minutes of the meeting of 3<sup>rd</sup> July 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.

Cllr Tagg for item 5A – in receipt of payment.

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

**Resolved.** It was proposed by Cllr Dowdall seconded by Cllr M Smith and agreed (6 Support, 0 Against and 1 Abstention, Cllr Tagg) to approve the following payments:

OS	DD	Screwfix	Weed block	29.16	5.83	34.99
OS	DD	Allstar	Fuel	128.88	25.77	154.65
TH	DD	SWW	PC	319.33		319.33
TH	DD	Clear Business	Electricity	83.26		86.26
FGP	DD	Three	Mobile Phone	53.28	10.66	63.94
OS	DD	Allstar	Fuel	91.60	18.32	109.92
<b>FGP</b>	<b>11024</b>	<b>BT</b>	<b>Cemetery line</b>	<b>35.16</b>		<b>35.16</b>
TH	11025	Nisbets	Water boiler	335.99	67.19	403.18
TH	11026	SWW	Unit 19 PM	116.49		116.49
TH	11027	T Burnard & Son	Meter cabinet	284.16		284.16
OS	11028	SWW	Saltash Road Rec	261.31		261.31
FGP	11029	BT	Cemetery line	144.84		144.84
OS	11030	EDF Energy	Cemetery electricity	41.57		41.57
FGP	11031	Bluemoon	September news	362.00		362.00
FGP	11032	Filmbankmedia	Peter Rabbit	133.00	26.60	159.60
FGP	11033	BT	Cemetery	70.32		70.32
FGP	11034	Mr Tagg	MacAce SIP Trunk	30.00	6.00	36.00

OS	11035	Wicksteed	New play equipment	27,998.66	5,599.73	33,598.39
TH	11036	SSE	Unit 4&5 electricity	26.19		26.19
FGP	11037	Inland Revenue	PAYE & NI	3,114.99		3,114.99
OS	11038	SWW	Haye Rd allotments	184.46		184.46
OS	11039	Travis Perkins	Builders Sand	7.77	1.55	9.32
			Church Clock			
FGP	11040	Cumbria Clock Co	maintenance	165.00	33.00	198.00
FGP	11041	Pat Marshall	Fire Training	355.00		355.00
OS	11042	Dan Pollard	Bearings	25.95	5.19	31.14
FGP	11043	Cornwall Council	Premises Licence	180.00		180.00
		Rising Sun				
OS	11044	Nurseries	Flowers/compost	100.99		100.99
				<b>34,679.36</b>	<b>5,799.84</b>	<b>40,482.20</b>

**b) Review of debtors.** The Clerk presented the current debtor schedule and the Income Comparison for the year.

**c) Budget Monitoring.** The Clerk took the Committee through the current position on the budget (as at month 4) and the use of reserves to fund the Roof Project. The Chair went on to explain where costs are escalating (namely on Business Rates and utilities) and these pressures (in the region of £10,000) will need to be considered when setting the budget for the new financial year.

It was agreed that at next month's meeting there would be a specific agenda item to discuss budgetary aspirations for this Committee, so Councillors should ponder over this for the next few weeks.

**It was proposed by Cllr Dowdall seconded by Cllr M Smith and agreed to move into a Part II Session to discuss Personnel matters.**

**Officers left the meeting for item 6 only.**

**6. FOR DECISION – To discuss the recommendations from the Staffing Committee and agree any training requirements.**

Training requirements were discussed and considered.

## **TOWN HALL**

**7. FOR INFORMATION – To receive any updates on maintenance issues.**

No current matters to discuss.

## PANNIER MARKET

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

The contractors have now completed the project and the surveyor has provided the latest certificate of works.

**The work has been provided with a twenty year guarantee providing no other contractors do any repairs or alterations to the roof, as this will invalidate the guarantee.**

There are some minor works required on the gable end of the Police unit and painting on the main hall. Details will be provided from the Operations Manager to the Chair, who will confirm the position with the contractor.

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

The item was deferred.

### 10. FOR DECISION – To receive costings for Christmas Lights around the Pannier Market facials.

The Christmas Committee had asked the Operations Manager to source replacement lighting as the existing rope lights have reached the end of their serviceable life. He has proceeded to get quotes and presented the Committee with his recommendation.

The Clerk explained there is an earmarked reserve (under F&GP budget) to finance such lighting but the idea in principle needs to be discussed under this committee initially.

**Resolved.** It was proposed by Cllr Dowdall seconded by Cllr M Smith and agreed unanimously that the Operations Manager clarify what fittings would be required to in order to minimise any damage to walls, and then discuss with the Chair & Vice; who will then make a recommendation to F&GP.

### 11. ANY OTHER URGENT BUSINESS

Cllrs M Smith and Dowdall have been doing some research on the Market Stall initiative and asked what appetite there was to take this forward given the level of community support. A lively debate then followed.

**Resolved.** It was proposed by Cllr M Smith seconded by Cllr Gold and agreed that the Chair & Vice continue looking into this initiative with

open discussions in the community, approaching various groups to get their commitment to support it. And if there is community support, the Council Tax Support Grant allocation for 2018/2019 would be allocated to this initiative.

**Part Two – Commercially Sensitive. It was proposed by Cllr Dowdall seconded by Cllr Smith and agreed to move into a part two session.**

**12. FOR DECISION – To receive any business plans from prospective tenants.**

**Resolved.** It was proposed by Cllr Dowdall seconded by Cllr Tolman and agreed unanimously to proceed with the bid from Tamar Grow Local.

**13. FOR DECISION – To receive any updates on the leases (start and end dates)**

Item deferred.

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

The Portreeve gave an update on the current position. **Noted.**

**15. FOR INFORMATION – To receive any updates on the Staff Welfare Room.**

The unit is virtually completed, just waiting on the installation of a sink.

There has been some interest in the unit to be hired by a third party; the Chair and Clerk were given power to explore this preliminary enquiry.

**16. 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 lengthy discussion was had on the pros and cons of making alterations to existing complex layout.

**There being no further business the meeting was declared closed at 9.15pm.**