

TOWN HALL & PREMISES COMMITTEE
4th December 2018 at 7.15pm
MINUTES

1. ELECTION OF CHAIR (Urgent Item)

The Clerk has received Cllr Dowdall's resignation from the Town Council which will be put to Full Council this month, and asked to receive nominations for a new Chairperson for this Committee.

Resolved. It was proposed by Cllr Gold seconded by Cllr Long and agreed unanimously to nominate Cllr M Smith as Chair for the remainder of the municipal year. No Vice-Chair was elected but recognised that support would be provided by the Operations Manager.

2. APOLOGIES

CLLR FOX & WATSON

PRESENT: CLLRS BURROWS, COAKLEY, GOLD, LONG, D SMITH (CHAIR), M SMITH, TAGG & TOLMAN

OFFICERS: CLERK & OPERATIONS MANAGER

3. MINUTES

It was proposed by Cllr Gold seconded by Cllr Coakley and agreed that the minutes of the meeting of 9th October 2018 be approved as a correct record of the proceedings. (6 Support, 0 Against and 2 Abstentions).

4. MATTERS ARISING – None.

5. 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 Burrows for item 8, spouse being a staff member.

6. FINANCE

a) Approval of payments

Resolved. It was proposed by Cllr Long seconded by Cllr D Smith and agreed unanimously to approve the following payments:

OS	DD	Allstar	Fuel	52.92	10.58	63.50
FGP	11160	CBS Ltd	Stationery	115.24	23.05	138.29
		LRM				
FGP	11161	Planning	NP work	1251.81	250.36	1502.17
TH/FGP	11162	Pridhams	LED TV, leads	264.95	53.00	317.95
			Xmas light			
FGP	11163	CEF	bulbs	32.51	6.50	39.01
FGP	11164	RBS	Omega support	370.00	74.00	444.00
FGP	11165	Bluemoon	Dec newsletter	562.00		562.00
			KB vinyl			
OS	11166	LK Wrapz	stickers	11.60	1.60	13.20
		Travis				
OS	11167	Perkins	Wood screws	25.60	5.12	30.72
				2686.63	424.21	3110.84

b) Review of debtors. The Clerk circulated the current position with the debtors and the predicted income for the year. **Noted.**

c) Budget Monitoring. The Clerk took the Committee through the current position with the budget and predicted outturn for the year. **Noted.**

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6. FOR INFORMATION – To receive any updates on consumables.

The Clerk had asked staff for an update on the current position with the equipment and supplies, to ascertain if any replacements are needed or enhancements recommended. There were some minor consumables which need replacing but the primary enhancement suggestions related to lighting, such as additional motion sensor lighting in the corridor, in the kitchen and ambient lighting particularly for evening bookings. **Noted.**

Cllr Burrows left the meeting for item 7.

7. FOR DECISION – To discuss caretaking expectations.

Staff have explained that some hirers at times are not always compliant with the T&Cs, such as deviations to their booking times and the state of the rooms when they leave. It would be helpful for the Clerk and OM to clarify what the committee expect, so hirers and staff are advised accordingly.

There are also a number of community events which have evolved and staff resources have been increasingly provided to support them, and the Clerk wished to have it noted and recognised by the Councillors.

Resolved. It was proposed by Cllr Long seconded by Cllr Gold and agreed unanimously that a review is done of the pinch points with the hire times and caretaking, in order to work out a process to alleviate these going forward, which can then be brought back to Committee for consideration.

8. FOR DECISION – To receive any updates on maintenance issues.

The Operations Manager explained that the CCTV project is going well and Cornwall Council (Information Service) has now completely relocated to the library. Some lights in the main hall have needed replacing. **Noted.**

9. ANY OTHER BUSINESS

Thanks went to everyone involved last weekend in the Christmas festivities. The grotto was fantastic and many positive comments have been received about the entire event.

The sample gazebo and stall had been on display in the Pannier Market during the Victorian Market and Cllr D Smith had received feedback from the stall holders.

PART TWO – COMMERCIALY SENSITIVE

10. FOR DECISION – To receive any updates on the leases. None.

11. FOR DECISION – To discuss the Market Stall Initiative.
A meeting to discuss this further is scheduled for the 29th January.
Noted.

There being no further business the meeting was declared closed at 8pm.