

**TOWN HALL & PREMISES COMMITTEE**  
8<sup>th</sup> January 2018 at 7.55pm  
**MINUTES**

**1. APOLOGIES**

CLLR COAKLEY, FOX & TOLMAN

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

OFFICERS: CLERK & OPERATIONS MANAGER

**3. MINUTES**

It was proposed by Cllr Tagg seconded by Cllr Gold and agreed unanimously that the minutes of the meeting of 4<sup>th</sup> December 2018 be approved as a correct record of the proceedings.

**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.

None.

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

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

OS/TH	DD	AMS	Vehicle trackers	27.95	5.59	33.54
FGP	DD	Google	G Suite	87.71		87.71
TH	DD	Corona	TH electricity	371.26	74.25	445.51
FGP	DD	Three	Mobile phone	40.44	8.09	48.53
TH	DD	Clear Business	Units 7,8 & 9	85.89		85.89
OS/TH	DD	Allstar	Fuel	155.65	31.13	186.78
TH	11198	Pridhams	Light bulbs	26.62	5.33	31.95
TH	11199	Burnard & Spon	Interview Room lock	66.12		66.12
TH	11200	British Gas	Unit 11 electricity	274.93	54.98	329.91
TH/OS	11201	Biffa	Waste collection	207.92	41.58	249.50
FGP	11202	LRM Planning	NP	900.97	180.19	1081.16
OS/TH	11203	Trewarthas	Decorating equipmen, washers filler, filling knife, chisel set,			

			paint, brushes	126.25	25.25	151.50
			Cemetery workshop			
TH	11204	EDF	electricity	40.73		40.73
		HR Support				
FGP	11205	Consultancy	HR Support	420.00	84.00	504.00
OS/TH	11206	A&M Defence	Ladder inspection	180.00	36.00	216.00
FGP	11207	SeaDog It	Website update/security	56.25		56.25
TH/OS	11208	GB Tool Hire	Gloves, work trousers, janitorial supplies, toilet roll, workwear,	487.55	97.51	585.06
OS	11209	Travis Perkins	Plywood, tunnel bag	82.23	16.44	98.67
FGP	11210	BT	Cemetery CCTV line	73.44		73.44
FGP	11211	Complete BS	Stationery	31.05	6.21	37.26
FGP	11212	Green Magig	Leaflet holders	27.92	5.58	33.50
				<b>3770.88</b>	<b>672.13</b>	<b>4443.01</b>

**b) Review of debtors.** Nothing to report. **Noted.**

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

## TOWN HALL

- 6. FOR DECISION** – To receive any updates on maintenance issues and agree any enhancements to the lighting proposals and agree a lighting audit.

The Operations Manager explained that some redecorating has been completed in the main foyer since the relocation of the Information Point (to the Library). Also, some external painting has been completed over the main kitchen.

A discussion then followed on whether to have mood lighting for the main hall.

**Resolved.** It was proposed by Cllr Burrows seconded by Cllr Gold and agreed that the Chair and Operations Manager could investigate ideas to enhancing the lighting in the main hall, and bring back costings to the next meeting for further discussion.

- 7. FOR DECISION** – To approve the use of the foyer for Action for Hearing for another 6 months.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Watson to approve that they could continue with the same arrangements for another 6 months.

## PANNIER MARKET

8. **FOR INFORMATION** – To arrange the annual inspection of the units.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Tagg and agreed that Cllr M Smith, Cllr K Gold and the Operations Manager hold the inspections over the next month and report any recommendations to the next meeting.

In the interim the tenant in Unit 6 (Art Studio) has reported concerns regarding their double doors.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tagg and agreed unanimously that the Operations Manager obtains quotes for replacement uPVC doors and bring back the various options to the next meeting for consideration.

9. **FOR INFORMATION** – To circulate information collected to date on the Market Initiative in preparation for the meeting later in the month.

Research has been done on what other market towns do, and this information was circulated. A council meeting will be held on the 29<sup>th</sup> January, with a 30 minute Q&A session allowed at the start of the meeting, to hear any thoughts or ideas before any discussions are had on the matter.

10. **ANY OTHER URGENT BUSINESS**  
**None.**

**It was approved by Cllr Long seconded by Cllr Burrows and agreed to move into a Part Two Session – Commercially Sensitive.**

11. **FOR DECISION – To receive any updates on the leases.**  
The Clerk had met with Earl & Crocker this week and gone through the latest position on the leases.