

**TOWN HALL & PREMISES COMMITTEE**  
5<sup>th</sup> February 2019 at 7.15pm  
**MINUTES**

**1. APOLOGIES**

CLLR BURROWS, FOX & WATSON

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

OFFICERS: CLERK & OPERATIONS MANAGER

**2. MINUTES**

It was proposed by Cllr Gold seconded by Cllr Long and agreed unanimously that the minutes of the meeting of 8<sup>th</sup> January 2019 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.

None.

**5. MEMORY CAFÉ – Have asked to attend and explain their concerns regarding the Pannier Market parking.**

Mr Harris and Mr Ware spoke about the success of the Memory Café and how beneficial it would be to have parking facilities in the Pannier Market for their Saturday bookings. A discussion then followed.

**Resolved.** It was proposed by Cllr Long seconded by Cllr D Smith and agreed that the concerns from the Memory Café be noted and the matter to be put on the agenda next month for further consideration.

**6. FINANCE****a) Approval of payments:****Payments for noting 29th January 2019**

TH	11236	npower	Unit 19 electricity	207.04		207.04
OS	11237	Cormac	Plant service	1,267.36	253.47	1,520.83
FGP	11238	SLCC	LCA Book	133.99	0.8	134.79
OS	11239	Travis Perkins	Timber	23.64	4.73	28.37

FGP	11240	Cornwall ALC	WWYC Training	300	60	360
TH	11241	SWW	Unit 19 water	117.15		117.15
FGP	11242	Bluemoon Print	February newsletter	463		463
TH	11243	Classic Fire	Fire maintenance	57.8	11.56	69.36
TH/OS	11244	Mrs H Dowdall	Staff Rota System	172.85		172.85
TH/OS	11245	Seton	First Aid accessories	43.19	8.64	51.83
				<b>2786.02</b>	<b>339.2</b>	<b>3125.22</b>

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

### Payments for approval 5<sup>th</sup> February 2019

OS	DD	Allstar	Fuel	49.54	9.91	59.45
OS	DD	AMS	Hosting/rental	27.95	5.59	33.54
FGP	DD	Google	Gsuite	86.53		86.53
			Bulb & memory			
TH/FGP	11246	Pridhams	stick	25.81	5.16	30.97
		HR Support				
FGP	11247	Consultancy	HR Support	930.00	186.00	1,116.00
TH/FGP	11248	Lanes Group Plc	Drain clearance	50.00	10.00	60.00
OS	11249	East Cornwall Trading	Stihl equipment	489.00	97.80	586.80
OS	11250	Sparling Recycling Ltd	Waste removal	82.68	16.54	99.22
FGP	11251	SeaDog IT	E news/website	89.85		89.85
OS	11252	Fenland Leisure	Playground spars	190.35	38.07	228.42
TH	11253	Cannon Hygiene	Waste removal	125.58	25.12	150.70
FGP	11254	A Coombe	Christmas trees	313.00	62.60	375.60
			Filter			
TH	11255	Liquidline	change/boiler	228.03	45.61	273.64
FGP	11256	LRM Planning Ltd	NP works	1,000.00	200.00	1,200.00
OS	11257	Travis Perkins	Plywood, anti slip			
			paint,	74.24	14.85	89.09
				<b>3,762.56</b>	<b>717.25</b>	<b>4,479.81</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

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

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Coakley and agreed to defer this item for a month.

9. **FOR DECISION** – To receive information on the H&S and Fire Audit to agree the recommended works.

Two main items have been identified, namely enhancements to Fire Doors (prices still be received) and to extend the Fire Alarms into the new offices and Members Room (two quotes have been obtained).

**Resolved.** It was proposed by Cllr Gold seconded by Cllr D Smith and agreed to set a budget of £2,000 to extend the Fire Alarm coverage.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Gold and agreed for the Operations Manager to get prices on the fire doors, (with assistance from Cllr Long) and bring the prices back to the next available meeting.

10. **FOR DECISION** – To agree a replacement projector for the Council Chamber (budget required £1,000).

**Resolved.** It was proposed by Cllr Long seconded by Cllr Gold and agreed for the staff to get prices for a standard spec and bring back to the next available meeting.

Cllr Long left the meeting.

#### **PANNIER MARKET**

11. **FOR INFORMATION** – To receive feedback on the recent inspection.

Inspections had been arranged for Friday 1<sup>st</sup> February but cancelled due to the poor weather conditions (snow day) and rearranged for Friday 22<sup>nd</sup> February. Cllrs M Smith and Gold with the Operations Manager, had managed to inspect Red Panda yesterday and gave a brief report of their findings.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr D Smith to collate the results from all the tenants in one report and bring back to the next meeting for consideration.

Cllr Raphael expressed concerns regarding smoking in the Pannier Market and the Clerk had also received related complaints.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Raphael to put an item on next month agenda regarding no smoking signs and the use of e-cigarettes on the complex. The Clerk would ask Cllr Long for a copy of Cornwall Council's related policy.

12. **FOR DECISION** – To discuss the requests for Parking Permits from tenants.

**Resolved.** It was proposed by Cllr M Smith seconded by Cllr Raphael to defer this item until the next meeting.

**13. ANY OTHER URGENT BUSINESS**

The Operations Manager had obtained a price for a replacement door on Unit 6.

**Resolved.** It was proposed by Cllr D Smith seconded by Cllr Coakley and agreed to get further quotes and bring back to the next available meeting.

**Part Two – Commercially Sensitive**

**14. FOR DECISION –** To receive any updates on the leases.

The Clerk reported a recent matter concerning Environmental Health. **Noted.**