

TOWN HALL & PREMISES COMMITTEE

7th May 2019 at 6.55 pm

MINUTES

1. APOLOGIES

CLLR BURROWS, FOX, GOLD, MCCALLION, D SMITH, TAGG & WATSON
PRESENT: CLLRS COAKLEY, LONG (CHAIR), RAPHAEL, M SMITH* & TOLMAN
OFFICERS: CLERK & OPERATIONS MANAGER
*Late arrival

2. MINUTES

It was proposed by Cllr Raphael seconded by Cllr Tolman and agreed unanimously that the minutes of the meeting of 2nd April 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.

5. FINANCE

a) Approval of payments. It was proposed by Cllr Coakley seconded by Cllr Tolman and agreed to make the following payments:

OS	DD	Allstar	Fuel	157.56	31.51	189.07
OS	DD	Allstar	Fuel	186.36	37.27	223.63
FGP	DD	BT	Phone line	253.28	50.65	303.93
FGP	DD	Three	Mobile phone	47.36	9.47	56.83
FGP	11402	Amberon	Traffic management	1,286.00	257.20	1,543.20
FGP	11403	LRM Planning John Smith	NP Work	750.40	150.08	900.48
OS	11404	Tyres	Inner tube	19.95		19.95
TH	11405	Lanes Group	Blockage clearance	95.00	19.00	114.00
OS/TH	11406	GB Tool Hire	Hi Viz fleece, janitorial supplies, stihl harness, work boots	583.75	116.75	700.50
FGP	11407	Zurich Human	Insurance premium	7,948.01	1,026.52	8,974.53
FGP	11408	Resources	HR Support Dishwasher parts & repair	60.00	12.00	72.00
TH	11409	Dan Hunt		345.00		345.00
OS	11410	Fenland Leisure	Cradle seat & fittings Website market	85.00	17.00	102.00
FGP	11411	SeaDog IT	support	195.00		195.00

FGP	11412	HMRC	NI & PAYE	3,718.08		3,718.08
FGP	11413	Mr D Pollard	Council tablets	1,108.10	221.62	1,329.72
TH	11414	T Jefferies Sparling	Unit 19 electrics	225.00	45.00	270.00
OS/TH	11415	Recycling	Waste removal	151.68	30.34	182.02
OS/TH	11416	Seton	White board & acc	69.93	13.99	83.91
TH	11417	Carpet Fayre	Unit 19 flooring	660.00		660.00
FGP	11418	CBS Group	Stationery	56.92	11.38	68.30
FGP	11419	Mrs H Dowdall	Marquees & acc	3,787.23	757.45	4,544.68
				21,789.61	2,807.23	24,596.83

b) Review of debtors. None to report.

c) Budget Monitoring – Item deferred.

TOWN HALL

- 6. FOR DECISION** – To receive any updates on maintenance issues and agree any enhancements to the lighting proposals and costings following a lighting audit. To also consider an automatic door to the lift.

The Operations Manager explained what works are required on the lift.

Resolved. It was proposed by Cllr Coakley seconded by Cllr Raphael and agreed unanimously the Clerk and Operations Manager be given power to act to complete the necessary works (costing £1,100) to ensure the lift is DDA compliant.

The Operations Manager discussed a three stage approach to enhance the lighting in the complex:

Stage 1	To change all fluorescent lighting in the complex to LED.	Costings are estimated to be in the region of £1,000.
Stage 2	To upgrade the lighting in the Council Chamber	Costings to be obtained.
Stage 3	To introduce dimming lighting in the main hall.	Costings to be obtained.

Resolved. It was proposed by Cllr Tolman seconded by Cllr Raphael and agreed unanimously to proceed with the 3 stages as proposed, costings for stages 2 & 3 to be obtained.

Cllr M Smith arrived.

- 7 FOR INFORMATION-** To discuss the idea of online viewing of the bookings.

Prior to the meeting the costings for online viewing facilities with our existing software package had been circulated with recommendations from the Clerk.

Resolved. It was proposed by Cllr M Smith seconded by Cllr Long and agreed unanimously to continue with our existing supplier but adding 'view only' functionality online with the diary (not online booking), subject to GDPR compliance, costing in the region of £300-£400 per year.

PANNIER MARKET

- 8. FOR INFORMATION** – To receive any feedback on the agreed works following the inspection.

The Operations Manager gave an update on current works, which was received and noted;

Unit	Action Taken
20	New front door has been fitted.
19	Replacement wall and fan have been fitted.
13/14	Windows have been repaired but there is still work to be completed in the unit.
18	A replacement door has been ordered.
5	Locks have been replaced and a new handrail fitted, but works on the damp on the back wall still need to be done.
6	New front door has been fitted.

- 9. FOR DECISION** – To discuss any ideas relating to the Environmental Sub Committee

A discussion was had on recycling within the Town Hall complex. The Operations Manager explained the current procedures and facilities with the existing bins and commercial waste contract.

Resolved. It was proposed by Cllr Raphael seconded by Cllr M Smith and agreed to introduce recycling bins in the complex and to encourage hirers to separate out their waste.

Cllr Raphael kindly agreed to promote the steps we are taking to encourage residents to do the same; this may be in the form of 'Hints & Tips'.

10. FOR DECISION – To discuss the long term state of the Public Conveniences and whether they should be refurbished.

It was generally agreed that the Public Conveniences are tired and in need of some major refurbishments.

Resolved. It was proposed by Cllr M Smith seconded by Cllr Tolman and agreed that the Operations Manager and Clerk be given power to act to work with Barron Surveying Services to get some design options and provisional costings. These exploratory costs would be financed from the Earmarked Reserve (Complex Enhancements) in the same manner as the Community Hub project.

ANY OTHER URGENT BUSINESS

None.

It was proposed by Cllr M Smith seconded by Cllr Tolman and agreed to move into a Part II Session.

13. FOR DECISION – To receive any updates on the leases.

The Clerk had received an appeal letter from a tenant.

Resolved. It was proposed by Cllr M Smith seconded by Cllr Tolman and agreed to approve the request.

There being no further business the meeting was declared closed at 7.25pm.