

TOWN HALL & PREMISES COMMITTEE4th June 2019 at 6.55pm**MINUTES****1. ELECTION OF CHAIR**

Resolved. It was proposed by Cllr Tolman seconded by Cllr Coakley to elect Cllr Long as Chair of the Committee for the municipal year 2019/2020.

2. ELECTION OF VICE CHAIR

Resolved. It was proposed by Cllr Tolman seconded by Cllr Gold to elect Cllr Fox as Vice Chair of the Committee for the municipal year 2019/2020.

3. APOLOGIES

CLLR FOX, MCCALLION & TAGG

PRESENT: CLLRS COAKLEY, GOLD, LONG (CHAIR), RAPHAEL, TOLMAN & WATSON

OFFICERS: TOWN CLERK

4. MINUTES

RESOLVED. It was proposed by Cllr Coakley seconded by Cllr Gold and agreed unanimously to accept the minutes of the 7th May 2019.

5. MATTERS ARISING

None.

6. 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.

7. FINANCE

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

OS/TH	DD	Asset Monitoring Solutions	Tracking devices/Lone Working devices	27.95	5.59	33.54
FGP	11452	Colins of Callington	Photo frames x 2	4.98	1.00	5.98
FGP	11453	Filmbankmedia	May film - Ralph Breaks the Internet	133.00	26.60	159.60
FGP	11454	Complete Business Solutions Group Ltd	Stationery - Rubber Bands & Report Files	58.81	11.76	70.57
OS	11455	Corserv Ltd	Chapter 8 Course - H Jeans	115.00	23.00	138.00
TH	11456	Horizon Home Improvements Ltd	Supply & Install French Doors to PM Unit	850.00	170.00	1,020.00
				1,189.74	237.95	1,427.69

b) Review of debtors. No concerns to report.

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- 8. FOR DECISION** – To receive any updates on maintenance issues and agree any enhancements.

The Operations Manager had confirmed that stage 1 of the lighting enhancements is underway and will be completed by July, he will then progress with stages 2 & 3. Costings for these next stages will be brought back to Committee for consideration. **Noted.**

Cllr Gold also raised some issues regarding maintenance, namely the state of the front door leading down to the steps by the Council Chamber foyer, and the slight incline by the disabled toilets and whether more signage and lighting is required for DDA compliance. Both matters would be discussed with the Operations Manager for him to get costings, and brought back to Committee for consideration. **Noted.**

Cllr Watson complimented on the flower tubs outside of the main hall; it was clarified that these fall under the responsibility of the Outside Services Committee. **Noted.**

PANNIER MARKET

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

Unit	Action Taken
18	A replacement door has been installed.

Cllr Watson enquired as to whether the matters identified in Units 13 & 14 have now been resolved. The Clerk confirmed that Environmental Health had been notified and conducted an inspection. **Noted.**

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

Cllr Raphael remarked that the Pannier Market is looking much tidier and signs of smoking paraphilia have reduced substantially. The Clerk confirmed that letters were sent out to Tenants at the end of March regarding such matters.

No smoking signage (including e-cigarettes) has yet to be installed but on the work scheduled to be done (having been approved already). **Noted.**

10. **FOR DECISION – To receive any updates on the Public Conveniences.**

Cllr Long gave some back ground information on the toilets, having adopted them from Cornwall Council with an over ridge clause that needs to be adhered.

A discussion then followed on the costings and consulting through the Newsletter and the Town Council website. The sustainability of the building was raised and aspirations to embrace eco-friendly designs, such as rainwater harvesting, chemical free, composting and green roof. The consensus agreeing that individual unisex toilets were preferred, with a specific changing places toilet.

Resolved. It was proposed by Cllr Long seconded by Cllr Gold and agreed unanimously to proceed with getting detailed costings and drawing, with a changing places toilet. This information will be brought back to Council for further consideration, and then consultation.

11. **ANY OTHER URGENT BUSINESS**
None.

There being no further business the meeting was declared closed at 7.09pm.