

TOWN HALL & PREMISES COMMITTEE

3rd September 2019 at 7.20 pm

MINUTES

1. **APOLOGIES**

CLLR BURROWS, FOX, MCCALLION & TOLMAN

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

OFFICERS: TOWN CLERK & OPERATIONS MANAGER

2. **MINUTES**

RESOLVED. It was proposed by Cllr Gold seconded by Cllr Tagg and agreed unanimously to accept the minutes of the 2nd July 2019.

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.

Cllr Tagg for item 5, in receipt of payment.

5. **FINANCE**

a) Approval of payments. It was proposed by Cllr Coakley and seconded by Cllr Watson and agreed (Cllr Tagg abstained) to agree to the following payments:

TH	DD	SWW	Public Conveniences	832.72		832.72
FGP	DD	Three	Mobile Phone	40.78	8.16	48.94
TH	DD	Clear Business	Town Hall electricity	101.36	5.07	106.43
			Wall hung basin, monoblock tap, silicone			
OS/TH	DD	Screwfix	(Council Chamber toilet)	36.23	7.24	43.47
OS/TH	DD	Allstar	Fuel	212.10	42.41	254.51
		Dawe Hawken &				
FGP	11574	Dodd	Auditing services	690.00		690.00
FGP	11575	SeaDog IT	September newsletter	145.00		145.00
TH	11576	BT	Rental Charges (Cemetery)	32.20	6.44	38.64

FGP	11577	Full Stop Fire & Security	CCTV Annual maintenance 1.10.19 - 30.9.20	654.05	130.81	784.86
FGP	11578	CPC	Memory, MicroSD, Ultra 128GB to 100MBS	24.95	4.99	29.94
TH	11579	Nisbets	Crockery	148.71	29.74	178.45
FGP	11580	Complete Business Solutions	CANCELLED			
OS/TH	11581	Cormac Solutions Ltd South West	Kubota repairs	166.70	33.34	200.04
OS	11582	Water South West	Haye Road allotments	180.58		180.58
OS	11583	Water South West	Saltash Road Recreation Ground	54.57		54.57
TH	11584	Travis Perkins	PTFE Tape, washer pack	3.52	0.70	4.22
TH/OS	11585	Biffa Waste Services Ltd	Waste collection	159.86	31.97	191.83
FGP	11586	Complete Business Solutions	Stationery	66.65	13.33	79.98
				3549.98	314.20	3864.18

b) Review of debtors: None.

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6. **FOR DECISION** – To receive any updates on maintenance issues, including enhanced shelving for crockery store.

Resolved. It was proposed by Cllr Gold seconded by Cllr Coakley and agreed unanimously to proceed with replacement shelving in the crockery store (mild steel chrome plated) at a cost of £700.

7. **FOR INFORMATION** – The current Food Hygiene Certificates are due for renewal in September 2019. Updates on the forthcoming training to be given.

A day course has been arranged for the 25th September, 9am -4pm in the Town Hall. The viability of an evening course would be considered for the future, as momentarily only two were unable to make the day time session.

8. **FOR DECISION** – Would the Council consider setting up a recycle for charity drop off point at the hall, led by Cllr Raphael.

Resolved. It was proposed by Cllr Tagg seconded by Cllr Watson and agreed unanimously that we agree in principle to the idea and would trial it for a twelve month period. During that time, bins are to

be provided by the charity and collections should be monitored. Space for the bins could be provided in the foyer at the former Information Point area.

PANNIER MARKET

9. **FOR DECISION** – To receive any updates on the agreed works following the inspection

There are still some minor snagging items for Red Panda. **Noted.**

10. **FOR DECISION** – A review of parking in the Pannier Market (see email circulated on the 16th August).

Resolved. It was proposed by Cllr Tagg seconded by Cllr Gold and agreed unanimously that the Parking Order continues as is.

11. **FOR DECISION** – To receive any matters relating to the Market Stall Committee and the format/questions for the Public Meeting scheduled for 10th September at 6.30pm.

Cllrs Long and Coakley will chair the meeting, and the Operations Manager would be asked to provide a brief résumé of the markets held to date. The objective of the meeting being to listen to what the public have to say about the initiative. Decisions would be taken at a later stage.

Cllrs Long and Coakley, with the Town Clerk and Operations Manager to do meet and greet from 6pm, taking contact details of those in attendance.

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

None.

13. **FOR DECISION** – To receive any completed SOW's Statement of Works (budget pressure proposals) and discuss the budget aspirations for this committee in 2020/21.

Cllr Watson had put forward a proposal regarding a boiler replacement. His proposal seeks to reduce environmental impact of the heating system used by the Council in the Town Hall by installing an appropriate eco-friendly solution. This would be a long term project with a reserve being established for the work.

Resolved. It was proposed by Cllr Watson seconded by Cllr Gold and agreed unanimously to recommend to Full Council that a provision of

£2,000 is put into the budget, to build up a reserve to finance an eco-friendly replacement boiler in the future.

No other proposals for this committee had been received. **Noted.**

14. ANY OTHER URGENT BUSINESS

- Cllr Tagg spoke briefly about the Newsletter and the advice from CALC. The matter would be placed as a Part II at the next F&GP meeting for debate.
- Cllr Gold asked that the notice board by the chemist be given a clean-up.

It was then proposed by Cllr Long seconded by Cllr Tagg and agreed to move into a Part II Session.

15. FOR INFORMATION – To receive any updates on the Office Enhancement Project, led by Operations Manager.

An update on the project was provided and noted.