

TOWN HALL & PREMISES COMMITTEE
8th October 2019 at 6.35 pm
MINUTES

1. **APOLOGIES**

CLLR FOX, LONG, TAGG & WATSON

**PRESENT: CLLRS BURROWS, COAKLEY, GOLD, MOORE, MORGAN
RAPHAEL & TOLMAN (CHAIR)**

OFFICERS: TOWN CLERK & OPERATIONS MANAGER

2. **MINUTES**

RESOLVED. It was proposed by Cllr Gold seconded by Cllr Raphael and agreed unanimously to accept the minutes of the 3rd September 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.

None.

5. **FINANCE**

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

TH	DD	Corona Energy	Town Hall electricity	314.83	62.97	377.80
		Asset Monitoring	Tracking and Lone			
All	DD	Solutions	Working devices	27.95	5.59	33.54
			Public Conveniences			
TH	DD	British Gas	electricity	122.74	6.13	128.87
FGP	DD	Google	G Suite	184.00		184.00
OS	DD	Allstar	Fuel	159.94	31.98	191.92
FGP	11621	Post Office Counters Ltd	Stamps	183.00		183.00
TH	11622	CPC	HDMI lead	17.55	3.51	21.06
FGP	11623	BT	Cemetery line	38.64		38.64
			Unit 11 electricity -			
TH	11624	British Gas	Police	119.47		119.47
FGP	11625	Hygiene 2 Health	Food Safety training	395.00	79.00	474.00
			Workshop & toilet,			
TH	11626	EDF Energy	Liskeard Rd electricity	89.76		89.76

FGP	11627	Payroll Related	October Expenses	1,333.06		1,333.06
FGP	11628	G du Plessis	Accounting and Book keeping services	147.00		147.00
FGP	11629	Filmbankmedia	Wonder Park - September film	133.00	26.60	159.60
OS/TH	11630	Biffa Waste Services	Waste collections	251.82	50.36	302.18
OS	11631	John Smith Tyres	2 x front tyres, battery & fitting	98.79	19.76	118.55
FGP	11632	Mrs H Dowdall	Deputy Portreeve's chain - bar fitting	389.90	77.98	467.88
FGP	11633	Bluemoon	Newsletter	463.00		463.00
TH	11634	South West Water Complete Business	Unit 4/5 water	309.28	26.44	335.72
FGP	11635	Solutions	Lever Arch files	23.56	4.71	28.27
FGP	11636	Cornwall Council	Accounting Foundation Certificate - G du Plessis	1,200.00		1,200.00
TH/OS	11637	GB Tool Hire	Mini excavator hire, waterproof suit, blue roll, mini jumbo toilet roll, hand towel, fine disinfectant, mop heads, toilet paper, nitrile gloves, bump feeds head inserts, grease cartridge, graffiti remover, bin bags, toilet cleaner, hand soap, latex gloves	882.99	176.60	1,059.59
OS	11638	Post Office Counters Ltd	Vehicle tax - Citroen	260.00		260.00
TH	11639	British Gas	Unit 11 electricity - Council	104.35	5.21	109.56
TH	11640	Liquidline Ltd	Ecoboiler	125.00	25.00	150.00
				<u>7,374.63</u>	<u>601.84</u>	<u>7,976.47</u>

b) Review of debtors: None.

c) Budget Monitoring - The Clerk took the Committee through the current spend and indicative outturn (with appropriations to and from reserves) **Noted.**

PANNIER MARKET

6. **FOR DECISION ON THE MARKET FOR 2020** – To discuss the comments raised at the Public Meeting and make recommendations on how it may proceed going forward.

The OM explained how the four markets have gone, what resources are required and overall feedback from the initiative.

Questions had been put to the Committee prior to the meeting for consideration	
Do we want to hold any Markets next year?	Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and agreed unanimously to hold 11 Markets next year (None in January) For February, March and April the Markets will be held in the hall (not the marquees). For May through to December, the Markets will be held in the marquees and hall, weather dependant.
Do we want to continue on the 1st Sunday in the month?	Resolved. It was proposed by Cllr Gold seconded by Cllr Coakley and agreed unanimously to continue on the 1 st Sunday in the month.
What times do we trade, start, finish and rules on packing up?	Resolved. It was proposed by Cllr Gold seconded by Cllr Coakley and agreed unanimously that we trade from 10am-2pm and it will be stipulated that traders need to stay until 2pm, failure to comply may jeopardise their future bookings.
Do we stay in the Pannier Market and go into the Town Hall Hall?	Resolved. It was proposed by Cllr Gold seconded by Cllr Raphael and agreed unanimously to use the marquees in the Pannier Market and the Town Hall.
What do we charge to hire a pitch?	Resolved. It was proposed by Cllr Tolman seconded by Cllr Coakley and agreed unanimously to charge £15 a pitch for 2020.
Do stalls stay in the same location/pitch or should we rotate them?	Resolved. It was proposed by Cllr Raphael seconded by Cllr Gold and agreed unanimously that in the New Year we will not guarantee the same pitch each month, it will depend on the demand and the variety of stalls attending.
How do we select/prioritise stalls if oversubscribed – loyalty, local, food or craft?	Resolved. It was proposed by Cllr Gold seconded by Cllr Raphael and agreed unanimously that food related traders are most demanded by the public, and then it would be on a 'First Come First Serve' basis. But the Town Hall complex would be opened up to accommodate as many stall holders as possible.
Do we want entertainment – who will organise this, budget etc?	Resolved. It was proposed by Cllr Raphael seconded by Cllr Gold and agreed that there is no budget for this. Clarification on the current licensing provisions in the Pannier Market and in the hall would be obtained. However, if volunteer entertainers came forward it would be looked at favourably.

Do we want to hire out any of the equipment for other community events – marquees and gazebos?	Resolved. It was proposed by Cllr Tolman seconded by Cllr Coakley and agreed unanimously that the equipment would not be available to hire.
Do we start approaching new traders to attend?	Resolved. It was proposed by Cllr Gold seconded by Cllr Raphael and agreed unanimously that Councillors and staff could now approach new traders, when the opportunities arise. The Clerk would also liaise with Torpoint Town Council. On social media, possibly have a campaign to attract visitors into Callington, through the bus routes, 'Hop on a bus and come to Callington' and have a bespoke 'Callington Town Market' Facebook page.
Do we engage with the existing traders in the Town?	Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and agreed unanimously that we keep pushing and maintain the dialogue through One Callington.
Do we want alcohol being sold and served?	Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and agreed that alcohol for consumption off the premises could be sold through trade stands that have the appropriate licensing.
Traders Takings – should this information be collected and analysed?	Resolved. It was proposed by Cllr Tolman seconded by Cllr Gold and agreed unanimously that this information would not be collected.
Do we have traders in St Mary's Close?	Resolved. It was proposed by Cllr Tolman seconded by Cllr Gold and agreed unanimously that we would continue to put out the sign at St Mary's Close but no traders.
Do we have traders going along Spar side (adjacent to Oxfam and Red Panda)?	Resolved. It was proposed by Cllr Gold seconded by Cllr Morgan and agreed unanimously that for loading and unloading it is beneficial that the area is kept clear however it could be used by caterers or as a BBQ by Tamar Grow Local to showcase the traders produce.

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

Cllr Raphael asked whether bird boxes could be position about the premises. It was agreed that Cllr Tolman would have an initial discussion with 'Messy Church' to see if the youth would like to be involved with such a scheme. In the meantime the OM would clarify whether we can drill holes around the premises.

8. ANY OTHER URGENT BUSINESS

In the run up to Christmas it has been customary that a foodbank donation box is located in the office, and promoted through the Newsletter.

Resolved. It was proposed by Cllr Gold seconded by Cllr Coakley and agreed that this may continue for 2019 Christmas.

Part TWO**9. FOR DECISION – To receive any updates on the Public Conveniences project.**

No further updates at this stage.

There being no further business the meeting was declared closed at 7.30pm