

TOWN HALL & PREMISES COMMITTEE

5th November 2019 at 6.55pm

Minutes

(Please note that all Councillors are now members of the Town Hall & Premises Committee.)

1. APOLOGIES

CLLRS BURROWS, MORGAN & WATSON

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

OFFICERS: TOWN CLERK & OPERATIONS MANAGER

2. MINUTES

Resolved. It was proposed by Cllr Tolman seconded by Cllr Coakley and agreed to approve the minutes of the 15th October 2019.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

None.

5. FINANCE

a) Approval of payments

It was proposed by Cllr Gold seconded by Cllr Long and agreed unanimously to approve the payments as listed;

OS/TH	DD	Allstar	Fuel	109.48	21.9	131.38
OS/TH	11665	Biffa	Waste removal	251.82	50.36	302.18
FGP	11666	SLCC	Training	147.5	29.5	177
FGP	11667	Mr B Jacketts	Office refurbishment	150		150
FGP	11668	Royal British Legion	TC Wreath	25		25
			Allotment Software			
OS	11669	RBS Ltd	Maintenance	121	24.2	145.2
FGP	11670	T Burnard & Son	Office refurbishment	1564.79		1564.79
FGP	11671	R Shovell	Office refurbishment	240		240
			Re-issue of cheque - Unit			
TH	11672	SWW	4 & 5 Pannier Market	335.72		335.72
			HR Support			
FGP	11673	Consultancy	September work	1140	228	1368
FGP	11674	Precise Shopfitting	Office refurbishment	4250	850	5100
FGP	11675	Dan Hunt	Cable repair	45		45
OS	11676	Cornwall Council	Tree Inspection	785	157	942

FGP	11677	Daniel Thorpe	Office refurbishment, repair of PC and maintenance	2472		2472
FGP	11678	Core Occupational Health	Telephone consultation & report	120		120
FGP	11679	Complete Business	Stationery	59.8	11.96	71.76
TH	11680	Classic Fire Ltd	Fire Alarm & Extinguisher Service	214	42.8	256.8
FGP	11681	Full Stop Fire & Security	Annual Maintenance Charge	654.05	130.81	784.86
OS	11682	Cormac Solutions	Mower repairs	45	9	54
OS	11683	East Cornwall Property Care	New electric box at Saltash Road Rec	1450	290	1740
OS/TH	11684	R G Julian	Skip Hire	215		215
FGP	11685	Cornwall Council	Parking Enforcement	138.6		138.6
				14533.76	1845.53	16379.29

b) Review of debtors – None to report.

c) Budget Monitoring- Item deferred

6. FOR DECISION – To discuss any TOWN HALL COMPLEX maintenance issues and agree course of action.

Cllr Long expressed thanks to the Operations Manager for overseeing the office refurbishment which has gone very well.

There has been a request to use the Town Hall during the Christmas closed down period.

Resolved. It was proposed by Cllr Long seconded by Cllr Gold and agreed that the matter be deferred in order to clarification what is requested and any insurance considerations; then for the matter to be resolved as an urgent item at the next Outside Services meeting.

The neighbouring care-home is reviewing their emergency plan and has asked for out of hour contacts for the hall.

Resolved. It was proposed by Cllr Long seconded by Cllr Raphael and agreed that a copy of our emergency plan could be provided to the care home.

7. FOR DECISION– To discuss any issues concerning the TOWN MARKET, and agree course of action.

The market scheduled for Sunday 3rd November was cancelled the day before, due to the severe high winds and heavy rain. Whilst the weather on the actual Sunday was pleasant the task of putting up the marquees on the Saturday would have been extremely hazardous. It was a disappointment to cancel the market, however, safety is paramount and the correct decision was taken.

For December we will continue with the marquees and main hall, as planned.

Resolved. It was proposed by Cllr Long seconded by Cllr Tagg and agreed unanimously that the Operations Manager would research alternative options for various weather conditions, namely a 'Plan B'.

The Winter Weather Policy would be put on the agenda for the next Outside Services for information.

8. FOR DECISION - To discuss any PANNIER MARKET maintenance issues and agree course of action.

Nothing to report.

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

The Committee Litter Group will be meeting this coming weekend, to focus on the Remembrance Parade route.

10. ANY OTHER URGENT BUSINESS

None.

Part TWO

11. FOR DECISION – To receive any updates on the Public Conveniences project.

Resolved. It was proposed by Cllr Tolman seconded by Cllr Moore and agreed to proceed with the design, subject to DDA compliance with the Changing Places space.

12. FOR INFORMATION – To receive an update on the office enhancements.

Work has progressed well and after the meeting, Members were invited to inspect the office. **Noted.**

There being no further business the meeting was declared closed at 7.32pm.