

TOWN HALL & PREMISES COMMITTEE

7th July 2020, at 1.32pm

Minutes

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

1. APOLOGIES

CLLRS COAKLEY AND RAPHAEL

PRESENT: CLLRS GOLD, LONG (CHAIR), MOORE, MORGAN, TOLMAN, TAGG & WATSON

OFFICERS: TOWN CLERK & FACILITIES & MAINTENANCE OFFICER FOR IT SUPPORT

2. MINUTES

Resolved. It was proposed by Cllr Long seconded by Cllr Gold and agreed unanimously to approve the minutes of the 4th February 2020.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

None.

5. FINANCE

A) Approval of payments

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

For noting only (as payments were made 30th June):

FGP	11986	Mr D Pollard	Zoom monthly payment	11.99	2.40	14.39
		Clifton Emery				
FGP	11987	Design Ltd	Ongoing NP work	1000.00	200.00	1200.00
FGP	11988	Mr M Tagg	Mural anti graffiti paint	159.16	31.83	190.99
		Fenland Leisure				
OS	11989	Products Ltd	Chain protector for zip wire	76.00	15.20	91.20
FGP	11990	Mr A Stentiford	Town Crier annual payment	250.00		250.00
				1497.15	249.43	1746.58

Payments for approval:

		Asset Monitoring				
		Solutions Group	Tracking and Lone			
OS/TH	DD	UK	Working device support	27.95	5.59	33.54
OS/TH	DD	Allstar	Fuel	17.62	3.52	21.14
FGP	DD	Google	Google Cloud - G Suite	276.00		276.00
			Repair to workshop			
			shutter door and annual			
			service of all shutter			
OS	11991	Entry Group	doors	355.00	71.00	426.00

FGP	11992	HR Support Consultancy	Services for April	165.00	33.00	198.00
TH	11993	Biffa Waste Services Ltd	Waste collection	270.00	54.00	324.00
TH	11994	Ofcom	Business Radio Simple UK Licence	75.00		75.00
FGP	11995	SeaDog IT Ltd	Website Support	123.75		123.75
FGP	11996	Miss S Jackman	Mural Project Management - June	1500.00		1500.00
FGP	11997	Ms H Ewing	Mural Social Media Support	200.00		200.00
FGP	11998	HR Support Consultancy	Services for June	90.00	18.00	108.00
OS	11999	Travis Perkins	Marine Ply, Bitumen Macadam, Sealer & Tack Coat	253.26	50.65	303.91
FGP	12000	East Cornwall Property Care Mole Valley	Repair to Christmas Tree hole at old Police Station	184.68	36.93	221.61
OS	12001	Farmers	Lawn seed Fruit & vegetable	49.99		49.99
FGP	12002	Tamar Grow Local CIC	deliveries to Callington Schools	2075.00		2075.00
				5663.25	272.69	5935.94

B) Review of debtors – Prior to the meeting the Booking Clerk had circulated details on the latest debtor position. **Noted.**

C) Budget Monitoring- Information on lost income, throughout the lockdown, from bookings had been circulated prior to the meeting.

The Clerk explained that booking income is likely to see a major downturn this year and potentially ongoing; this will need to be accounted for as part of the budget setting process for the next municipal year. The position would be monitored in order to reflect an accurate cost in the precept for the next financial year.

6. FOR DECISION – To discuss the Operation Manager’s report and agree any course of action, per the recommendations.

Prior to the meeting a report detailing the works completed and ongoing in the complex was circulated. **Noted.**

7. FOR INFORMATION – To receive any updates on the cleaning and Covid compliance routines.

Access to the main office will continue via phone or email only; with only face-to-face contact where absolutely necessary by appointment only. Virtual council meetings are still advised until May 2021. The complex will be opened for hirers only.

Much guidance is in circulation regarding covid compliance regulations and recommended practice. Staff have been through the guidance and will be working through the amendments at each stage of the exit strategy from lockdown.

Based on current guidance the recommendations are as follows;

- A) The hirers will be responsible for the sanitation of their room prior to their booking and after its use.
- B) In line with government guidance the onus of responsibility needs to be put on the hirer and the amendments to the T&Cs which include:
 - 1. Hirers can book a room and are allowed a 15 minute window before and after their booked time (as is the current practice) – and this must be used by them to make their booking covid compliant i.e. social distance, one way systems, track and trace and sanitization relevant to their booking use.
 - 2. If hirers can make their booking covid compliant within the hired times we propose no additional charges, despite our lost revenue and increased costs in additional cleaning and sanitizer stations. However if they need additional time then this will be reflected in their invoice, i.e. more hours to be charged. (please read the amendment on the next page)
- C) A discussion then followed on the 3 points and the recommendations were;
 - 1. A face covering must be worn by anyone* entering and using the building *With exceptions as per Public Health guidance, such as very young children.
 - 2. Momentarily the kitchen is still closed and being redecorated and we are not taking bookings that require its use. However, hirers will be asked to tell their customers/users to bring all their own refreshments for the moment. This will be reviewed once further lockdown easing comes forward.
 - 3. To reiterate to hirers that caretakers are not on standby throughout a booking, i.e. A caretaker will do a meet and a greet and explain how the room and the equipment can be used*, but will not be available to constantly check on them and help with projectors or laptops etc. – this is to mitigate the risk of being with anyone for a period of time, and again for

the hirer to take responsibility for knowing how to use the hall facilities without reliance on staff at the start of their booking.

*More emphasis will be placed on the meet and greet function, to explain the 'new normal' and ensuring that equipment is fully operational prior to the booking.

- D) Prior to any booking being taken, the Bookings Clerk will request that a full Covid Risk Assessment is provided by the hirers and likewise guidelines about how the building should now be used, with regards to Covid, will be provided.

It was proposed by Cllr Long seconded by Cllr Tolman to approve and proceed with the recommendations as listed above, but Cllr Watson then put forward an amendment, for point B.2

'That where a hirer identifies a cleaning period longer than 15 minutes, staff have the discretion as to whether a further charge is made.'

Resolved. It was proposed by Cllr Watson seconded by Cllr Gold to include the amendment as part of the recommendations (4 Support and 3 Against).

Resolved. The original proposal to proceed with the recommendations (A-D) with the amendment (to B.2) was then voted on and agreed unanimously.

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

Resolved. It was proposed by Cllr Long seconded by Cllr Gold and agreed unanimously that the reopening of the market would be reviewed on a monthly basis. There would be no August market and a decision on the September market would be made during the first week in August.

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

In Cllr Raphael's absence, Cllr Long explained that guidelines and regulations for the community litter pick are being obtained from Keep Britain Tidy, which an aspiration to restart on the 18th July. **Noted.**

10. ANY OTHER URGENT BUSINESS - None.

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