

## TOWN HALL & PREMISES COMMITTEE

8<sup>th</sup> September 2020, at 6.40pm

### Minutes

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

#### 1. APOLOGIES

NONE

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

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

#### 2. MINUTES

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Raphael and agreed unanimously to approve the minutes of the 7<sup>th</sup> July 2020.

#### 3. MATTERS ARISING

None

#### 4. DISCLOSURES OF INTEREST

None.

#### 5. FINANCE

##### A) Approval of payments

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

F&GP	10279	Rachels Flowers	Flowers Diamond Wed. Ann
TH&P	12080	Cornwall Council	Annual Premises License Renewal
OS/TH	12081	Biffa	Waste bins
OS/TH	12081	Biffa	Waste Bins
OS	DD	Allstar	Fuel
F&GP	12082	Martin Luck	Stationary. Pens and A4 clip frames
F&GP	12082	Martin Luck	Stationary. Shredder
TH&P	12083	Barron Surveying Services	Surveyor fee for Public Toilets
F&GP	12084	HR Support Consultancy	August

##### B) Review of debtors – None.

**C) Budget Monitoring-** The Clerk gave an update on the Committee expenditure and income and explained that there was a deficit due to the

impact of COVID-19. If no saving are done on maintenance, lighting, capital projects etc the deficit would be £3,000. The income from Town Hall bookings is likely to be down in the region of £17,000 so cutting back on savings and maintenance will be necessary. There are no grants available from Cornwall Council until reserves have been used. The Town Clerk explained that, historically, there has been an office refurbishment earmark reserve and with the current refurbishment finished at this phase, she suggested that this reserve be used meet the shortfall in this committee's income.

**Resolved.** It was proposed by Cllr Tolman seconded by Cllr Coakley and unanimously agreed to take the recommendations of the Clerk and use the earmarked reserves to cover the shortfall in this Committee's income.

**D) Statement of Works** – the Clerk explained that the anticipated income from Town Hall bookings for next year and for setting the budget would be down by £11,500. There could potentially be a vacant unit in the Pannier Market so there will be a provision for a loss of rental income, Business rates for the Town Hall, toilets etc will increase, as will utilities. Salaries and associated cost will increase as dictated by NJC. In 2019 when the market initiative was talked about, it was agreed to phase it in by putting in £5,000 in the first year with further financial support from the Council Tax Support Grant. Next year it had been agreed to put in another £5,000 so the amount in the budget every year would be £10,000. Taking this all into consideration there could be a £27,500 budget increase for this committee.

A discussion took place regarding flexibility of the market and how it would continue whilst limiting expenditure.

**Resolved.** It was proposed by Cllr Tagg seconded by Cllr Gold and unanimously agreed to accept the advice of the Clerk and to recommend to Full Council an increase of £22,500 (excluding the market) as part of the budget setting requirements for this Committee.

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

The Town Clerk informed the Committee that The Council Chamber lighting and redecoration has been completed and that whilst the Town Hall has been quiet, caretaking staff have been supporting the Outside Services team.

**7. FOR DECISION** – To receive any updates on the cleaning and Covid compliance routines, in relation to the reopening of the premises to the public and for hirers.

The Clerk reported that hirers are now slowly returning to the building in accordance with the new COVID rules and Risk Assessments are in place by hirers and the Town Council. It may be that the HSE carry out spot checks on establishments to ensure they are compliant and therefore these Risk Assessments have been made available to all staff to produce should the HSE visit. **Noted**

New guidance has been issued to employers and staff in the event that a member of staff falls ill with COVID related symptoms.

The Clerk suggested that moving forward, the office would continue to be closed to the public for the rest of September and open up in October between 9.00am and 12 noon and then from November look at opening from 9.00am to 2.00pm.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Raphael and unanimously agreed to accept the recommendations of the Clerk with regard to office opening hours moving forward.

8. **FOR DECISION**– To discuss any issues concerning the TOWN MARKET, and agree course of action, namely how to proceed or not with the markets in October, November and December.

A discussion regarding the continuation and flexibility of the market took place. It was agreed that the market should continue where permitted and from November 2020 to May 2021 all markets would be held indoors with a backup plan that they be outside with individual gazebos or stalls should COVID regulations change to exclude indoor markets. Refreshments would not be provided. Being held indoors and/or having individual market stalls/gazebos could save nearly £1,000 per event as existing staff could be used with no casual staff needing to be hired. The existing £5,000 in the budget would be adequate and earmarked reserves could slowly be used if it was decided to revert back to the original marquee system in the future. This would mean that a rise on the precept would be avoided.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Coakley and unanimously agreed to continue with indoor markets from November 2020 to May 2021 and following the advice from the Operations Manager, only having 25 tables throughout the Town Hall, Council Chamber and Committee Room to be able to comply with COVID guidelines and provide no refreshments.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Gold and unanimously agreed to present these cost pressures to the next Full Council meeting.

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

Cllr Raphael reported that the litter pick had restarted with social distancing rules in place.

10. **FOR DECISION** – To receive an update from Cllr Gold regarding the Christmas activities.

Cllr Gold reported that a resident had donated a Christmas tree which was currently growing in their garden but was due to be cut down. The resident will arrange to have it felled and prepared to a suitable height. Mr Coombe had agreed to transport and place it in the Town Square. Tesco have agreed to donate a tree for the Town Hall so the only trees that would need to be purchased are the ones for the old Police Station site and Kelly Bray.

Cllr Gold also reported that plans are afoot for the Primary School to make decorations for the Town Square and Town Hall Christmas trees in memory of lost loved ones.

The Christmas event is planned for Saturday 5<sup>th</sup> December to include a 'light switch on' ceremony and recorded music only. There will be no Town Band this year. The Christmas Craft Fair will be in the Town Hall between 9.00am and 1.00pm with the same principles as the Sunday Market ie. limited stalls and no refreshments.

11. **ANY OTHER URGENT BUSINESS**

Prior to the meeting the Clerk had received a request for use of the free carpark. Questions had been put to the applicant in preparation for the meeting and their responses were discussed, which then raised further questions in the meeting. Clarification would be obtained and brought to the next available committee meeting in order to reach a decision.

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