

TOWN HALL & PREMISES COMMITTEE

6th October 2020, at 6.47pm

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, MORGAN, RAPHAEL, TAGG & WATSON

OFFICERS: TOWN CLERK, ASSISTANT TOWN CLERK, OPERATIONS MANAGER
FACILITIES & MAINTENANCE OFFICER FOR IT SUPPORT

2. MINUTES

Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and agreed unanimously to approve the minutes of the 8th September 2020.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

None.

5. FINANCE

A) Approval of payments

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

TH	12112	Mrs M Harfoot	Refund deposit for hall booking in March 2020	50.00		50.00
FGP	12113	Bluemoon	October Newsletters	607.00		607.00
FGP	12114	Mr D Pollard	Reimburse Zoom payment	11.99	2.40	14.39
		Complete Business				
TH	12115	Solutions	A4 gold certifctae frames & Air duster	37.14	7.43	44.57
TH	12116	Biffa	Waste bins collections	152.30	30.46	182.76
OS	DD	All Star	Fuel	95.26	19.05	114.31
OS	12117	Sparling Recycling Ltd	Mixed waste removal	56.88	11.38	68.26
			WC Refurbishment Project. Interim Surv.			
TH	12118	Barron Surveying Services	Fee	1550.00	310.00	1860.00
FGP	12119	Town Crier Guild	Annual Guild membership	35.00		35.00
				2595.57	380.72	2976.29

B) Review of debtors – The Clerk reported that the Bookings Clerk was chasing a small amount of money outstanding and would update the Committee at the next meeting - Noted

C) Budget Monitoring- Following circulation of information, the Clerk reported the current financial situation with this Committee and confirmed that earmarked reserves would sustain it. She was not concerned about the current situation at present.

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

The OM reported that there was a small leak in the skylight in the roof between the corridor and the bar area. He had instructed a contractor to investigate and fix the leak externally and Town Hall staff would carry out internal remedial repair work. - Noted

- 7. FOR DECISION** – To receive any updates on the cleaning and Covid compliance routines

The Clerk reported that, as the complex was a licensed premises, she had received updates on regulations which had been circulated to Councillors. Cornwall Council were providing regular updates via Zoom and the Operations Manager and Bookings Clerk were attending these Zoom updates to ensure the building was staying compliant with the ever changing regulations and guidance.

The Clerk reported that a video door bell was being installed at the front entrance to allow for staff, when in other areas of the complex, to attend to hirers and deliveries whilst the front door was closed and locked. The doorbell would be linked to the caretaker phone and to an office desktop.

Councillor Watson questioned the Clerk on the cleaning regime and if the hirers were happy with it. The Clerk explained that hirers were being compliant with their cleaning responsibilities and staff were cleaning rooms and communal areas, to COVID regulations, between all bookings, hirers seemed very happy with the current regime. The Operations Manager reported that a deep clean was being carried out every day and detailed cleaning records were being kept. Hirers were being asked to ensure that their members wore masks in the communal areas and that family members waited outside the building until the hired session had ended. Once a hire had started and all member had entered the building, the front door was being locked so no one else could enter.

Councillor Watson then questioned the QR code system to which the Clerk explained that the QR code was for the building, not for a specific class/hire. Everyone who entered the building could scan the QR code.

8. **FOR DECISION**– To discuss any issues concerning the **TOWN MARKET**, and agree course of action; should there be new guidance in relation to pandemic.

The Clerk reported that if weekly licensing updates changed then changes would be discussed at the next appropriate meeting but the plan at the moment was to have an indoor market, one way system and no refreshments and this would be monitored at the November market to see how effective this was.

9. **FOR DECISION** – Local Councils and community groups can apply for a grant to match fund 50% of costs, up to £2,000 to develop their own carbon inventory, action plan or feasibility work.

<https://www.crowdfunder.co.uk/funds/cornwall-town-parish-fund>

Should the Town Council set up a crowd funding project to apply for such funding?

Cllr Watson explained the details of the fund and reported that that main concept of the idea was for organisations to commission a report into their own carbon footprint. He felt it was important for the Council to undertake a study of this kind to understand its own carbon footprint to direct it towards those activities where maximum environmental impact could be made. As the Council had signed up to the Climate Emergency he felt this was an important tool and would be an expression of the Council's desire to get behind carbon reduction initiatives.

Discussions then took place as to where the match funding would come from and many felt that the Town Council had already gained excellent achievements in reducing its carbon footprint with much work having already been carried out. It was generally felt that any decision made on this matter now would be for a potentially new Council to implement when it was formed in 2021 and that it was a standing tradition that new Councils should not be encumbered with decisions that would not be enacted until that new Council came into being. Cllr Moore agreed that there was no harm in deferring this for a new Council as the technology relating to alleviating carbon footprint was forever changing and moving incredibly quickly and what is available now may well be obsolete in a years' time.

Resolved. It was proposed by Cllr Watson seconded by Cllr Long and unanimously agreed to bring this decision back for consideration to the new Council in 2021.

- 10. FOR DECISION** – To discuss whether a bid should be made to the Community Infrastructure Levy Fund for an infrastructure project, which will encourage greener and healthier lifestyles.

<https://www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/adopted-plans/community-infrastructure-levy-cil/cil-fund/>

Cllr Watson updated the committee on this project and that the deadline for any bid was fast approaching but he felt that it was achievable. He suggested that any bid was made at this late stage it may not be successful but in formulating a bid and getting rejected, much would be learnt in how the process operated and would be in a better position to formulate something more carefully.

Discussions took place with Cllr Long further updating the committee on this funding project. He felt that the timescale was a problem as, in order to submit a bid, much work and thought needed to be carried out in a limited time. He felt that a new Environmental Sub Committee of the new Council would be best placed to look into this funding project. He agreed with the comments of Cllr Tolman that this item should be put to the new Council in 2021 for consideration. The Clerk was asked to inform the Portreeve when the new round of CIL Fund was announced next year.

Resolved. It was proposed by Cllr Tolman seconded by Cllr Long and unanimously agreed to defer this proposal to the new Council in June 2021 for consideration.

- 11. FOR DECISION** – To discuss any ideas relating to the Environmental Sub Committee. - None

- 12. FOR DECISION** – Would the Town Council support the Police initiative 'Hate Crime'

<https://www.devon-cornwall.police.uk/advice/threat-assault-abuse/hate-crime/>

- a) Pledging to be a Third Party Reporting Centre, and/or
- b) Promoting the Hate Crime Awareness Week

The Clerk reported that she had met with the Police Diversity Officer and had been asked if the Town Council could help to promote Crime

Awareness Week, which was coming up very soon, on social media, visual display and displaying posters. The Police also asked if the Town Council would be prepared to become a Third Party Reporting Centre for those who had experienced issues with hate crime.

A lengthy discussion then took place about the logistics of how a Third Party Reporting Centre would work, how staff could be protected from potentially vulnerable and aggressive members of the public and whether training was necessary for staff. It was suggested that other Councils were contacted to see if they had become Third party Reporting Centres and how they were handling the issues raised. The Clerk suggested that, as the Town Council office was currently closed to members of the public due to COVID-19, this should be taken into consideration before making any decision at present.

Resolved. It was proposed by Cllr Raphael seconded by Cllr Gold and unanimously agreed to support the Police within current capabilities ie. displaying Hate Crime posters, sharing on social media etc. More information would be requested from the Police as to how the Town Council could become a Third Party Reporting Centre and then this would be for the new Council to consider in 2021.

13. ANY OTHER URGENT BUSINESS

None

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