

TOWN HALL & PREMISES COMMITTEE

3rd November 2020, at 6.38pm

Minutes

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

1. APOLOGIES

CLLR MORGAN AND CLLR RAPHAEL

PRESENT: CLLRS TOLMAN, COAKLEY, GOLD, LONG (CHAIR), MOORE, 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 6th October 2020.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

None.

5. FINANCE

a) Approval of payments

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

FGP	12144	Mr Daniel Pollard	Zoom facility	11.99	2.40	14.39
FGP	12145	Cornwall ALC Ltd Dawe Hawken &	Training session - Jo Taylor	30.00	6.00	36.00
FGP	12146	Dodd	Accountants fees	600.00	120.00	720.00
TH	DD	Corona Energy	Electricity supply, Town Hall	55.57	2.79	58.36
TH	DD	Corona Energy	Electricity supply, Town Hall	54.52	2.73	57.25
TH	DD	Corona Energy	Electricity supply, Town Hall	51.73	2.59	54.32
TH	DD	Corona Energy	Electricity supply, Town Hall	141.44	7.08	148.52
TH	DD	BT	Telephone Town Hall	311.40	62.28	373.68
TH	12147	Katie Flora	Refund April market x 2 stands	30.00		30.00
OS	12148	RPB Motors	MOT & service LG64 YDD	259.85	41.17	301.02

1546.50	247.04	1793.54
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b) Review of debtors and income projections – The clerk had previously circulated information anticipating a shortfall in income. She reported that the new lockdown would obviously change the current situation with most bookings having to be cancelled and more losses could be expected. Essential bookings such as NHS and food support bookings would continue but losses would be greater than expected. The Clerk went on to explain that a grant had been submitted to Cornwall Council for COVID support and she was optimistic for a positive result.

c) Budget Monitoring- The Clerk reported that there was a predicted shortfall on this budget. It had been previously agreed that the office refurbishment earmarked reserves could cover this if the grant application was unsuccessful.

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

The Operations Manager reported that the next four weeks would be quite for inside staff as there would be no bookings due to lockdown. NHS bookings would still be maintained. Scheduled cleaning of all furniture within the complex would be carried out as well as a deep clean of the blue chairs and carpets. Ongoing maintenance will continue, decorating, snagging etc. The stage would also be sanded and re-varnished. If time permitted, the bus shelter would be given a refurbishment with a complete repaint and fascias and guttering repaired/replaced where necessary.

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

The Operations Manager reported that there were no updates. The cleaning regime had been working well up to the new lockdown.

There was a lengthy discussion about reports made by members of the public and businesses to Councillors of young people gathering in the bus shelter, in large groups, not adhering to COVID regulations and generally being rude and obstructive. There had been requests to close the bus shelter and a discussion took place as to whether this should happen and that the Police should be advised of the ongoing situation.

Resolved. It was proposed by Cllr Gold seconded by Cllr Moore and unanimously agreed that the bus shelter should be closed Monday-Friday at 2.45pm and closed all day on Saturdays and Sundays until further notice. A notice would be put on the bus shelter advising why the closure is taking place and the Clerk would write to Devon and Cornwall Police advising them of the issue and ask them to take action where appropriate and ask them to act.

8. **FOR DECISION**– To discuss any issues concerning the **TOWN MARKET**, and and feedback from the market held at the weekend.

The Operations Manager gave a report on the market recently held. It went very well and was well attended.

A discussion took place about holding next month's market and whether to hold the Christmas Fayre bearing in mind they are both planned to take place just after lockdown is due to be lifted. It was discussed that should lockdown be extended when would be a good time to make a decision to cancel these two events and if bookings should continue to be taken.

Resolved. It was proposed by Cllr Long seconded by Cllr Coakley and unanimously agreed to hold weekly meetings during the second lockdown period to keep discussing the situation, taking note of new Government advice should there be any. An emergency meeting would be called next Tuesday to discuss any changes, and make decisions if necessary. Bookings for both events would continue for the time being with the proviso that the events may be reviewed in line with new Government guidelines, should there be any.

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

None.

10. **ANY OTHER URGENT BUSINESS**

The Town Clerk reported that she had received information from Liskeard Town Forum advising that had petitioned Cornwall Council that they consider adopting free car parking in their car parks for the duration of November to assist local business in during lockdown.

Noted.

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