

TOWN HALL & PREMISES COMMITTEE

1st December 2020, at 7.05pm

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 Long seconded by Cllr Tolman and agreed unanimously to approve the minutes of the 3rd and 10th November 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 Tolman and agreed unanimously to approve the payments as listed;

THP	12189	Mrs H Dowdall/Cornwall Council	Building Reg. Fee	322.50	64.50	387.00
FGP	12190	Seadog IT Ltd (5 invoices)	Monthly web host and maintenance	184.35		184.35
OS	12191	Mr P Searle	13 hrs flail	455.00		455.00
OS	12192	Mini Skips (R Julian)	1-2 weeks skip hire	215.00		215.00
FGP	12193	HMRC	PAYE	3599.76		3599.76
FGP	12194	Mr D Pollard	Camera Battery	33.32	6.67	39.99
OS	12195	Mole Valley (3 invoices + credit note)	Pry gate spring x 4, Fencing horse, Galvanised staples, nails, Stakes.	265.14	53.03	318.17
FGP	12196	Blue Moon	Dec/Jan Newsletter	607.00		607.00
FGP	12197	Cornwall ALC Ltd	Training Sessions.	150.00	30.00	180.00
OS	12198	Metal Head Fabrication	2 x Christmas tree stands	420.00		420.00
THP	DD	Screwfix	Fire retardent spray	44.16	8.83	52.99
THP	12199	Cornwall Council	Traffic warden October	153.00		153.00
THP	12200	Mr Robin West	Refund Xmas Craft Fair	10.00		10.00
THP	12201	Mr M Harford	CANCELLED CHEQUE	10.00		10.00
THP	12204	Mr M Harford	Refund Xmas Craft Fair & Dec Market	25.00		25.00
THP	12202	Mrs S Lannantuoni	Refund Xmas Craft Fair	10.00		10.00
FGP	12203	CPC	Laptop and accessories	588.80	117.76	706.56
				7093.03	280.79	7373.82

b) Review of debtors and income projections

The Bookings Clerk has updated this information recently in view of restrictions to see which hirers can come back after Lockdown has ended. There are no outstanding debtors. Predictions of loss of hall hire income are £14,800.

Resolved. It was proposed by Cllr Long seconded by Cllr Cookley and agreed to note this information. (1 abstention)

c) Budget Monitoring

The Clerk reported that she was predicting a loss in the region of £16,000 for this committee. She has submitted a grant application for this amount to Cornwall Council and has discovered that the Town Council may qualify for £2,000 rebate on the business rates for the Town Hall as it has not been possible for it to operate in the normal way, this grant is looking favourable.

Resolved. It was proposed by Cllr Long seconded by Cllr Morgan and unanimously agreed to note this and receive further information from the Clerk when it is forthcoming.

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

The Operations Manager reported that staff movements over the last four weeks of Lockdown.

The quiet period has allowed staff to give the whole complex a deep clean as well as steam cleaning all of the chairs and painting of all the chair frames.

Some necessary decorating in the Town Hall has been carried out. A large section of one of the walls was showing signs of damp so this had to be stripped and repainted.

In the past week, staff had been putting up all the Christmas decorations and providing support for the Outside Services team with their Christmas preparations.

Resolved. It was proposed by Cllr Long seconded by Cllr Watson and unanimously agreed to note this information.

7. **FOR DECISION** – To discuss any urgent issues concerning the PANDEMIC and implications of the LOCKDOWN

The Clerk reported that Risk Assessments had been revised. A number of permitted bookings were returning from Wednesday of this week.

The NHS will not be requiring the Town Hall for the first phase of COVID vaccinations but they have asked if the Town Council can work with them for Phase Two. The Bookings Clerk will contact regular hirers to notify them of the possibility of their bookings being cancelled if the hall is required for Phase Two vaccinations, which will take priority.

8. **FOR DECISION**– To discuss any issues concerning the **TOWN MARKET**

The Clerk reported that the market had been cancelled for December and there would be no January market, as usual. She queried if there should be a February market subject to COVID guidelines and regulations? Cllr Long suggested that preparations are made for a February market and that it is reviewed in the first meeting in January when there will be further information about whether there will be a post-Christmas lockdown and the vaccination process. No decision can be formally made until the New Year.

Resolved. It was proposed by Cllr Long seconded by Cllr Raphael and agreed to note the above information and comments.

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

None.

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

10. **ANY OTHER URGENT BUSINESS**

None

There being no further business the meeting was closed at 7.41pm