

## TOWN HALL & PREMISES COMMITTEE

5<sup>th</sup> March 2019 at 7.10pm

### MINUTES

#### 1. APOLOGIES

NONE

PRESENT: CLLRS BURROWS, COAKLEY, FOX, GOLD, LONG, RAPHAEL, D SMITH, M SMITH (CHAIR), TAGG, TOLMAN & WATSON

OFFICERS: CLERK & OPERATIONS MANAGER

#### 2. MINUTES

It was proposed by Cllr Gold seconded by Cllr Long and agreed unanimously that the minutes of the meeting of 5<sup>th</sup> February 2019 be approved as a correct record of the proceedings.

#### 3. MATTERS ARISING – None.

#### 4. DISCLOSURES OF INTEREST

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

#### 5. FINANCE

**a)** Approval of payments. It was proposed by Cllr Coakley seconded by Cllr Long and agreed to make the following payments:

|       |       |               |  |                |               |                |
|-------|-------|---------------|--|----------------|---------------|----------------|
| TH    | DD    | SWW           | Public conv  | 321.00         |               | 321.00         |
| OS/TH | DD    | AMS           | Asset monitoring   | 27.95          | 5.59          | 33.54          |
| FGP   | DD    | Google        | Gsuite   | 86.14          |               | 86.14          |
| OS/TH | DD    | Allstar       | Fuel   | 116.91         | 23.38         | 140.29         |
|       |       | LRM           |  |                |               |                |
| FGP   | 11299 | Planning      | NP   | 1046.80        | 209.36        | 1256.16        |
| OS/TH | 11300 | R G Julian    | Skip hire  | 215.00         |               | 215.00         |
| TH    | 11301 | M Jago        | Boiler repair  | 100.00         |               | 100.00         |
| OS/TH | 11302 | Pat Marshall  | First Aid training   | 50.00          |               | 50.00          |
| TH    | 11303 | Lanes         | Unblock drain  | 95.00          | 19.00         | 114.00         |
| TH    | 11304 | Prestige Prof | Extraction cleaning  | 740.00         | 148.00        | 888.00         |
| FGP   | 11305 | SeaDog IT     | Website content  | 14.85          |               | 14.85          |
|       |       | Daniel        |  |                |               |                |
| FGP   | 11306 | Thorpe        | Monthly IT checks  | 265.00         |               | 265.00         |
|       |       | Lynher        |  |                |               |                |
| OS/TH | 11307 | Training      | Brushcutter course   | 165.00         |               | 165.00         |
|       |       | Travis        |  |                |               |                |
| OS/TH | 11308 | Perkins       | Bitumen cold joint, sealer<br>& tack coat, ballast, cement,<br>broom | 145.75         | 29.15         | 174.90         |
| TH/OS | 11309 | Pridhams      | Washing machine, bulbs   | 333.76         |               | 333.76         |
| OS/TH | 11310 | Cormac        | Weld gate & post   | 107.06         | 21.41         | 128.47         |
|       |       |               |  | <b>3830.22</b> | <b>455.89</b> | <b>4286.11</b> |

- b) Review of debtors. Not discussed.
- c) Budget Monitoring. Not discussed.

6. **FOR DECISION** – To consider the request for Parking Permits from the hall hirers and tenants.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Tagg and agreed to defer the matter until March Full Council, allowing Cllr Long to clarify if the costings to amend the Parking Order (allowing for additional/temporary permits and amendments to the free period) could be encompassed within the Town's overall TRO, which is being funded by the Baker Estates development.

The Clerk would notify the Memory Café of the current position.

#### TOWN HALL

7. **FOR DECISION** – To receive any updates on maintenance issues and agree any enhancements to the lighting proposals and agreed a lighting audit. To also consider an automatic door to the lift.

The Chair and Operations Manager completed the audit last night and will bring costings back to the next meeting.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Fox and agreed unanimously to defer this item for another month.

- 8 **FOR INFORMATION-** To receive any updates on the Fire Alarm coverage (Fire doors have discussed at Full Council).

Costings have already been approved at Full Council and we await the installation date with the contractors. **Noted.**

9. **FOR DECISION** – To agree a replacement projector for the Council Chamber.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr D Smith and agreed unanimously to proceed with the higher quote (£1,200), in order to have equipment that is more adaptable and compatible with evolving modern technology.

#### PANNIER MARKET

10. **FOR INFORMATION** – To receive feedback on the recent inspection, including the quotes for replacement doors at Unit 6.

Cllrs M Smith and Gold had inspected the units with the Operations Manager. The Operations Manager took the committee through the various items identified and requested:

| Unit     | Recommendations<br>(and costs)  | Approval   |
|----------|---|--|
| 6        | Replacement Door (£1,550)   | Proposed by Cllr Fox seconded by Cllr Long and agreed unanimously.   |
| 4        | Larger Water Heater (Tenant's expense)  | Proposed by Cllr Fox seconded by Cllr Long and agreed unanimously to allow the tenant to source their own replacement heater. The upgrade would be at their own expense and liability.   |
| 19       | Replace boarding under kitchen fan unit and replace fan unit before kitchen is lined (£1,000 est.)  | Proposed by Cllr M Smith seconded by Cllr Long and agreed unanimously.   |
| 10,15,16 | Need to inspect the loft and source another key.  | Agreed.  |
| 18       | Replacement Door (£2,000 est.)  | Proposed by Cllr Fox seconded by Cllr Long and agreed to get 3 quotes for a replacement external door.   |
| 11       | Some remedial works required decorating, which can be completed in house.   | Agreed.  |
| 13 & 14  | <p>Windows are not shutting properly, may need repairing or even replacing £700 est.</p> <p>Store room floor needs re-screeding £300 est.</p> <p>In fill wall and door between store and staff toilet £500 est.</p> | <p>Proposed by Cllr Fox seconded by Cllr Long and agreed to get the windows either replaced or repaired, also to re screed the flooring.</p> <p>Proposed by Cllr Long seconded by Cllr Fox to complete repairs to wall and door frame.</p> |
| 13 & 14  | Concerns about the amount of items in the loft area (fire hazard)   | To notify Environmental Health and seek guidance on these matters.   |

|   |   |   |
|---|---|---|
|   | and evidence of rodents.                |   |
| 5 | Signs of damp on rear wall. £1,000 est. | Proposed by Cllr Fox seconded by Cllr Tolman and agreed unanimously to have wall lined with new damp proof membrane and boarding. |

**11. ANY OTHER URGENT BUSINESS – To discuss street names as proposed by Baker Estates**

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Long and agreed to recommend the following street names:

| Street | Preferred Name  | Proposed alternative from the Town Council                               |
|--------|-----------------|--|
| 1      | Samworth Road   | Barsbuttel Road (we are celebrating 15 years of twinning with this town) |
| 2      | Kellington Rise | Hambly Way (Peter Hambly was a long serving Cllr on the Town Council)    |
| 3      | St Mary's Road  | Bal Road (Bal is the Cornish name for a mine)                            |
| 4      | Rolle Way       | Banjo Rise (Mining name for a shovel used)                               |
| 5      | Meadow View     | Carbona Road (Rock or Ore)   |
| 6      | Moorstone Way   | Buccas Way (Piskies or Elfs)   |
| 7      | Silver Way      | Galena View (Lead or Silver Sulphate)                                    |
| 8      | Hingston Road   | Kibble Way (Iron Bucket used for mining)                                 |
| 9      | Glebe Mews      |  |
| 10     | Glebelands      |  |

**It was proposed by Cllr D Smith seconded by Cllr Tagg and agreed to move into a Part II Session at 7.42pm. Cllr Long left the meeting.**

**Part Two – Commercially Sensitive**

**12. FOR DECISION –** To receive any updates on the leases.

The Clerk gave an update. **Noted.**

Cllr M Smith gave an update on the current grant situation and a discussion then following on our aspirations for potential enhancements in New Road.

**Resolved.** It was proposed by Cllr Fox seconded by Cllr Tolman and agreed to stop negotiations regarding a scheme in New Road.

**The Part II Session was closed and the meeting reverted back to item 11, Any Other Business.**

A discussion then followed regarding litter and smoking in the Pannier Market.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Fox and agreed to have an agenda item for next month's meeting regarding smoking in the entire complex.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Coakley and agreed that a letter would be sent out to all tenants stipulating that they dispose of their rubbish appropriately and not put items (namely cigarette butts) down the drains.

**There being no further business the meeting was declared closed at 8pm.**