

TOWN HALL & PREMISES COMMITTEE2nd April 2019 at 7pm**MINUTES****1. APOLOGIES**

CLLR BURROWS, FOX, GOLD, LONG, RAPHAEL & TAGG

PRESENT: CLLRS COAKLEY, D SMITH, M SMITH (CHAIR), TOLMAN & WATSON

OFFICERS: CLERK & OPERATIONS MANAGER

2. MINUTES

It was proposed by Cllr Coakley seconded by Cllr Tolman and agreed unanimously that the minutes of the meeting of 5th March 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 Tolman and agreed to make the following payments:

OS	DD	Allstar	Fuel	9.35	1.87	11.22
FGP	DD	Gmail	Gsuite	89.84		89.84
OS	DD	AMS	Asset monitoring	27.95	5.59	33.54
FGP	DD	Post Office	Stamps	183.00		183.00
FGP	11353	SeaDog IT	Tech Support	37.35		37.35
FGP	11354	CALC	Membership	1448.18	202.36	1650.54
OS	11355	Sparling Recycling	Waste disposal	96.72	19.34	116.06
OS	11356	Vincent Tractors	Box trailer	3345.00	669.00	4014.00
FGP	11357	Dan Hunt	projector cable & feed	329.99		329.99
FGP	11358	Mr D Pollard	Headset	28.93	5.78	34.72
FGP	11359	Bluemoon Print	April newsletter	463.00		463.00
TH	11360	British Gas	Unit 11 electricity	326.40		326.40
TH	11361	Securi-Guard	Police fire alarm	1821.00	364.20	2185.20
FGP	11362	HR Support Consultancy	Employment issues	1140.00	228.00	1368.00
OS	11363	Travis Perkins	Sand	10.68	2.14	12.82
OS	11364	Travis Perkins	Ultracrete	30.80	6.16	36.96
TH	11365	T Burnard & Son	Unit 5 window & doors	112.00	43.34	155.34
				9500.19	1547.78	11047.98

b) Review of debtors. Not discussed.

c) Budget Monitoring –including predicted year end outturn and appropriations to/from reserves. Item deferred.

TOWN HALL

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

Item deferred.

- 7 FOR INFORMATION-** To discuss the idea of online viewing of the bookings.

Cllr Watson had come across a system (offering a free trial) that would allow the bookings to be viewed online for potential bookings. The Clerk explained that the current system is adequate for our needs but recognised that it could be helpful to hirers, knowing if facilities are available or not, to view availability online.

Resolved. It was proposed by Cllr Coakley seconded by Cllr D Smith and agreed unanimously that the Bookings Clerk liaise with Avalon to ascertain what functionality and capacity we could improve on with our current system, and respective costings.

- 8. FOR DECISION** – To discuss the opening and closing of the Bus Shelter in New Road and Public Conveniences.

Prior to the meeting the Clerk had circulated comments from residents regarding the opening times and state of these facilities. It has been customary that the facilities are opened from 8am and closed around 6pm. On occasions where they have been left open, we have had flytipping, vandalism and fire in the bins.

Resolved. It was proposed by Cllr Coakley seconded by Cllr D Smith that the signs are put up to explain when they are opened and closed (subject to staffing resources).

PANNIER MARKET

- 9. FOR INFORMATION** – To receive any feedback on the agreed works following the inspection.

The Operations Manager explained that work has been prioritised based on security and safety.

Unit	Action Taken	Approval
5	New locks have been fitted	
13+14	Environmental Health have been notified of the concerns. The smaller windows will need replacing.	
19	The boarding has been completed and the flooring is going down this week.	
18	Quotes have been requested but only one company has responded.	Resolved. It was proposed by Cllr Coakley seconded by Cllr Watson to process with the quote based on £1,600.

The new caretaker has now started but the Operational Manager is having to provide additional support to the Outside Services team whilst we are covering sickness, and moving into the Summer Season.
Noted.

The Operations Manager briefly spoke about the how the electricity supply could work for the Market Initiative. **Noted**

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

Item deferred.

11. **FOR DECISION** – To discuss a Non- Smoking Policy across the complex.

Cllr Long had kindly supplied a copy of the Cornwall Council policy which had been circulated to Members prior to the meeting.

The Clerk had also written to tenants following complaints about littering, smoking and dog fouling in the Pannier Market.

Resolved. It was proposed by Cllr Coakley seconded by Cllr Watson and agreed unanimously that the Non- Smoking Policy be accepted across the complex (this would encompass the Town Hall and the Pannier Market), and signage would be installed. The smoking box by the external door from the Town Hall into the Pannier Market would be relocated to a suitable wall at the Public Conveniences.

12. ANY OTHER URGENT BUSINESS

Prior to the meeting the Clerk had circulated details about the CNA (Caradon Network Area) SOS, a volunteer scheme with Cornwall Council staff. It would be discussed at the Market Stall Initiative meeting, as a possible way to distribute leaflets out to promote the markets.

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

13. FOR DECISION – To receive any updates on the leases.

The Clerk gave a brief report on the current negotiations with the Adult Learning Centre.

A discussion then followed on regarding the use of Pannier Market Permits.

Resolved. It was proposed by Cllr D Smith seconded by Cllr Coakley and agreed that if use of a permit is abused by Tenants, Councillors and Staff the Clerk have the power to have it removed.

There being no further business the meeting was declared closed at 7.45pm.