

## TOWN HALL & PREMISES COMMITTEE

2<sup>nd</sup> July 2019 at 7pm

### MINUTES

1. **APOLOGIES**

**CLLR WATSON**

**PRESENT: CLLRS BURROWS, COAKLEY, GOLD, LONG (CHAIR),  
MCCALLION, RAPHAEL, TAGG & TOLMAN**

**OFFICERS: TOWN CLERK & OPERATIONS MANAGER**

2. **MINUTES**

**RESOLVED.** It was proposed by Cllr Gold seconded by Cllr Tagg and agreed unanimously to accept the minutes of the 4<sup>th</sup> June 2019.

5. **MATTERS ARISING**

**None.**

6. **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.

**Cllr Cookley for item 12, being a member of the Lions.**

7. **FINANCE**

**a)** Approval of payments. It was proposed by Cllr Cookley and seconded by Cllr Tagg and agreed (Cllr Burrows abstained) to agree to the following payments:

|       |       |                  |                                 |         |       |         |
|-------|-------|------------------|---------------------------------|---------|-------|---------|
| OS/TH | DD    | AMS              | Tracking & Lone Working devices | 87.54   |       | 87.54   |
| OS/TH | DD    | Allstar          | Fuel                            | 176.04  | 35.20 | 211.24  |
| FGP   | 11492 | CPC              | Extension Reel for Market       | 39.50   | 7.90  | 47.40   |
| TH    | 11493 | British Gas      | Unit 11 electricity             | 63.76   |       | 63.76   |
| FGP   | 11494 | Victoria Enyon   | Balloons for market             | 78.00   |       | 78.00   |
| OS/TH | 11495 | Travis Perkins   | Rapid set cement                | 24.90   | 4.98  | 29.88   |
| TH    | 11496 | Plym PAT Testing | PAT Testing                     | 204.10  |       | 204.10  |
| TH    | 11497 | Cornwall Council | Pannier Market CEO provision    | 279.00  |       | 279.00  |
| FGP   | 11498 | CPC              | Extension Reel for Market       | 39.50   | 7.90  | 47.40   |
| All   | 11499 | HMRC             | PAYE & NI                       | 3560.26 |       | 3560.26 |
| FGP   | 11500 | W Kidman         | Market Prep & Training          | 200.00  |       | 200.00  |
|       |       |                  |                                 | 4752.60 | 55.98 | 4808.58 |

b) Review of debtors: None.

## TOWN HALL

6. **FOR DECISION** – To receive any updates on maintenance issues, namely the Council Chamber door, the incline into the disabled toilets and costings for Phase 2 of the lighting enhancements.

The Council Chamber door has been re-stained and work is scheduled for the incline into the disabled toilets.

Costings for the Phase 2 have yet to be provided, so this would be deferred and put on the agenda for September. **Noted.**

7. **FOR INFORMATION** – To clarify the use and not abuse of the Hot Water Flasks for hirers.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Coakley and agreed unanimously that with the exception of the Community Litter Pick Group\*, hot water flasks are not to be provided as a substitute for hiring the kitchen. The hot water flasks are part of the kitchen hire facilities.

\*In terms of the Litter Pick Group, the Committee recognised that they are a separate issue and as support to their community scheme, they can continue to have a shelter provided by the Town Council after a litter pick. Refreshments are provided by the Ginsters and they leave their room cleared and tidied.

**Cllr Burrows left the meeting for item 9, as a family member is on the staff.**

8. **FOR DECISION** – To receive the recommendations from the F&GP Committee regarding the Office enhancements for GDPR compliance, see item 8 on the link below:  
<https://callington-tc.gov.uk/wp-content/uploads/2019/05/FGP-Min-2019.05.21.pdf>

**Resolved.** It was proposed by Cllr Tagg seconded by Cllr McCallion and agreed unanimously to proceed with the office enhancements, for GDPR compliance, with a budget of £10,000.

9. **FOR DECISION** - The current Food Hygiene Certificates are due for renewal in September 2019. Who would like to attend and should we extend the invitation out to regular hirers?

**Resolved.** It was proposed by Cllr Long seconded by Cllr Gold and agreed to given the Clerk and Operations Manager power to act in arranging refresher training for all Councillors and Staff in September/October, and invite regular hirers to attend (and charged proportionately). Training to be arranged either in the evening or at the weekend, where possible.

## **PANNIER MARKET**

- 10. FOR DECISION** – To receive any updates on the agreed works following the inspection

There are still two outstanding items; works for Twinkle Toes is booked for mid-late July and Red Panda in mid-September. **Noted.**

- 11. FOR DECISION** – To receive a request from a tenant regarding the Parking Order.

Costings to amend the Parking Order were discussed and the advantages of having our timings co-ordinated with other parking restrictions in the town. The actual number of parking bays available was also debated.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tagg and agreed (6 Support, 0 Against and 1 Abstention) to not increase the Parking Order as requested. The cost implications for changing the order is too high and there are alternatively parking facilities in the town.

**Cllrs Long and Coakley left the meeting for item 12.**

**Mr Oliver of One Callington attended for item 12.**

- 12. FOR DECISION** – To receive any matters relating to the Market Stall Committee.

Cllr McCallion gave an update on the expenditure too date and the number of stalls booked in for the first market on Sunday. The OM also talked through the logistics for preparing and dismantling the marquees over the weekend. **Noted.**

The Lions have asked if they could borrow a marquee for the Honey Fair.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Burrows and agreed that the decision on whether to hire out equipment be deferred until September. This will allow us a chance to see how the

actual markets go themselves and to collate some standard T&Cs for hiring out such items. (5 Support, 1 Against and 0 Abstentions).

In the meantime the Lions could be encouraged to attend the setting up of the August market, to see what resources they would need to assemble the marquees themselves.

Cllr Tagg asked that the wifi be switched on and working correctly for the event.

Cllr Gold will be provided with the latest list of stall holders, in order to finalise the press releases and article for the next newsletter.

Mr Oliver reported that One Callington has been doing work to promote the market, and flyers continue to be distributed this week.

Staff and Cllr Raphael have kindly agreed to go around and collect feedback from the event, and footfall will be monitored.

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

Cllr Raphael is finalising his article and will be making some slight alterations to it. **Noted.**

- 14. FOR DECISION** – To receive any updates on the Public Conveniences project.

**Item deferred.**

- 15. ANY OTHER URGENT BUSINESS**

The Operations Manager has got some prices to have the main hall repainted externally, to complement the 'Clean up' campaign.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tagg and agreed unanimously to proceed with the quote as presented.

It was proposed by Cllr Tagg seconded by Cllr Tolman and agreed to move to a part two session.

- 16. STAFFING REQUEST**

The Clerk explained what the request once and it was discussed.

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