

## TOWN HALL & PREMISES COMMITTEE

4<sup>th</sup> February at 6.30pm

### Minutes

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

#### 1. APOLOGIES

CLLRS MORGAN

**PRESENT:** CLLRS COAKLEY, GOLD, LONG (CHAIR), MOORE, RAPHAEL\*,  
TOLMAN, TAGG & WATSON

\*LATE ARRIVAL

**OFFICERS: TOWN CLERK & OPERATIONS MANAGER**

#### 2. MINUTES

**Resolved.** It was proposed by Cllr Coakley seconded by Cllr Tagg and agreed unanimously to approve the minutes of the 3<sup>rd</sup> December 2019.

#### 3. MATTERS ARISING

None

#### 4. DISCLOSURES OF INTEREST

Cllr Tagg for item 5a, in receipt of payment.

#### 5. FINANCE

##### a) Approval of payments

It was proposed by Cllr Tolman seconded by Cllr Coakley and agreed (Cllr Tagg abstained) to approve the payments as listed;

OS/TH	DD	Allstar	Fuel	92.25	18.45	110.70
			February E			
FGP	11807	SeaDog IT	newsletter	145.00		145.00
FGP	11808	Mr M Tagg	Shield Engraving	64.00		64.00
	11809	CANCELLED				
		Microshade Business				
FGP	11810	Consultants Ltd	GDPR Visit	88.20	17.64	105.84
TH	11811	Biffa Waste Services Ltd	Waste collections	549.27	109.85	659.12
			February			
FGP	11812	Bluemoon Design Studio	newsletter	463.00		463.00
		Complete Business				
FGP	11813	Solutions	Notebooks	25.89	5.18	31.07
FGP	11814	S Jackman	Mural Petty Cash	50.00		50.00
				<b>1477.61</b>	<b>151.12</b>	<b>1628.73</b>

##### b) Review of debtors – None to report.

**c) Budget Monitoring-** The Clerk went through the current spend and appropriations to and from reserves. **Noted.**

**6. FOR DECISION – To discuss any TOWN HALL COMPLEX maintenance issues and agree course of action, including stage 2 lighting project.**

The Clerk gave a report on an event held in the hall over the weekend, which required additional staffing, Police and Ambulance attendance. It had become a difficult situation and staff were thanked for their handling of the event.

The matter is now being investigated with the respective authorities and recommendations will be brought back to the next meeting for consideration.

The Operations Manager gave a report on the lighting project and costings, to enhance the lighting and redecorate the ceiling in the Council Chambers.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tagg and agreed unanimously to proceed with the works (£2,822), funded from the Lighting Reserves.

It was noted that it may take a while to actually arrange the works, because of finding a suitable length of time when the room is available and to rearrange any bookings.

**7. FOR DECISION – To receive feedback on the cleaning audit from Cllr Raphael – item deferred until he arrived. See Below (item10)**

**8. FOR DECISION – To discuss whether the office should provide a ticket sales services for events in the hall.**

Until recently Kivells and Smiphees did offer ticket sales services from their premises, however these have now been withdrawn. A discussion then followed on the pros and cons of providing this service in the office; the potential risks, cash handling implications and staffing.

**Resolved.** It was proposed by Cllr Coakley seconded by Cllr Tagg and agreed (5 Support, 0 Against and 3 Abstentions) that a ticket sales service could be provided (for cash and cheque only, NO card payments) at no charge, for town hall events only. This service would be subject to a review.

**9. FOR DECISION – To discuss any issues concerning the TOWN MARKET, and agree course of action.**

**Cllr Tolman chaired this item, as Cllr Long does hire a stall at the market.**

The market on Sunday 2<sup>nd</sup> February had gone well in the town hall complex, although signage needs to be improved.

Cllr Raphael arrived and was given the opportunity to discuss the cleaning audit.

**10. FOR DECISION – To receive feedback on the cleaning audit from Cllr Raphael – item deferred until he arrived. See Item 7 above.**

Cllr Raphael gave an overview of his findings, and has some constructive comments to enhance our procedures and time management.

Thanks went to Cllr Raphael for his time and support on this matter. He will now have a more in-depth discussion with the Operations Manager.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Gold and agreed that the matter be deferred, allowing time for the Operations Manager to meet with Cllr Raphael and discuss the recommendations, along with any findings from the H&S audit (scheduled for the end of February) and for these to be brought back to committee.

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

As part of his cleaning audit, Cllr Raphael had inspected the chemicals and was pleased with the products we use.

The litter pick has just celebrated its 3<sup>rd</sup> year anniversary; thanks went to all involved in this community project.

Cllr Gold had seen some bee hotels at the recent Town Market. A discussion then followed on solitary bees and how to protect and encourage them.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Moore and agreed unanimously that power to act be given to the Chair, the Chair of Outside Services and the Operations Manager to purchase 10 such items as discussed (budget of £50) for installing around the premises.

**10. ANY OTHER URGENT BUSINESS - None.**

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

There being no further business the meeting was declared closed at 7.25pm.