

## TOWN HALL & PREMISES COMMITTEE

12<sup>th</sup> January 2021 at 7.15pm

### Minutes

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

#### 1. APOLOGIES

CLLR COAKLEY, CLLR MORGAN

**PRESENT:** CLLRs TOLMAN, GOLD, LONG (CHAIR), MOORE, , 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 Gold seconded by Cllr Moore and agreed unanimously to approve the minutes of the 1<sup>st</sup> and 8<sup>th</sup> December 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 Tagg and unanimously agreed to approve the minutes as listed:

OS	12237	R G Julian	Skip hire	215.00		215.00
OS/THP	12238	GB Tool Hire	Gas cartridge, hat, Safety boots, trousers, sweatshirt, ladies work trousers, air freshener,	386.56	77.31	463.87
FGP	12239	Asset Monitoring Solutions	FM Lite monthly hosting & annual contract	27.95	5.59	33.54
FGP	12240	Seadog IT	Annual license site security services	75.00		75.00
OS	12241	Sparling Recycling Ltd	Green waste tip.	10.00	2.00	12.00
OS	12242	Travis Perkins	Timber	203.40	40.68	244.08
THP	12243	Complete Business Solutions	Paper, Planner, stamp pad, ink, laminating pouchs	131.77	26.35	158.12
OS	12244	EDF	Workshop & toilets	38.32	1.92	40.24
FGP	12245	Mr D Pollard	Reimburse for Zoom	11.99	2.40	14.39
OS	12246	Cornwall Council	Pest control allotments	130.00	26.00	156.00
THP	DD	Clear Business	Electricity Charges New office	216.95	15.05	232.00
				<b>1446.94</b>	<b>197.30</b>	<b>1644.24</b>

## **b) Review of debtors and income projections**

The Clerk gave an update, as there have been no bookings, there has been no income and therefore there are currently no debtors. Projection going forward, it is not expected that there will be any bookings in February; the only hirer that may use the facilities is the NHS.

## **c) Budget Monitoring**

The Clerk reported that this committee is currently in the red but Cornwall Council has confirmed that the application for funds has been accepted. A business rate rebate has also been approved by Cornwall Council for the Town Hall. This means that the amount of funds that will need to be taken from the office refurbishment budget to keep the committee afloat will be reduced.

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

The Operations Manager reported that, as there were no bookings in the complex at present, he was re-allocating inside staff to full time maintenance duties. Storage areas will be cleared out and refurbished and an inventory of equipment will be taken. Any unnecessary items will be disposed of. The ceiling area in the storage unit needs repair and will be stripped and repainted. Staff will undertake a re-varnish of the Town Hall stage. Staff will also be assisting Outside Staff with holiday cover. Cleaning duties are ongoing in the building and Police Station and COVID cleaning in the facilities where staff are working. A deep clean of all crockery, glassware and cutlery will be carried out along with an inventory of all equipment held.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Raphael and unanimously agreed to note the Operations Manager's report.

- 7. FOR DECISION** - To discuss any urgent issues concerning the PANDEMIC and implications of the LOCK DOWN.

The Operations Manager reported that all Health and Safety paperwork and Risk Assessments had been updated following advice from CALC on the new COVID restrictions.

**Resolved.** It was proposed by Cllr Raphael seconded by Cllr Tagg and unanimously agreed to note the Operations Manager's report.

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

The Clerk suggested that the February and March markets be cancelled in light of the current COVID situation. Cllr Long suggested that Government guidelines be taken on board as and when they were released. He suggested that this be reviewed in March to look at whether to hold an April market as we should be in a better position to know what, if any, new guidelines will be. The Clerk reported that the first Sunday in April would be Easter Sunday so it would be unlikely that a market would be held on this day. The next earliest Market could be in May but this would be reviewed in March and then monthly from then on. Market stall holders would be kept up to date regularly with any information so as not to lose their interest and give them time to prepare for a market.

**Resolved.** It was proposed by Cllr Raphael seconded by Cllr Gold and unanimously agreed to review the situation in March with the intention of holding the next market in May or June and to keep in touch with stall holders to let them know what is happening and what the Town Council is proposing.

**9. FOR DECISION** – To discuss the environmental proposals circulated prior to Christmas, by the Chair of Environment, and feedback received, in order to make recommendations to Full Council.

Cllr Raphael reported on the information previously circulated. He said it was vitally important to have wildlife counts, without numbers there is no idea of what is happening or what help can be given to individual species. He reported that there were a couple of businesses that had got involved with the wildlife watches but he wanted to get more people and businesses involved. He suggested that the newsletter and all Town Council social media would be a good place to promote this. It would give children something to do during lockdown, and is educational while children are home schooling. Cllr Raphael would provide the newsletter editor with some content for the February edition and every edition going forward.

Cllr Raphael then went on to explain the situation with Mud Lane and asked if the Outside Services team could clean up the leaf debris and other organic matter and use in the meadow for to start a mulch heap. Cllr Gold, being the Chair of Outside Services and the Operations Manager agreed that this could be done and the

Operations Manager would take a site visit along with Cllr Tolman, to see what was required.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed to accept the environmental vision statement from Cllr Raphael and that it be recommended in full at the next Full Council meeting for approval.

## **10. ANY OTHER URGENT BUSINESS**

The Clerk reported that herself, Cllr Long and Cllr Moore had attended a Vitality meeting with Helen Fincham and Cllr Moore updated the committee about the Vitality fund and grants. The grants are for feasibility studies/consultations only.

The Town Council has already carried out feasibility studies within the 'Vision for Callington' in the Neighbourhood Plan so it was felt that forming a 'Town Team' at this time would be a futile exercise as nothing concrete could be carried out and the grant money could not be used for anything other project. However, it was agreed a 'Town Team' would be useful in order to deal with any future funding that may be available when the pandemic is over and would be helpful in order to drive forward elements of the Neighbourhood Plan.

Cllr Long reported that the Town Council had already carried out many feasibility studies and didn't consider that using this grant would a good use of public money at the present time.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Moore and unanimously agreed that the Town Council should not proceed with the Vitality Funding at this time.

**It was proposed by Cllr Long seconded by Cllr Gold and unanimously agreed to move to a Part Two session at 7.46pm**

There being no further business the meeting was declared closed at  
7.48pm