

TOWN HALL & PREMISES COMMITTEE

2nd February 2021 at 6.30pm

Minutes

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

1. APOLOGIES

NONE

PRESENT: CLLRs TOLMAN, GOLD, LONG (CHAIR), MOORE, MOORE (FROM ITEM 5B) TAGG & WATSON

OFFICERS: TOWN CLERK, ASSISTANT TOWN CLERK, OPERATIONS MANAGER, FACILITIES & MAINTENANCE OFFICER FOR IT SUPPORT

2. MINUTES

Resolved. It was proposed by Cllr Tolman seconded by Cllr Gold and agreed unanimously to approve the minutes of the 12th January 2021

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

None.

5. FINANCE

a) Approval of payments

It was proposed by Cllr Tagg seconded by Cllr Gold and unanimously agreed to approve the payments as listed:

OS	12253	Nomix enviro	Pesticides/chemicals	840.90	168.18	1009.08
FGP	DD	3 Phones	Mobiles George & Caretaker	36.67	7.33	44.00
THP	DD	Clear Business	Electricity charges new offices	245.22	12.79	258.01
THP	DD	British Gas	Electricity charges public toilets	128.34	6.41	134.75
OS	DD	All star	Fuel	131.82	26.36	158.18
THP	12254	Rialtas	Software support - Recharge to The Labouring Poor	124.00	24.80	148.80
THP	12255	Rialtas	Software support	172.00	34.40	206.40
THP	12256	Mrs J Taylor/Amazon	Reinbursement for payment made for: a velvet pouch, urn, cloth & 2 books of condolence. Operation London Bridge	67.89		67.89
THP	12257	CPC	Keyboard	17.95	3.59	21.54
THP	12258	Ricoh	Photocopier usage	255.78	51.15	306.93
				2020.57	335.01	2355.58

(Cllr Morgan joined the meeting)

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. A further rebate on the Business Rates has been approved for the lockdown period. Work is being carried out with regard to Pannier Market tenants to ensure finances are ready for Year End.

c) Budget Monitoring

The Clerk reported that the committee was still running with a deficit due the shortfall in income but the grant from Cornwall Council together with the Business Rate rebate will support this. However, invoices are beginning to be received for the Public Conveniences project so the use of reserves will be exploited in the near future.

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

The Operation Manager reported that:

- the storage area had been cleaned and decorated including the ceiling, walls, gloss and floor.
- Items in the storage area were being sorted and disposed of where necessary.
- Structural repairs to the stage and stage storage had been completed.
- The stage was being sanded and re-varnished.
- All crockery, cutlery, glass ware and kitchen equipment had been cleaned.
- A deep clean of the kitchen area and all fittings was being carried out ahead of the Health and Safety Inspection next week.
- Town Hall staff would be covering for Outside Services staff annual leave.
- The cleaning of all Pannier Market units, including pressure washing and repair works was scheduled for late February.
- Weeding and tidying of the Town Square was being scheduled for late February.

Resolved. It was proposed by Cllr Long seconded by Cllr Moore 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 Clerk reported that advice would be taken from the Health and Safety Inspector with regards to further recommendations for re-opening. Current hall hire would only be for emergency food provision or any NHS bookings.

8. ANY OTHER URGENT BUSINESS

None

It was proposed by Cllr Long seconded by Cllr Moore and unanimously agreed to move to a Part Two session at 6.36pm

There being no further business the meeting was declared closed at
6.47pm