

TOWN HALL AND PREMISES COMMITTEE

6th July 2021 at 7.20pm – Council Chamber

Minutes

PRESENT: Cllr Brooks, Cllr Coakley, Cllr Tolman, Cllr Long, Cllr Moore (Chair), Cllr Pound, Cllr Stentiford, Cllr Tagg (Portreeve), Cllr Watson

Members of the Public: None

Officers: Town Clerk & Operations Manager

1. APOLOGIES

CLLRS GOLD, MORGAN AND SMITH

2. MINUTES

Approval of the minutes of 15th June 2021.

Resolved. It was proposed by Cllr Coakley seconded by Cllr Watson and unanimously agreed to accept the minutes as a true 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.

None

5. DISPENSATIONS – To consider any requests for dispensations. - None

6. FOR DECISION – FINANCE:

A) Approval of Payments, it was proposed by Cllr Tagg seconded by Cllr Coakley and agreed unanimously to approve the payments:

OS	DD	Allstar	Fuel	186.34	37.26	223.60
OS/TH&P	12457	Helen Dowdall	Biffa General Waste Clearance	243.12	48.62	291.74
TH&P	12458	T Burnard & Son	Guttering Repairs in Pannier Market	978.40	-	978.40
F&GP	12459	CPC	HDMI Extender	41.70	8.34	50.04

OS/TH&P	12460	GB Tool Hire	Cleaning products, black refuse sacks, strim line, screenwash, safety boots, carbon discs	380.82	76.17	456.99
TH&P	12461	Heartstart	Refurb defib cabinet, LED light, travel, installation and pads	376.00	-	376.00
TH&P	12462	Peck Trading	3 Ply Masks	35.00	7.00	42.00
F&GP	12463	Dan Pollard	Zoom - Standard Pro Monthly	14.39		14.39
OS	12464	Rising Sun Nurseries	Bedding Plants	55.75		55.75
ALL	12465	HMRC	Inland Revenue	3,765.75		3,765.75
				6077.27	177.39	6254.66

For noting purposes only – having been circulated and agreed prior via email.

F&GP	12448	BT	Phone Rental	39.70	7.94	47.64
F&GP	12449	Complete Business Solutions	Stationery	39.90	7.98	47.88
F&GP	12450	CALC	Members Training	1,050.00	210.00	1,260.00
OS	12451	Cornwall Pest Man.	Allotment Pest Control	40.00	-	40.00
OS	12452	EDF	Workshop & Toilets electricity	44.62	2.23	46.85
OS	12453	EDF	Electricity at Cemetery	743.66	-	743.66
OS	12454	RG Julian	Mini Skip Hire	215.00	-	215.00
OS	12455	R&A Cleansing Services	Emptied Tank at Cemetery	160.00	32.00	192.00
F&GP	12456	Sea Dog IT	Domain Renewal (2 years)	155.00	-	155.00
				2487.88	260.15	2748.03

B) Budget Monitoring

No further updates since June Full Council meeting.

- 7. FOR DECISION** – To discuss the Operation Manager's report, namely maintenance work completed and scheduled; agree any course of action, per the recommendations.

An update was provided on the booking procedures now and going forward with covid considerations. Whilst we welcome the hirers back there is an enhancement to the cleaning regime.

Caretaking staff continue to provide support to the Outside Services with grass cutting and kerb line weed spraying. In addition, they have been refurbishing Unit 11 ready for re-hire.

Unit 5 is waiting a replacement door and a replacement extractor fan has been installed in Units 13-14. Replacement guttering has also been completed on the backs (Bowling Club side) of Units 7, 8 & 9.

The Operations Manager then took questions from councillors.

- 8. FOR DECISION** – To receive the quote for the Fire Alarm installation and monitoring, as circulated on the 30th June (with costings from the Operations Manager)

The purpose of this upgrade was to have an improved procedure at the Heritage Centre (currently the alarm is sounded but a notification doesn't automatically come to Town Council). Also, to now include the cemetery workshop in the system.

The Clerk would clarify whether this upgrade would see any reduction in our insurance premium.

Whilst this enhancement would be a burden/responsibility on the staff; this would be in line with our existing Emergency Plan procedures.

Two quotes had been requested but only one received. The quote received was from an existing supplier and could then encompass our entire estate.

Resolved. It was proposed by Cllr Tagg seconded by Cllr Coakley and agreed to proceed with the quote from Full Stop. (8 Support, 0 Against and 1 Abstention, Cllr Stentiford).

- 9. FOR DECISION** – To discuss the idea of solar installation on our existing roofs, to be led by Cllr Watson.

Cllr Watson explained that having signed up the Climate Emergency, this raises the question whether we should consider solar energy on our estate. Having completed some research on the matter, it has been established there is no longer a buy-back initiative and it no longer makes economic sense.

A debate then followed on our own energy consumption, return on investment, depreciation, insurance implications, any restrictions on

the buildings (such as listed or in a conservation area) and technological advances in new material (being much lighter for example).

It was also recognised that this would need to be a long term solution, as financially we are not in a position to currently invest.

Resolved. It was proposed by Cllr Long seconded by Cllr Coakley and agreed unanimously that a full report to include cost, benefit, risk, power and other building regulations considerations be completed and brought back to Committee in September by Cllr Watson.

- 10. FOR DECISION** - To discuss any urgent issues concerning the PANDEMIC and implications of the LOCK DOWN in relation solely to the Town Hall & Premises.

Cllr Long explained that Government has been talking about the issues but clarification is still being sought. We are not in a position to change/review anything until at least next Monday (12th).

Momentarily the cleaning regime will stay and not change after lockdown.

A discussion was had on whether masks should be mandatory whilst in Council Premises. Whilst it may not be compulsory we could exercise our Right of Admission Reserved (ROAR) for the safety of our staff, hirers and third parties.

Resolved. It was proposed by Cllr Long seconded by Cllr Tolman and agreed unanimously that the Operations Manager in consultation with the Chair of TH&P, Portreeve and Deputy Portreeve review the situation and can call in an urgent meeting if required, or discuss at the next available meeting (20th July).

- 11. FOR DECISION** – To receive any updates concerning the forthcoming Sunday Town Markets.

The Operations Manager explained that a small number of traders have already booked for August and it has been promoted on our social media.

Resolved. It was proposed by Cllr Tolman seconded by Cllr Tagg and agreed to inform tenants of the Pannier Market and welcome their support at such events (8 Support, 0 Against and 1 Abstention, Cllr Long).

- 12. FOR INFORMATION** – To arrange an inspection of the Pannier Market Units by the Chair & Vice, with the Operations Manager.

It was agreed to hold the inspection on Friday 23rd July at 9am. The Operations Manager would notify the tenants.

- 13. FOR DECISION** – To discuss the Welcome Back Funding email (as circulated on the 28th June) and collate any feedback to complete the survey.

Resolved. It was proposed by Cllr Moore seconded by Cllr Tolman and agreed unanimously to proceed with the ideas as previously circulated by Cllr Watson and Cllr Pound.

- 14. FOR DECISION** – To discuss the presentation from Wildanet held earlier this evening and agree a course of action.

A discussion was had on the presentation held prior to the meeting, and further questions were raised regarding:

- What percent of people don't have broadband
- The benefits of a digital hub
- What would be the contractual requirements
- Recruitment and support of the digital champions
- Working with the Adult Learning, in the Pannier Market
- The legalities and protection of the public name

Resolved. It was proposed by Cllr Long seconded by Cllr Moore and agreed that advice be sought from CALC and Simon Mansell on the legal perspectives, and the matter be brought back to the next available committee for further consideration.

- 15. ANY OTHER URGENT BUSINESS**

a) Prior to the meeting, details about the 'Picnic in the Park' project had been circulated, with costing for entertainer(s). Having already discussed and agreed the concept of celebratory open air event at the March F&GP meeting, the Portreeve felt it an appropriate community project to support and could be used as a blueprint for next year and the Queen's Platinum Jubilee.

For information only, the Portreeve had resigned from One Callington CIC last month.

Resolved. It was proposed by Cllr Long seconded by Cllr Stentiford and agreed (7 Support, 0 Against and 2 Abstentions, Cllr Moore

and Cllr Coakley) to support the Portreeve in the proposal and finance the entertainer(s) costs, as the Town Council's contribution, to the community event.

- b)** Cllr Tolman reported that some youths had wrongly gained access to the Changing Place toilets yesterday, the matter is being investigated and Police informed. **Noted.**

There being no further business the meeting was declared closed at 8.11pm