

TOWN HALL AND PREMISES COMMITTEE

2nd November 2021 at 6:55pm – Council Chamber

Minutes

PRESENT: CLLRS BROOKS, COAKLEY, MOORE (CHAIR), POUND, SMITH, TOLMAN & WATSON

Members of the Public: None

Officers: Town Clerk (TC) & Operations Manager (OM)

1. APOLOGIES

CLLRS GOLD, LONG, STENTIFORD AND TAGG

2. MINUTES

Approval of the minutes of 19th October 2021.

Resolved. It was proposed by Cllr Tolman seconded by Cllr Coakley 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. FINANCE

Approval of Payments

Resolved. It was proposed by Cllr Coakley seconded by Cllr Brooks and unanimously agreed to approve the payments as listed:

OS	DD	AMS	Vehicle Trackers	33.54	0.00	33.54
ALL	CR	Blackline Safety	Credit Note for loneworker devices	-513.00	0.00	-513.00
OS	CR	EDF	Credit Note - Lisk Rd	-118.33	-5.92	-124.25
THP	DD	Screwfix	LED Light Bulb 10 Pack	20.00	3.99	23.99
OS	DD	Screwfix	Quicksilver Trade Pack 1400pc	29.16	5.83	34.99
All	DD	Three	3 mobile phones	43.04	8.61	51.65
F&GP	12582	Clifton Emery Design	Neighbourhood Plan	1000.00	200.00	1200.00
OS/TH&P	12583	Howlett Training	2 x First Aid Training	110.00	22.00	132.00
OS	12584	Radland Building Supplies	3 x 6x1 Sawn Tanalised	28.80	5.77	34.57
F&GP	12585	Rialtas	Making Tax Digital for VAT on software	59.00	11.80	70.80
OS	12586	Richo	Photocopier Charge	75.00	15.00	90.00
OS	12587	Root & Branch	Poplar Trees at Launceston Rod	375.00	75.00	450.00
OS	12588	Source for Business	Water Charges	306.53	50.50	357.03
				1448.74	392.58	1841.32

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

The Operations Manager went through his report in detail. Cllr Tolman queried the New Road toilet cleaning rota and the OM responded that the toilets were cleaned three times a day. Cllr Moore commended the Town Hall team for their recent hard work.

8. **FOR DISCUSSION** – To receive any updates concerning the Sunday Town Markets and plans for the coming months. To include costings for the new gazebos and resale price of the trailer. To also discuss the comments from traders regarding stall fee.

Cllr Moore suggested that it would be useful to keep the trailer as the extra gazebos could be stored safely within it. The quotes for new gazebos were discussed. Cllr Watson was concerned about the high figures that had been quoted and felt new gazebos could be purchased at a much smaller cost. It was suggested that good quality gazebos that would stand the test of time were expensive and that you 'get what you pay for'.

Resolved. It was proposed by Cllr Moore seconded by Cllr Tolman and agreed to take allow the Town Team to look at the quotes as the Welcome Back Fund would be used to finance them. Their suggestion would be brought back to the Full Council meeting in November.

The current stall fees were then discussed.

Resolved. It was proposed by Cllr Coakley seconded by Cllr Tolman and agreed that the current stall fee would remain at £15 but would be revisited at the beginning of next season in January in readiness for the February market. The Administration Officer would be asked to

research what other markets in the surrounding area were charging for market stalls as a comparison. (5 support, 2 against),

Discussions then took place to the possibility of a loyalty scheme where traders would be offered a discount if they booked multiple dates in advance.

Resolved. It was proposed by Cllr Smith seconded by Cllr Tolman and unanimously agreed to offer a loyalty scheme to market traders.

9. **FOR DECISION** – To discuss and decide whether separate market meetings should resume.

A discussion took place.

Resolved. It was proposed by Cllr Coakley seconded by Cllr Smith and agreed that Market Committee meetings will resume in late January 2022 and will take place every three months. Market traders will be invited to attend to provide feedback to the committee from a trader point of view (6 support, 1 abstention)

10. **FOR DISCUSSION** – Rationalisation of the responsibility for the Cemetery Chapel. Should it be Town Hall and Premises or Outside Services?

Resolved. It was proposed by Cllr Smith seconded by Cllr Tolman and unanimously agreed to bring this back to the next Outside Services committee meeting when Cllr Gold would be present to discuss

11. **FOR DISCUSSION** – Jubilee update.

Cllr Smith gave an update on the Jubilee event organisations to date.

12. **ANY OTHER URGENT BUSINESS**

None

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