

TOWN HALL & PREMISES COMMITTEE MEETING

Callington Town Council Chambers

1st March 2022 at 6:52pm

Minutes

PRESENT: BROOKS (SB), COAKLEY (MC), GOLD (KG), LONG (AL), MOORE (MM) (CHAIR), POUND (SP), TAGG (MT), TOLMAN (ST) & WATSON (PW)

OFFICERS: TOWN CLERK (TC), OPERATIONS MANAGER (OP) & ASSISTANT TOWN CLERK (ATC)

	Minutes	Action
1.	APOLOGIES Cllrs Morgan, Smith and Stentiford	
2.	MINUTES Approval of the minutes of 1st February 2022. Resolved. Proposed by Cllr Tolman seconded by Cllr Long and unanimously agreed to accept the minutes as a correct record of the proceedings. RESOLVED	
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 None.	
6.	FOR DISCUSSION/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 as previously circulated. Cllr Moore asked if the Asset Register had been completed. The Operations Manager confirmed all current assets had been added to the register with any new items being added as required. The report was noted.	
7	FOR DISCUSSION – update on the Town Hall Five Year Electrical Testing The Operations Manager confirmed quotes had been secured for the upgrading works required on Units 10, 11 and The Office spaces (Units 7, 8 and 9) following the Five Year Electrical Testing report completed on these areas. The office space quote for works including an upgrade to the consumer unit, is £790 + VAT and the quote for units 10 and 11 is £345 + VAT. It was proposed by Cllr Gold and seconded by Cllr Long to proceed with the works based on the quotes. Unanimously agreed. RESOLVED.	OM

	It was requested that the current leases for the tenants are checked to clarify if fixed electrical items are the responsibility of the tenant or landlord.	TC
8	<p>FOR DISCUSSION – to discuss the current COVID measures and the restrictions on children’s events and parties.</p> <p>Following a lengthy discussion it was proposed by Cllr Long and seconded by Cllr Coakley to end the current restrictions on children/’s parties and events and to retain the notices which request wearing of masks in the Town Council buildings for the protection of staff, (however it was noted this was a request and not enforceable on the public.) Votes in favour - unanimous. RESOLVED</p>	TC/OM
9	<p>FOR DECISION - To receive the Health and Safety Audit</p> <p>The Operations Manager updated on the completed Health and Safety Audit and confirmed there had been only minor issues raised by the Auditor.</p> <ul style="list-style-type: none"> • Update of the water system drawings in the newly refurbished public conveniences in line with Legionella requirements. • Update on asbestos report following the works completed in the Pannier Market Units. • One Fire Safety document. <p>The Operations Manager advised these had either been completed or were in hand.</p> <p>Cllr Watson raised the question of whether ‘near misses’ were also recorded and when was the last one. The Operations Manager advised to his knowledge the last ‘near miss ’ had been in 2018 as a result of incorrect use of a piece of gardening equipment by a member of staff. Cllr Moore asked that the staff should be congratulated on their excellent safety record. Cllr Long proposed and Cllr Moore seconded the report should be noted. Votes in favour – unanimous. RESOLVED</p>	OM
10	<p>FOR DISCUSSION/DECISION – to consider replacement windows in the main hall and cavity wall insulation, for the purpose of reducing energy consumption.</p> <p>The Operations Manager advised a further two contractors would be looking at the building tomorrow and he would provide the quotes received at the next available meeting. It is anticipated the costs will be in the region of £10k.</p>	OM/TC
11	<p>FOR DISCUSSION - Jubilee update</p> <p>Cllr Long advised he had spoken with Cllr Smith in the last few weeks but advised that due to on-going medical treatment Cllr Smith would be largely unavailable over the coming 8-10 weeks. Cllr Long sent all his good wishes to Cllr Smith and was sure the whole council would join him in this. Agreed.</p> <p>Cllr Moore advised he had discussed with Cllr Smith the requirement for additional marshalling volunteers for the Beacon Lighting Event and is in the process of contacting Duchy College.</p> <p>Cllr Tagg confirmed he had secured donations and assistance from both B & M stores Callington and Tesco Callington and was further discussing additional funding/donations from Ginsters and The Cornwall Bakery. In addition Steven Poh of the Florence Park Development had kindly donated £300 for the cream teas which</p>	MT

	<p>would now include providing them to the local care home residents. In addition he had provided an additional £200 to fund the cost of the Plymouth Maritime Corps of Drums performance in St Mary's Square. Cllr Tagg confirmed the proprietor of Victoria Eyton Party Supplies had donated 50m of red, white and blue bunting for the event. Council was advised Steve Dawe, who was organising the Proms in the Park event on Sunday 5th June, had been very successful in securing acts for the day and was nearly at capacity.</p> <p>Cllr Watson advised the Rotary Club of Callington would be transferring £1,500 of Lottery Grant Funding to the Town Council for the event.</p> <p>Noted</p>	
12	<p>ANY OTHER URGENT BUSINESS</p> <p>Market Meeting 8th March 2022 – The Town Clerk advised due to a number of absences the meeting would not be quorate. Cllr Tolman proposed and Cllr Brooks seconded postponing the Market Meeting until after the new Council had been elected. Votes in favour 7, against 1, abstentions 1. RESOLVED</p> <p>Youth Project Funding held by Cornwall Council</p> <p>Cllr Tagg raised the ongoing issue of how the Town Council could ensure the trust funds currently held by Cornwall Council on behalf of the young people of Callington, are returned to the Town Council for control and appropriate distribution. Cllr Tagg confirmed he had two questions which he would like put to Cornwall Council regarding the funds:</p> <ul style="list-style-type: none"> • How do Callington Town Council (CTC) secure the funds from Cornwall Council (CC) and • Could he as Portreeve and one other member of the Youth Steering group speak directly to Cornwall Council rather than using Cllr Long, Cornwall Councillor as an intermediary? <p>Cllr Long responded and explained whilst there was no reason for the funds not be returned to CTC, nor for Cllr Tagg or any member of the Council to speak directly to CC, there were a number of legal implications regarding the original wording of the Trust which he would recommend were clarified by a qualified legal professional. The wording of the original trust document did not comply with current legal requirements and there were questions over how it should be interpreted now and whether legitimate changes could be made and by whom. As the CTC does not have access to legal professionals in-house, he would recommend using the legal facilities available through CC and once this was clarified, proceed with the transfer of the funds to CTC and direct communication. Cllr Tolman added it was her understanding that CC had wanted to return the monies to CTC in 2018, but that the Town Council had declined the offer at that time. It was noted that Cllr Long would report back to Council once he had spoken with the legal department at CC.</p> <p>Support for Ukraine</p> <p>There was a discussion regarding what show of support the Town Council could provide to the Ukrainian people following the invasion of their country by Russia. It</p>	<p>TC</p> <p>AL</p> <p>ATC/</p>

	<p>was agreed to post a message of solidarity on the Town Council website and social media pages, together with flying the Ukrainian national flag.</p> <p>Damaged Barrier at Saltash Recreation Ground Car Park The Operations Manager advised a vehicle had been identified via CCTV coverage damaging the height restriction barrier at the car park and he had been in contact with the owner of the vehicle who had agreed to pay for the repairs. The Operations Manager confirmed the cost of the replacement barrier would be £793 + VAT plus installation. It was proposed by Cllr Long and seconded by Cllr Brooks to proceed with the purchase and installation of the barrier and pursue the vehicle owner for reimbursement. Votes in favour – unanimous. RESOLVED</p> <p>Damage to Changing Places Facility - update The Town Clerk confirmed the police had looked at the CCTV recording of the Public Conveniences area and were confident they could use this to identify the perpetrators. There was a further discussion regarding options including how to prevent future incidents or make identification easier, together with penalties available for anyone found damaging property. It was agreed to utilize the current CCTV cameras and improve the angles of recording. If this was not successful further assessment would be required.</p> <p>The Operations Manager confirmed the current issue with the lights affecting the quality of CCTV recording at night was due to be resolved this week with the installation of new diffused light fittings outside the public conveniences.</p> <p>Noted</p>	<p>OM</p> <p>OM</p> <p>TC/OM</p> <p>OM</p>
	Date of next meeting Tuesday 15 th March 2022	
	There being no further business the meeting was closed at 8:02pm	