

TOWN HALL & PREMISES COMMITTEE MEETING

Callington Town Council Chambers

7th December 2021

Minutes

PRESENT: BROOKS (SB), GOLD (KG), MOORE (MM) (CHAIR), MORGAN (BM), POUND (SP), TOLMAN (ST) & WATSON (PW)

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

	Minutes	Action
1.	APOLOGIES Cllrs Coakley, Smith, Stentiford and Tagg	
2.	MINUTES Approval of the minutes of 2nd November 2021. Resolved. Proposed by Cllr Moore seconded by Cllr Watson.	
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. He confirmed the caretaking staff were managing the cleaning schedules well. There may be a need to engage seasonal workers in 2022 to help with the Outside Services works as the caretaking staff are unlikely to have spare capacity to help. Noted.	
7	FOR DECISION – to discuss the future use of Unit 11 (old Police Office) and to consider use as an alternative staff welfare room. (Supporting information previously circulated) . There was a discussion regarding potential use of the room by the newly formed Callington Youth group. At which point Cllr Watson declared an interest. In addition the potential income generated from offering the room for hire was also discussed. RESOLVED It was proposed by Cllr Gold and seconded by Cllr Watson to offer the room for hire in the interim, at the rate of £6 per hour and to discuss a longer term	TC

	plan in February 2022. Agreed.	
8	FOR DECISION – Unit 19, Pannier Market – an update on the proposed DDA toilet conversion and to discuss and decide on the replacement of ceiling tiles which have been identified as not conforming to Fire Regulations. (supporting information previously circulated) The Operations Manager confirmed the works would be completed during January 2022. In addition the Operations Manager was awaiting a quote for fire retardant tiles to replace the existing ones and it was hoped this work would be completed at the same time to limit disruption to the tenant.	OM
9	FOR DISCUSSION/DECISION – Revaluation of Town Council owned buildings for insurance purposes and the risk of being under-insured. (supporting information below) RESOLVED – Proposed by Cllr Moore and seconded by Cllr Brooks for the Town Clerk to obtain quotes to engage the services of professional valuation company for an updated value of the Town Council owned buildings. Agreed	TC
10	ANY OTHER URGENT BUSINESS The Town Clerk confirmed there would not be a Town Hall and Premises meeting in January 2022	
	Date of next meeting Tuesday 1 st February 2022	
	There being no further business the meeting was closed at 6:58pm	