



## TOWN HALL & PREMISES COMMITTEE

Date: 6<sup>th</sup> September 2022  
Venue: Council Chamber  
Time: **to follow the Planning Committee meeting**  
Enquiries: Town Hall - Tel: 01579 384039  
Portreeve & Mayor: Cllr Mike Tagg  
Councillors: BROOKS, COAKLEY, GOLD, LONG, MOORE (CHAIR), MORGAN,  
POUND, STENTIFORD, SMITH, TOLMAN & WATSON

1. **APOLOGIES**

2. **MINUTES**

Approval of the minutes of 5<sup>th</sup> July 2022.

3. **MATTERS ARISING**

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.

5. **DISPENSATIONS** – To consider any requests for dispensations.

6. **FOR DISCUSSION/DECISION** – To receive the Operation Manager's report, namely maintenance work completed and scheduled; agree any course of action, per the recommendations. **(see addendum 1.0 below)**

7. **FOR DISCUSSION/DECISION** – Windows and doors throughout the complex

8. **FOR DISCUSSION/DECISION** - to consider installing a microphone and speaker system between the main foyer and the office to alleviate aural issues that staff are experiencing.

9. **FOR DISCUSSION/DECISION** - to consider installing a water cooler in the main reception foyer

10. **FOR DISCUSSION/DECISION** – to consider obtaining quotes to have the Town Hall floor professionally sanded and re-sealed.

11. **FOR DECISION** - To discuss any issues concerning the **TOWN MARKET**. Specifically signage and how we can promote the events more widely.

12. **FOR DISCUSSION/DECISION** – to consider possible funding opportunities from Cornwall Council to reduce the Town Council's carbon footprint and to reduce utility costs.

13. **FOR DISCUSSION** - Pannier Market units update. To include current occupancy and recent electrical inspection report.
14. **FOR DISCUSSION** – to consider any completed Statements of Works.
15. **ANY OTHER URGENT BUSINESS**

To review and approve the Youth Centre Transfer Agreement

Jo Taylor - Town Clerk  
31<sup>st</sup> August 2022

## Town hall Meeting Update

**Date of Meeting 6.9.22**

<b>Town hall staff</b>	<b>UPDATE</b>	<b>STATUS</b>
Weeding and clearing of external town hall areas	Areas require ongoing weeding on a weekly basis. These areas include town square, pannier market, town well, the front of the hall complex and public toilets	Ongoing
Ongoing management of bookings including cleaning	New staff member settled in well. Caretaking staff still providing support to outside services. August is a quieter month we have been focusing on maintenance of town hall complex	Ongoing
<b>Town hall maintenance update</b>		
5 year electrical test	All facilities have now been tested. Quote received for remedial works awaiting approval at town hall and premises committee.	Ongoing
Kitchen improvement	Improvement works to kitchen ventilation system are scheduled for early September	Scheduled
Town hall replacement windows	Windows have now been manufactured. Waiting on installation date from supplier.	Ongoing
Roof insulation	Some additional roof insulation will be installed over the council chamber to give us the correct depth throughout the town hall.	Scheduled
<b>Pannier market maintenance update.</b>		
Inspection	Annual inspection of pannier market units will take place early September	scheduled

Report compiled by George du Plessis – Operations Manager

